

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAMPBELL  
ADOPTING THE CITY'S OPERATING & CAPITAL BUDGET  
FOR FISCAL YEAR 2007-08 (FY 08)**

**WHEREAS**, there has been submitted to the City Council a proposed budget for the operation of all departments and facilities of the City of Campbell for FY 08, and there has been submitted to the City Council a proposed budget for the capital expenditures related to City projects, and

**WHEREAS**, the City Council held meetings to review the proposed operating and capital budget; and the City Council took action to adopt the proposed budget;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council that as of July 1, 2007 the amount of \$44,501,591 be fixed as the amount necessary to meet all municipal operating requirements (excluding any further changes resulting from this public hearing, and/or any miscellaneous corrections), and that the amount of \$4,243,000 be fixed as the amount necessary to meet the capital requirements of the City and that the same is hereby approved, confirmed and adopted at the combined total of \$48,744,591; and,

**BE IT FURTHER RESOLVED** that the Finance Director is hereby authorized to make any changes resulting from the public hearing to adopt the FY 08 operating and capital budget, modifications resulting from the meet and confer process, or any miscellaneous corrections due to more refined estimates and incorporate these changes into the final published FY 08 operating and capital budget document; and,

**BE IT FURTHER RESOLVED** that pursuant to Section 33445 of California Redevelopment Law, the City Council finds that the payment of all or part of the value of the land for and the cost of installation and construction of any buildings, facilities, structures or other improvements contemplated in the Redevelopment Agency's FY 08 budget are of benefit to the project area, that no other reasonable means of financing such buildings, facilities, structures, or other improvements are available to the community, that the payment of funds for the acquisition of land or the cost of buildings, facilities, structures, or other improvements contemplated in the Agency's FY 08 budget will assist in the elimination of one or more blighting conditions inside the project area or provide housing for low or moderate income persons; and that the payment of funds for the acquisition of land or the cost of buildings is consistent with the Redevelopment Agency's implementation plan adopted in accordance with California Redevelopment Law; and

**BE IT FURTHER RESOLVED** that based on the foregoing findings, the City Council consents to the payment of the Agency for the cost of land and the cost of buildings, facilities, structures, or other improvements contemplated in the Agency's FY 08 budget.

**PASSED AND ADOPTED** the 5<sup>th</sup> day of June, 2007, by the following roll call vote:

**AYES:** Councilmembers: Kennedy, Low, Burr, Furtado  
**NOES:** Councilmembers: None  
**ABSENT:** Councilmembers: Hernandez

**APPROVED:**  
  
\_\_\_\_\_  
Daniel E. Furtado, Mayor

**ATTEST:**  
  
\_\_\_\_\_  
Anne Bybee, City Clerk

**A RESOLUTION OF THE AGENCY BOARD OF THE CITY OF CAMPBELL  
REDEVELOPMENT AGENCY ADOPTING THE OPERATING BUDGET  
FOR FISCAL YEAR 2007-08 (FY 08)**

**WHEREAS**, there has been submitted to the Agency Board a Proposed Budget for the operation of all Redevelopment Agency programs and functions for FY 08, and

**WHEREAS**, the Agency Board held meetings to review the proposed Agency operating budget; and the Agency Board took action to accept the proposed budget; and

**WHEREAS**, pursuant to Health and Safety Code Section 33334.3(d) the Agency Board is to determine that the planning and administrative expenses budgeted from the Low and Moderate Income Housing Fund are necessary for the production, improvement, or preservation of low and moderate income housing.

**NOW, THEREFORE, BE IT RESOLVED** by the Agency Board that as of July 1, 2007 the amount of \$7,848,082 be fixed as the amount necessary to meet all agency operating requirements, and that the same is hereby approved, confirmed and adopted.

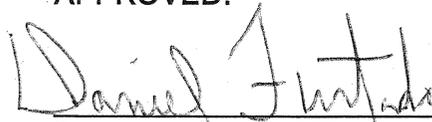
**BE IT FURTHER RESOLVED** that the Agency Board finds that the planning and administrative expenses from the Low and Moderate Income Housing Fund currently budgeted in the proposed FY 08 operating budget are necessary for the production, improvement, or preservation of low and moderate income housing.

