
Glossary

Accrual Basis - Sometimes called "full accrual" basis. A basis of accounting in which revenues are recognized when earned regardless of when they are received, and expenses are recorded at the time the liability is incurred, regardless of when it is paid.

Accumulated Depreciation - The amount of depreciation that has accumulated to date during the existing useful life of City assets.

Appropriation - An authorization by the City Council to make expenditures and to incur obligations for a specific purpose. An appropriation is usually limited in amount as to the time when it may be expended.

Assessment District - Not a separate government entity, but rather a defined area of land that will be benefited by the acquisition, construction or maintenance of a public improvement.

Assessed Valuation - A value established for real property for use as a basis in levying property taxes. For all agencies in the State of California, assessed value is established by the County for the secured and unsecured property tax rolls; the utility property tax roll is valued by the State Board of Equalization. Under Article XIII, Section 2 of the California State Constitution, property values are assessed at full cash value (indexed from 1975-76 dollars using the Consumer Price Index; increases not to exceed 2% per year). However, increases to full value are allowed for property improvements or upon change in ownership. Personal property is excluded from these limitations, and is subject to annual reappraisal.

Audit - Prepared by an independent certified public accountant (CPA), the primary objective of an audit is to determine if the City's Financial Statements present fairly the City's financial position and result of operations in conformity with generally accepted accounting principles. In conjunction with their performance of an audit, it is customary for an independent auditor to issue a Management Letter stating the adequacy of the City's internal controls as well as recommending improvements to the City's financial management practices.

Beginning/Ending Fund Balance - Appropriated resources available in a fund from the prior/current year after payment of the prior/current year's expenses. This is not necessarily cash on hand.

Bond - A city may raise capital by issuing a written promise to pay a specific sum of money, called the face value or principal amount, at a specified date or dates in the future, together with periodic interest at a special rate.

Budget - A plan of financial operation listing an estimate of proposed applications or expenses and the proposed means of financing them for a particular time period. The budget is proposed until it has been approved by the City Council.

Budget Message - Included in the opening section of the budget, the Budget Message provides the Council and the public with a general summary of the most important aspects of the budget, changes from previous fiscal years, and the views and recommendations of the City Manager.

Capital Improvement - A permanent addition to the city's assets, including the design, construction, or purchase of land, buildings, or facilities, or major renovations of the same.

Capital Improvement Program (CIP) - A financial plan of proposed capital improvement projects with single and multiple-year capital expenditures. This program plans for five years and is updated annually.

Capital Outlay - Also called Capital Acquisition. A budget category which budgets all equipment having a unit cost of more than \$5,000 and an estimated useful life of over two years. Capital Outlay is budgeted in the operating budget.

Capital Projects - Physical structural improvements generally with a cost of \$10,000 or more and a useful life of one year or more. Examples include a new park, building modifications, and water main construction.

Certificates of Participation (C.O.P) - Form of lease-purchase financing used to construct or acquire capital facilities and equipment.

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Community Development Block Grant (CDBG) - Is a federal grant that aims to develop viable urban communities by providing decent housing, a suitable living environment, and expanded opportunities for persons of low and moderate income. The City of Yuba City receives an annual CDBG entitlement from the U.S. Department of Housing and Urban Development.

Debt Service - Payment of the principal and interest on an obligation resulting from the issuance of bonds or notes.

Debt Service Requirements - The amount of money required to pay interest on outstanding debt and required contributions to accumulate monies for future retirement of term bonds.

Deficit - An excess of expenditures or expenses over resources.

Department - A major organizational unit of the City that has been assigned overall management responsibility for an operation or a group of related operations within a functional area.

Depreciation - The decrease in value of physical assets due to use and the passage of time.

Development Impact Fees - Fees placed on the development of land or conditions required for the approval of a development project such as the donation (dedication or exaction) of certain land (or money) to specific public uses. The fees are typically justified as an offset to the future impact that development will have on existing infrastructure.

Encumbrances - A legal obligation to pay funds, the expenditure of which has not yet occurred. They cease to be encumbrances when the obligations are paid or otherwise terminated.

Enterprise Funds - This fund type is used to account for operations that are: (a) financed and operated in a manner similar to private sector enterprises and it is the intent of the City that the costs (including depreciation) of providing goods

or services to the general public be financed or recovered primarily through the user charges; or (b) the City or an outside grantor agency has determined that a periodic determination of revenues earned, expenses, and net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. The City has established two enterprise funds: water and wastewater (see Fund).

Expenditure - The outflow of funds paid or to be paid for an asset or goods and services obtained regardless of when the expense is actually paid. This term applies to all funds. Note: An encumbrance is not an expenditure; an encumbrance reserves funds to be expended.

Fiscal Year (FY) - A 12-month period of time to which the budget applies. For Yuba City, it is July 1 through June 30.

Full-Time Equivalent (FTE) - The decimal equivalent of a part-time position converted to a full-time base (i.e., one person working half time would equate to 0.5 FTE).

Fund - An independent fiscal and accounting entity used to record all financial transactions related to the specific purpose for which the fund was created. The seven generic fund types used by the City are: General Fund, Special Revenue, Debt Service, Capital Projects, Enterprise, Internal Service, and Trust and Agency.

Fund Balance - The amount of financial resources available for use. Generally, this represents the detail of all the annual operating surpluses and deficits since the fund's inception. Also known as financial position, fund balance is the excess of assets over liabilities, and represents the cumulative effect of revenues and other financing sources over expenditure and other financing issues.

Generally Accepted Accounting Principles (GAAP) - Uniform minimum standards and guidelines for financial accounting and reporting.

General Fund - The primary fund of the City used to account for all revenues and

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expenditures of the City not legally restricted as to use. Examples of departments financed by the General Fund include the City Council/Clerk, Police, Community Development, Administrative Services, and others.

Grant - Contribution or gift of cash or other assets from another governmental entity to be used or expended for a specific purpose, activity, or facility.

Home Investment Partnerships Program (HOME) - Is a federal grant that provides funding for the programs that offer affordable housing to low income households including homeowner rehabilitation, homebuyer activities, rental housing and tenant based rental assistance. The City of Yuba City receives its HOME funds from the California State Department of Housing and Community Development.

Inter-fund Transfers - Monies moved from one fund to another. The money is transferred to finance the operations of another fund or to reimburse the fund for expenses.

Internal Service Fund (ISF) - Funds established to account for the financing of goods or services provided by one department for other departments within the City on a cost reimbursement basis.

Modified Accrual - An adaptation of the accrual basis of accounting for governmental fund types. Revenues and other financing resources are recognized when they become available to finance expenditures of the current period. Expenditures are recognized when the fund liability is incurred.

Municipal Code - A book that contains City Council approved ordinances currently in effect. The Code defines City policy with respect to areas such as planning, zoning, building, etc.

Objectives - The expected results or achievements of a budget program.

Operating Budget - Annual appropriation of funds for on-going program costs, including salaries and benefits, services and supplies,

debt service, capital outlay and capital improvements.

Operating Expenses - Expenditures for materials, supplies, and services which are ordinarily consumed within a fiscal year and which are not included in program inventories.

Ordinance - A formal legislative enactment by the City Council. It is the full force and effect of law within City boundaries unless pre-empted by a higher form of law. An ordinance has a higher legal standing than a resolution.

Reimbursement - Payment of amount remitted on behalf of another party, department or fund.

Reserve - An account used to record that a portion of the fund's balance is legally restricted for a specific purpose and is, therefore, not available for general appropriation.

Resolution - A special order of the City Council, which has a lower legal standing than an ordinance.

Retained Earnings - An equity account reflecting the accumulated earnings of an enterprise or internal service fund.

Revenues - Amount received for taxes, fees, permits, licenses, interest, and intergovernmental sources during the fiscal year.

Revenue Bonds - A type of bond usually issued to construct facilities. The bonds are repaid from the revenue produced by the operation of these facilities.

Rural Economic Development Infrastructure Program (REDIP) - Provides low-cost financing for the construction, improvement, or expansion of public infrastructure necessary to support the creation or retention of permanent, private sector jobs in rural areas

Secured Property - As the property tax is guaranteed by placing a lien on the real property, secured property is that real property in which the value of the lien on the real property and the personal property located thereon is insufficient to assure payment of the tax.

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Special Assessment - A compulsory levy made against certain properties to defray all or part of the cost of a specific capital improvement or service deemed to benefit primarily those properties.

Special Revenue Fund - A fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

Staffing - A budget category which generally accounts for full-time and temporary employees.

Unsecured Property - As the property tax is guaranteed by placing a lien on the real property, unsecured property is that real property in which the value of the lien is not sufficient to assure payment of the property tax.

User Fees - The payment of a fee for direct receipt of a public service by benefiting from the service.

Fund Description

FUND/ACCOUNT DESCRIPTIONS

State Law and Generally Accepted Accounting Principles (GAAP) establish the financial structure for cities. Governments allocate and account for resources in separate sub entities classified as funds and account groups, based on the purposes for which the resources are to be spent and the means by which spending activities are controlled.

GENERAL FUND

The General Fund is the general operating fund of the City. It is the largest of all the funds and accounts for all financial resources traditionally associated with governments, such as Police, Fire, Streets, etc. It accounts for everything except those items that are specifically required to be accounted for in another fund.

SPECIAL REVENUE FUNDS

Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than expendable trusts and major capital projects) that are legally restricted to expenditures for specified purposes or for which separate accounting is required by administrative action.