**BE IT FURTHER RESOLVED** that the Finance Director is hereby authorized to make any changes or impacts resulting from the public hearing to adopt the FY 08 operating budget, or any miscellaneous corrections due to more refined estimates and incorporate these changes into the final published FY 08 operating and capital budget document.

**PASSED AND ADOPTED** the 5<sup>th</sup> day of June 2007, by the following roll call vote:

**AYES:** Agency Members: Kennedy, Low, Burr, Furtado  
**NOES:** Agency Members: None  
**ABSENT:** Agency Members: Hernandez

**APPROVED:**



Daniel E. Furtado, Agency Chairperson

**ATTEST:**

  
Anne Bybee, Agency Secretary

# Budget Awards





# 2007 - 2008 Budget Calendar



## November 2006

Nov 2006						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
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- 11/16 Motor Pool/Vehicle Equipment Requests due to P.W. Director
- 11/16 IT Equipment Requests Due to IT Manager
- 11/16 Building Maintenance Requests Due to Facilities Manager
- 11/16 Public Facility Maintenance Requests Due to P.W. Director
- 11/30 CIP Requests Due to CM's Office

## December

- 12/5 Begin Update on Salary/Benefits Model with Human Resources
- 12/14 CDBG Study Session
- 12/19 Schedule Budget Meetings with CM & Department Heads
- 12/21 Distribute Round I Budget Packets to Departments / Hard Copy

## January - 2007

- 1/11 CDBG Study Session - Public Hearing (I)
- 1/12 Mid-Year Changes Due to Finance
- 1/30 Dept'l. Goals/Objectives/Mission Statements Due to C.M.
- 1/31 Personnel Requests due to H/R Manager

## February

- 2/6 Mid-Year Budget Report Presented to Council
- 2/8 CDBG Study Session - Public Hearing (II)
- 2/12 Round I Budget Worksheets Due to Finance
- 2/12 Review of Departmental Goals with Dept. Heads @ 1/1's (2/12 - 2/16)
- 2/13 Pentamation Migration Training (2/13 - 2/16)
- 2/22 Revenue Documentation Forms Due to Finance

## March

- 3/1 Distribute Round I Budget Worksheets for Proofing
- 3/6 CDBG Council Action
- 3/6 Proofed Round I Copies Due to Finance by 10:00 a.m. (Hard Copy)
- 3/8 Sub-Grant Funding - Public Hearing (I)
- 3/8 Revised Fee Schedule Due to Finance
- 3/9 Distribute Round I Budget Binders to Dept's. for CM Meetings
- 3/12 Dept'l. Meetings With City Manager (3/12 - 3/16)
- 3/21 Follow-up Departmental Meetings with City Manager (3/21 & 3/22)
- 3/27 Notice of Public Hearing Information to City Clerk - Fee Resolution
- 3/28 Round II Changes to Departments for Proofing

## April

- 4/3 Proofed Round II Copies Due to Finance by 10:00 a.m. (Hard Copy)
- 4/5 Fee Schedule Report due to City Clerk
- 4/9 Preliminary Budget Presentation Development (4/9 - 4/13)
- 4/10 CIP - Planning Commission Review
- 4/12 Sub-Grant Funding - Public Hearing (II)
- 4/17 Narrative Budget Study Session (CIP / Workplans / Performance Measures)
- 4/17 Public Hearing & Adoption of Fee Schedule

## May

- 5/9 Distribution of Budget Binder to Council
- 5/15 Sub-Grant Funding Council Action
- 5/15 City Clerk to Notice Public Hearing - Budget Adoption
- 5/15 Introduction of FY 08 Budget (Regular Meeting)

## June

- 6/5 Public Hearing & Adoption of Operating/Capital Budget (City & RDA) / Gann Limit
- 6/5 CIP Council Approval

May 2007						
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## **SUMMARY OF BUDGET PROCESS**