Examples of the City's Special Revenue Funds include:

Gas Tax. Accounting for monies to be used on transit, road and street programs.

Traffic Safety. Accounting for court fines collected on the City's account for moving violations.

ENTERPRISE FUNDS

Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises.

Where the intent of the governing body is that the costs (expense, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or where the governing body has decided that periodic determination of revenues earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

The City maintains the following Enterprise Funds:

Water Utility. Accounting for activity related to providing residents with water service and the billing for service provided by the City.

Wastewater Utility. Accounting for activity related to providing collection and treatment of wastewater.

INTERNAL SERVICE FUND

Internal Service Funds are used to account for the financing of goods or other services provided by one department or agency to other departments or agencies of the City on a cost-reimbursement basis.

The City's Internal Service Funds are:

Vehicle Maintenance. Accounting for vehicle and special equipment maintenance.

Vehicle Replacement. Accounting for the replacement of City vehicles upon the expiration of their useful life.

Employee Benefits. To account for the provision of health and unemployment services.

General Liability. Accounting for general liability coverage for the City.

Disability Program. Accounting for short-term disability services.

Fund Description

Computer Equipment. Accounting for the replacement of City computers upon expiration of their useful life. Also this fund is responsible for providing funds to maintain existing computer equipment through service contracts.

Dental/Vision. Accounting for the provision of dental and vision services.

Workers Compensation. Accounting for workers compensation coverage for the City.

FIDUCIARY FUND TYPES

Trust and Agency Funds are used to account for assets held by the City in a trustee capacity or as an agent for individuals, private organization, other governments and/or other funds. These funds do not necessarily require budgets.

The City accounts for the following in the Trust and Agency Fund:

- ❖ Deferred Compensation Plan
- ❖ Performance Deposits
- ❖ Special Assessments

FY 2003-04 BUDGET EXPLANATION OF ACCOUNTS

Salary & Benefit Accounts

612 Salaries, Regular: includes salaries and wages, including terminal leave payments, for all employees except temporary and seasonal, in accordance with the classification compensation plan. Employees' salaries may be spread to several activities to reflect the distribution of their time.

613 Wages, Extra Help: includes salaries and wages for all temporary and seasonal employees in

accordance with the classification compensation plan.

614 Overtime Wages: includes salaries and wages for overtime work in accordance with the classification compensation plan.

615 Fringe Benefits: includes the City's expenses for all benefits and includes: Medicare, health, PERS, workers compensation, life insurance, and vision.

Materials, Supplies, and Service Accounts

621 Utilities: includes expenses for gas and electricity.

622 Telephone: includes telephone related charges.

623 Postage & Freight: includes the cost of postage, certified and registered mail, UPS.

624 Advertising: includes promotional and legal advertising in newspapers, magazines, and other media.

625 Office Supplies: includes consumable items such as pencils, carbon paper, calendars, staplers, and filing material. Also includes photocopy charges, blueprints, forms etc.

626 Printing & Binding: includes outside printing and binding.

627 Professional & Specialized Services: includes services by other than City employees (e.g., auditing services, engineering and architectural services, actuarial studies, data processing, and other similar services).

628 Travel & Meetings: includes travel to conferences, professional organization meetings, seminars and other outside training events.

Fund Description

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|-----|---|-------------------------------------|--|
| 629 | <u>Vehicle Allowance</u> : reflects monthly car allowance or mileage expense when employees use personal vehicles in the performance of City business. | | |
| 631 | <u>Subscriptions & Membership Dues</u> : includes expenses for memberships and dues to professional organizations. Subscriptions include publications and trade journals. | 639 | <u>Training Programs</u> : includes expenses for in-service training programs, refreshments, seminars and miscellaneous training materials. |
| 632 | <u>Rents and Leases</u> : include all rental and leases. | 642 | <u>Uniforms and Clothing</u> : includes uniform allowance, purchase or rental of uniforms, rainwear, helmets, goggles, badges, etc. |
| 633 | <u>Office Equipment O & M</u> : includes maintenance and rental of typewriters, microfilm camera. | 643 | <u>General Liability Insurance Premiums</u> : includes expenses for insurance premiums and claims settlements for other than group health and life insurance. |
| 634 | <u>Special Equipment O & M</u> : includes maintenance and operational costs of non-automotive equipment such as instrumentation, compressors, pool filters, etc. (see chart of accounts for complete listing). | 649 | <u>Depreciation</u> : covers the cost of a fixed asset that is prorated over the estimated service life of such an asset. Each accounting period is charged with a portion of such cost. Depreciation expenses appear only in the enterprise and internal service funds. |
| 635 | <u>Vehicle Maintenance & Replacement</u> : includes all vehicle maintenance costs and the replacement fee charged by the internal service fund based on vehicle allocated. | 652 | <u>Bond Principal and Interest Expense</u> : includes expenditures to retire principal maturing bonds and interest payments. |
| 636 | <u>Buildings & Facility O & M</u> : includes expenses incurred in maintenance and repair of buildings and structures. | 660 | <u>Other Material and Supplies</u> : includes other material and supplies that do not fall into a defined category above. |
| 637 | <u>Chemicals</u> : includes chemicals such as chlorine, sulfur dioxide, etc. (see chart of accounts for a complete listing) | <u>Capital Acquisition Accounts</u> | |
| 638 | <u>Small Tools & Equipment</u> : includes hammers, shovels, minor drafting equipment and engineering equipment, photographic equipment, etc., with less than a \$1,000 estimated unit price or with an estimated life of one year or less (regardless of cost). Supplies or other expenses peculiar to one or a | 691 | <u>Land</u> : includes all expenditures for land. |
| | | 692 | <u>Equipment</u> : includes expenditures for all equipment with an estimated unit price of \$1000 or more and a useful life of one (1) year or greater. Examples range from office |
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Fund Description