The City of Campbell adopts an annual budget. There is one document containing both summary and detailed information on revenues and expenditure appropriations for the Fiscal Year beginning July 1, and ending June 30. In addition to the operating budget, the City Council adopts a seven-year Capital Improvement Plan (CIP) from which new projects for the first year become an integral part of the proposed operating/capital budget. Typically, this process begins in late September with the distribution of CIP request forms and instructions and ends in mid April or early May with Council's formal adoption of the seven-year CIP. Although a CIP document is prepared separate from the budget document, the CIP information is incorporated into the budget document resulting in an operating/capital budget. The operating and capital budget is appropriated for both the City as a whole and the Redevelopment Agency (RDA). The document is detailed and the budget is managed and accounted for by line-item, by individual program, by fund.

The formal operating budget preparation process begins in mid December with distribution of budget packets containing the appropriate forms and instructions to assist the preparer. If desired, a budget kick-off meeting is scheduled for the purpose of outlining the budget calendar, as well as the process, procedures and forms to be used in the development of the budget. More importantly, this ensures that the budget is prepared in accordance with fiscal policies/guidelines and objectives established by the City Council. The time frames provided in the budget calendar reflect early involvement of City staff and the City Council in review and discussion of policy direction, goals and objectives concurrent with development of financial projections and service level requirements. With this approach, the necessary components that guide the process are incorporated into the proposed budget prior to formal submission to the City Council. Readers may be interested to know that all appropriations, excluding Capital Projects, lapse at year-end. This means that this budget only contains new appropriations for the Fiscal Year.

## **BUDGET AMENDMENTS**

Because the budget is an estimate, from time to time it is necessary to make adjustments to fine-tune the line-items within it. Various levels of administrative control are utilized to maintain the budget's integrity. Program Managers are accountable for the line-item level of control of their individual program budgets for operating revenues and expenditures as well as capital projects. Department Heads are accountable for the fund level of control for funds within their departments. Finance oversees the general level of accountability related to budgetary integrity through systems checks and balances and various internal controls. Budget adjustments can consist of two basic types; administrative adjustments or those requiring additional appropriations. The City Manager can authorize budget adjustments within the adopted budget or those requiring transfers from reserves of less than \$5,000. These are referred to as administrative budget adjustments. All budget adjustments that increase appropriations or any adjustments to capital projects must be approved by Resolution of the City Council whether they are for the operating or capital budget.

A General Fund mid-year report will be presented to the City Council in January of each year. Budget amendments resulting from that review will be authorized by Resolution of the City Council. The City shall attempt to keep budgetary records in such a manner to qualify for the Distinguished Budget Presentation Award from the Government Finance Officer's Association (GFOA) and the Excellence in Operating and Capital Budgeting Award from the California Society of Municipal Finance Officers (CSMFO).

The City Council has established formal Financial and Administrative Policies. These policies require a review of the General Fund (the City's largest fund) at the mid-point of the fiscal year. All appropriation adjustments are approved at that time by Resolution of the City Council and implemented by the Finance Department. Excerpts from the Financial Policies Summary are incorporated within the Summary budget document. The policies have been modified slightly with changes in management; however, in all cases, they have become more, rather than less restrictive.

## BUDGET EXHIBITS

### Summary of Exhibits

**Exhibit A:** This is a three-part summary. The first section, the **Summary of all Expenditures by Major Category**, summarizes total appropriations by program. It is considered to be the program's use of funds. The next Section of the form is the **Funding Source Summary** or source of funds. It identifies the major sources of funding for the program such as General Fund, Gas Tax, Etc.

The source and use sections must be equal in total dollars. In the unlikely circumstance that the two do not equal, budgeting a non-operating funding source such as beginning fund balance may be required.

**Revenues Monitored by the Program.** This third section of the form reflects revenue accounts that are projected and monitored by the respective program. Revenue titles and account numbers in addition to historical and projected data are reflected in this section. Total revenues may be less than, equal to, or greater than the preceding two sections of the form. Revenue documentation forms for each revenue account are completed to support both the revenue projection and fee resolution changes.

### Employee Services Summary

**Exhibit B:** This exhibit is completed by the Finance Department once final salary and benefit information is available. Department heads and managers contact Finance when specific salary and benefit information is needed.

### Personnel Allocation Detail

**Exhibit B-1:** This two-part exhibit serves as the detail to salary accounts #7001 and #7002 in Exhibit B. The top half of this form is for permanent personnel, and the bottom half is for temporary and contract personnel. The current fiscal years' full-time equivalents (FTE's) and related salary dollars (not including benefits) are identified in the shaded columns.

### Supplies and Services Summary

### Supplies and Services Detail

**Exhibit C:** The line-item detail information that supports this exhibit is contained in Exhibit C-1. Line item total from Exhibit C-1 are brought forward to this exhibit. Both exhibits are equal in total dollars.

### Debt Service Detail

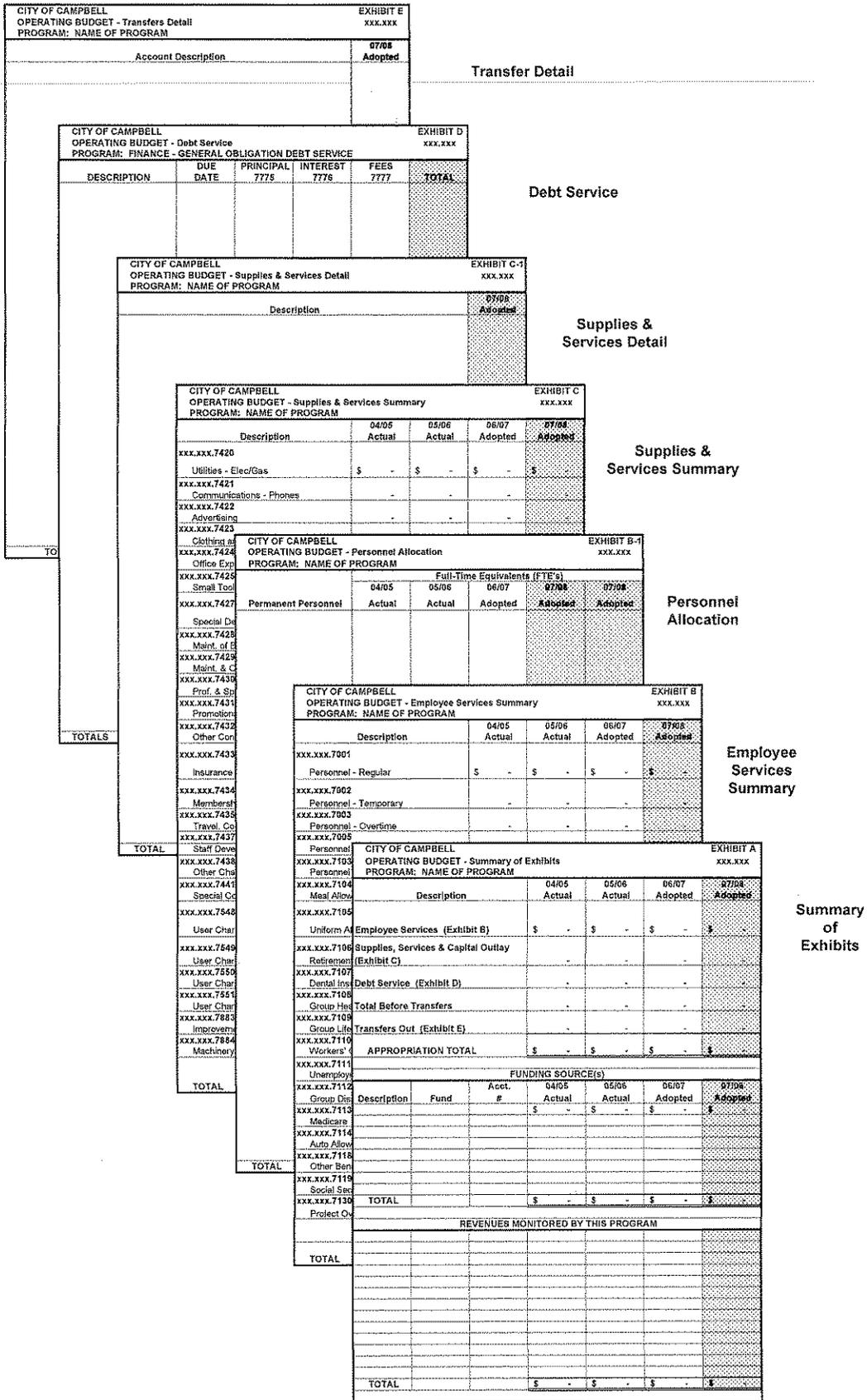
**Exhibit C-1:** In this single exhibit, each line-item should contain narrative regarding the specific types of expenditures budgeted. Sub-total by line-item are totaled and transferred to the appropriate location on Exhibit C. Both exhibits are equal in total dollars.