- equipment to outdoor equipment (e.g., lawnmower).
- 693 Buildings: includes all expenditures for buildings.
- 694 Vehicles: includes purchases for vehicles (e.g., truck, vans, sedans).
- 695 Furniture Fixtures: includes expenditures for furniture and fixtures with an estimated unit price of \$1000 or more (e.g., credenzas, desks, chairs).
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Glossary of Acronyms

AB Assembly Bill
ADA.....Americans with Disabilities Act
CAD.....Computer Aided Dispatch
CAFR .. Comprehensive Annual Financial Report
CCMT California Certified Municipal Treasurer
CDBG Community Development Block Grant
CIPCapital Improvement Programs
CLETS.....California
Law Enforcement Telecommunications System
COMPSTATComparative Statistics
COP.....Certificates of Participation
COPPS.....
Community Oriented Policing & Problem Solving
CSFMO
. California Society of Municipal Finance Officers
DIF.....Development Impact Fees
EDC.....Economic Development Corporation
EFT..... Electronic Funds Transfer
EIR Environmental Impact Report
FRAQMD.....
... Feather River Air Quality Management District
FTE..... Full-Time Equivalent
FY.....Fiscal Year
GAAP .. General Accepted Accounting Principals
GASB Government Accounting Standards Board
GDP.....Gross Domestic Product
GFOA Government Finance Officers Association
GIS Geographic Information Systems
HOME.. Home Investment Partnerships Program
HVAC Heating Ventilation Air Conditioning
HWC..... Hillcrest Water Company
ICMA
..... International City Management Association
ISF..... Internal Service Fund
LAFCO Local Agency Formation Commission

LAIF Local Agency Investment Fund
LLD Lighting & Landscape District
LTF Local Transportation Fund
MOU..... Memo of Understanding
NPDES.....
National Pollutant Discharge Elimination System
OES Office of Emergency Services
OTS..... Office of Traffic Safety
PG&E..... Pacific Gas & Electric Co.
PW Public Works
QAT Quality Assurance Team
RDA Redevelopment Agency
REDIP Rural
Economic Development Infrastructure Program
RLF Revolving Loan Fund
RSTP Regional Surface Transportation
SACOG.....
..... Sacramento Area Council of Governments
SBOE..... State Board of Equalization
SOI..... Sphere of Influence
STOPSuspended Traffic Offender Program
SWAT Special Weapons and Tactics
TDA..... Transportation Development Act
TOT..... Transient Occupancy Tax
UCLA University of California Los Angeles
VLF Vehicle License Fees
WRP..... Water Reclamation Plant
WTP Wastewater Treatment Plant
YCPD Yuba City Police Department
YSDI..... Yuba Sutter Disposal Inc.

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City Resource Directory

(All telephone numbers have a 530 area code)

City Council	822-4606
City Attorney	822-4601
City Manager	822-4601
Administrative Services – Finance	822-4622
Administrative Services –Treasurer	822-4817
Administrative Services – Information Technology	822-4817
Administrative Services – General Services	822-4659
Human Resources – City Clerk.....	822-4609
Human Resources	822-4610
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Police – Administration.....	822-4664
Police – Investigation	822-4788
Police – Field Operations	822-4660
Police – Crime Prevention.....	822-4668
Police – Technology Resources	822-4676
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Redevelopment Agency	822-4601
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CDBG Programs	822-4601
Vehicle Maintenance ISF	822-4659
Vehicle Replacement ISF	822-4659
Computer Replacement ISF	822-4817
Public Works – Water Distribution	822-4626
Utilities – Water Treatment Plant	822-4639
Public Works – Wastewater Collection .	822-4626
Utilities – Wastewater Treatment Plant.	822-4639
Utilities – Laboratory	822-4639