### Transfers Detail

**Exhibit D:** Redevelopment and Finance are the only two program areas that use this exhibit to identify principal and interest payments related to debt service.

**Exhibit E:** This exhibit provides narrative similar to that reflected on Exhibit C-1. The primary difference is that this from pertains to interfund transfers. The information provided on this form rolls forward to the appropriate section of Exhibit A. The recipient fund and program number in addition to the intended use of the transferred funds is provided.

# BUDGET EXHIBITS FLOW CHART



## Program / Department / Fund Matrix

<u>Program Name</u>	<u>#</u>	<u>Department Name</u>	<u>Fund Name</u>	<u>#</u>
City Council	501	Legislative Bodies	General Fund	101
City Manager	510	City Manager - Administration	General Fund	101
City Clerk	511	Legislative Bodies	General Fund	101
Human Resources	515	City Manager - Administration	General Fund	101
Workers' Comp. Insurance	516	City Manager - Administration	Workers Comp. Trust	690
Community Svcs. Administration	524	Recreation & Community Services	General Fund	101
Senior Citizens Nutrition Program	525	Recreation & Community Services	General Fund	101
Adult Services	526	Recreation & Community Services	General Fund	101
Campbell Community Center	527	Recreation & Community Services	General Fund	101
Museum Services	528	Recreation & Community Services	General Fund	101
Theater	529	Recreation & Community Services	General Fund	101
Building Maintenance	530	Recreation & Community Services	General Fund	101
Sports, Aquatics & Fitness	531	Recreation & Community Services	General Fund	101
Trips/Tours & Classes	532	Recreation & Community Services	General Fund	101
Accounting	535	Finance Department	General Fund	101
Non-Departmental	540	Finance Department	General Fund	101
L.I.D. Debt Service	541	Debt Service	Debt Service - L.I.D.	36x
C.O.P. Debt Service, 1993	543	Debt Service	Debt Service - C.O.P.	366
C.O.P. Debt Service	544	Debt Service	Debt Service - C.O.P.	368
City Treasurer	545	Finance Department	General Fund	101
Information Technologies Services	547	Finance Department	IT Pool	647
Comm. Dev. - Administration	550	Community Development	General Fund	101
Current Planning	551	Community Development	General Fund	101
Policy Development	552	Community Development	General Fund	101
Housing	553	Community Development	Housing & Comm. Dev.	208
Building	554	Community Development	General Fund	101
Housing / C.D.B.G.	555	Community Development	Housing & Comm. Dev.	208
Legal Services	560	City Manager - Administration	General Fund	101
Police - Administration	601	Police Department	General Fund	101
Communications	602	Police Department	General Fund	101
Records	603	Police Department	General Fund	101
Special Enforcement Services	604	Police Department	General Fund	101
Field Services	605	Police Department	General Fund	101
Fire Protection Services	610	Police Department	General Fund	101
Public Works - Administration	701	Public Works Department	General Fund	101
Environmental Programs	715	Public Works Department	Solid Waste Mgmt.	209
Transportation Engineering	720	Public Works Department	General Fund	101
Engineering	730	Public Works Department	General Fund	101
Land Dev. / Envir. Programs	740	Public Works Department	General Fund	101
Maintenance Administration	745	Public Works Department	General Fund	101
Vehicle & Equip. Maint. Services	750	Public Works Department	Motor Vehicle Pool	641
Street Maintenance	760	Public Works Department	Gax Tax	204
Signals & Lighting Maint.	770	Public Works Department	Lighting & Lndscp. Dist.	207
Park Maintenance	775	Public Works Department	Lighting & Lndscp. Dist.	207
R.D.A. Administration	815	Redevelopment Agency	Capital Projects - R.D.A.	434
R.D.A. Debt Service	816	Redevelopment Agency	Debt Service - R.D.A.	364
R.D.A. Housing	817	Redevelopment Agency	R.D.A. Housing	223
Capital Projects	950	Capital Project	Capital Projects	435
Transfers-Out	990	Other Financing Sources		

## List of Funds

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101	General Fund	368	Debt Service - 1997 C.O.P.
204	Gas Tax	431	Campbell - '91 COP Capital Projects
205	Asset Forfeiture Fund	432	1999 RDA Tax Allocation Bonds
207	Lighting & Landscape District	433	RDA - COP Capital Projects
208	Housing & Community Development	434	Capital Projects - RDA
209	Environmental Services	435	Capital Projects Fund
210	Supplemental Law Enforcement	436	RDA - Tax Allocation Capital Projects
211	Federal Aide Urban	641	Motor Vehicle Pool
212	State & County Grants	647	Information Technologies Pool
213	Senior Nutrition Program	690	Workers Compensation
216	TDA Grant	693	Heritage Theatre
218	Federal Grants	794	Parks and Museum
223	Redevelopment Agency Housing Fund	797	Adult Center
295	Parkland Dedication	836	General Fixed Assets
360	Debt Service - LID #27	838	General Fixed Assets - RDA
364	Debt Service - RDA	937	General LTD Group
366	Debt Service - City C.O.P.	939	General LTD Group - RDA
367	Debt Service - LID #30	963	General LTD Group - 1915 Act Bond

## List of Programs

### City Council

501 City Council

### City Manager

510 Administration  
511 City Clerk  
515 Human Resources  
516 Workers Compensation Self-Insurance

### Recreation & Community Services

524 Community Services - Administration  
525 Senior Citizen Nutrition Program  
526 Adult Services  
527 Campbell Community Center  
528 Museum Services  
529 Theater  
530 Building Maintenance  
531 Sports, Aquatics & Fitness  
532 Trips, Tours & Classes

### Finance

535 Accounting  
540 Non-Departmental  
541 L.I.D. Debt Service  
542 General Obligation Debt Service  
543 1993 C.O.P. Debt Service  
545 City Treasurer  
547 Information Technologies

### Community Development

550 Administration  
551 Current Planning  
552 Policy Development  
553 Housing  
554 Building  
555 Housing/CDBG

## List of Programs

### Legal Services

560 Legal Services

### Police

601 Administration  
602 Communications  
603 Records  
604 Special Enforcement Services  
605 Field Services  
610 Fire Protection Services

### Public Works

701 Department Administration  
715 Environmental Programs  
720 Transportation Engineering  
730 Engineering  
740 Land Development / Environmental Programs  
745 Maintenance Administration  
750 Vehicle & Equipment Maintenance  
760 Street Maintenance  
770 Signals & Lighting Maintenance  
775 Park Maintenance

### Redevelopment Agency

815 Administration  
816 Debt Service  
817 20% Housing

### Capital Projects

850 RDA Capital Projects  
950 City Capital Projects.

### Transfers

990 City Transfers

## FUND DESCRIPTIONS

The basic accounting and reporting entity for the City is a fund. A fund is "an independent fiscal and accounting entity used to record all financial transactions related to the specific purpose for which the fund was created." Funds are established for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

Funds used in government are classified into three broad categories: governmental, proprietary and fiduciary. Governmental funds include activities usually associated with a typical state or local government's operations (public safety, general government activities, etc.). Proprietary funds are used to account for activities often found in the private sector (utilities, stadiums and golf courses are prime examples). Trust and Agency funds are utilized in situations where the government is acting in a fiduciary capacity as a trustee or agent. The various funds are grouped in fund types and categories as follows:

**GOVERNMENTAL FUNDS** - include activities usually associated with the governmental entities' operation (police, fire, and general governmental functions).

**General Fund** - The General Fund is used as the accounting entity for resources traditionally associated with governments such as administration, engineering and public safety, which are not required to be accounted for in another fund.

**Special Revenue Funds** - are those which have been created in accordance with the requirements of State and Federal statutes or which requires that the funds be used only for designated functions.

**Gas Tax Fund** - budgets and accounts for revenues and expenditures pertaining to the maintenance and reconstruction of City streets.

**Environmental Services Fund** - budgets and accounts for environmental services such as administration of solid waste programs, recycling, storm water management, etc.

**Lighting and Landscaping District Fund** - budgets and accounts for revenues and expenditures providing for street lighting and landscaping.

**Community Development Block Grant Fund** - budgets and accounts for federal block grants to community development.

## **FUND DESCRIPTIONS**

**Senior Nutrition Program Fund** - budgets and accounts for revenues and expenditures pertaining to the operation of the Campbell Senior Nutrition Program.

**Other Grant Funds** - budgets and accounts for funds which are provided for specific purposes.

**Redevelopment Agency Housing Fund** - budgets and accounts for twenty percent of the increased property tax revenues from the County of Santa Clara legally required to be set aside for low and moderate income housing.

**Redevelopment Agency Fund** - budgets and accounts for increased property tax revenues from the County of Santa Clara and for the payment of administrative expenditures relating to the operation of the Redevelopment Agency.

**Campbell Community Center Fund** - budgets and accounts for revenues and expenditures pertaining to the operation of the Campbell Community Center.

**Drug Enforcement Revenue Fund** - budgets and accounts for revenues received through asset seizure from any drug related convictions.

**Other Special Revenues Fund (Miscellaneous)** - budgets and accounts for donations restricted to specific uses within the City.

**DEBT SERVICE FUNDS** - established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

**RDA Debt Service Fund** - budgets and accounts for payment of principal and interest on Redevelopment Agency general long-term debt.

**1915 Act Bond Debt Service Fund** - budgets and accounts for the assessments received and the payment of principal and interest under the Improvement Bond Act of 1915. (See Glossary - LIDs)

**City COP Funds** - budgets and accounts for City debt service for the 1993 and 1997 Certificates of Participation.

## **FUND DESCRIPTIONS**

### **CAPITAL PROJECTS FUNDS:**

**RDA Capital Projects Fund** - budgets and accounts for the expenditures of Redevelopment Agency projects.

**City Capital Projects Fund** - budgets and accounts for the expenditures and financing of the City's capital improvement projects.

**COP Projects** - budgets and accounts for City capital projects funded by the 1993 and 1997 COPs.

**RDA - COP Projects** - budgets and accounts for RDA capital projects funded by the 1991 and 1993 COPs.

**INTERNAL SERVICE FUNDS** - budgets and accounts for the financing of goods and services provided by one department or agency to other departments on a cost reimbursement basis.

**Motor Vehicle Pool Fund** - budgets and accounts for the cost of operating, maintaining and replacing automotive and related equipment used by other City departments. Rental rates charged to the user departments include operating and replacement costs.

**Information Technologies Fund** - budgets and accounts for the costs of operating, maintaining and replacement of computer hardware, software and photocopy/fax equipment. Rental rate charges to the user departments include operating and replacement costs.

**Workers' Compensation Self-Insurance Fund** - budgets and accounts for revenues derived from charges made to operating departments at rates based on the State Compensation Fund, annually adjusted to ensure an adequate reserve for future claims. This fund is charged for administrative costs of settling claims as well as material and other costs of job related illness or injury.

## REVENUES

The City of Campbell provides many services to its residents such as Police, Fire, Parks, Recreation, etc. These services are not without a cost to the taxpayer. It is the task of City Officials to produce the necessary revenue to satisfy the ever-growing demand for local services.

The City of Campbell receives revenue from many sources to offset the costs of its operations. Revenue is received from sales taxes, property taxes, and many other sources. For each fiscal year, the City's revenues are estimated conservatively and, therefore, actual revenues received often exceed the estimated projections. This section will describe the major revenue sources available to the City. The budget summaries will provide a more detailed breakdown of all revenues. The major revenue sources are as follows:

**BUILDING PERMITS** - The City requires that building permits be obtained to ensure that structures meet specific standards as identified in the Municipal Code. The City requires various construction permits for activities such as the installation of electrical and plumbing, etc. The City charges a fee for issuing these permits in order to recover the costs incurred.

**FRANCHISE FEES** - The Franchise Fee is imposed on various utilities and organizations which permits them to use and operate those facilities within the City.

**INVESTMENT INCOME** - Interest income is earned as the City invests its idle funds in various investment instruments. The goal of the City regarding investments is to ensure the safety of each investment and maintain liquidity while achieving a fair rate of return - in that particular order.

**MOTOR VEHICLE LICENSE FEES** - The Motor Vehicle License Fee is collected by the State of California as a component of vehicle registration and is apportioned to cities based on population.

**OTHER** - The City of Campbell also collects revenues from services such as Plan Checks and Recreational programs. A number of Federal, State and County grants are received to help fund specific City services. Other revenue sources include Internal Services Funds, Interfund Transfers, Redevelopment Agency Funds, and miscellaneous revenues.

**PROPERTY TAX** - Property tax is imposed on real property (land and permanently attached improvements, such as buildings) and tangible personal property located within the City. The tax comprises one percent of the assessed value of the property -- of which the City's apportionment is .27% of County tax receipts. The assessed value of real property appraised by the County Assessor is the 1975-76 assessment role value adjusted after 1975 by a two percent inflation factor per year. When property changes hands or new construction occurs, it is reassessed at its current market value.

## REVENUES

**SALES AND USE TAX** - Sales and use tax is imposed on retailers for the privilege of selling, at retail, within the City limits. This tax is based on the sales price of any taxable transaction of tangible personal property. The Bradley-Burns Uniform Local Sales and Use Tax Law, adopted in 1955, extends the authority to impose local sales tax to counties. One percentage point of the sales tax collected by the State Board of Equalization is allocated back to the City for general purposes. This revenue is placed in the General Fund for unrestricted uses.

**STATE GAS TAX** - The State Gas Tax is derived from State of California taxes on gasoline purchases and is allocated, on a share basis, to cities. The Gas Tax revenues are broken down into Sections 2106, 2107, and 2107.5. Sections 2106 and 2107 funds are restricted to the construction, improvements, and maintenance of public streets. Section 2107.5 funds are restricted to engineering costs and administrative expenses with respect to City streets.

**TRANSIENT OCCUPANCY TAX** - The Transient Occupancy Tax in Campbell is a ten percent (10%) tax on the cost of a hotel room and imposed on "transients" who occupy a room or rooms in a hotel, inn, motel, tourist home, or other lodging facility within the City's limits.

## CHART OF ACCOUNTS – REVENUES

<u>Account Number</u>	<u>Description</u>
4001	Property Taxes - Current Secured
4002	Property Taxes - Current Unsecured
4003	Property Taxes - Prior Year Secured (SB813 Redemptions)
4004	Property Taxes - Prior Year Unsecured
4005	Other Property Taxes
4006	Penalties on Delinquent Property Taxes
4110	Sales and Use Taxes - Sales Tax from State & County
4111	Measure B Street Maintenance
4115	Sales Tax Backfill
4120	Franchises - Electric - PG&E
4121	Franchises - Gas - PG&E
4122	Franchises - Cable TV - TCI
4123	Franchises - Garbage - Green Valley Disposal
4124	Franchises - Water - San Jose Water Company
4150	Motel Tax - Campbell Inn, Larkspur Landing, Marriott, Motel 6 & Pruneyard Inn
4151	Construction Tax
4152	Business License Tax
4153	Real Property Transfer Tax
4210	Construction Permits - Building, Electrical, Plumbing and Mechanical
4211	Advanced Plan Check Fees
4212	Building Department Fees - General Revenue - Records Search, House Inspections, Resale Inspections, County Sanitation District #4 Inspections, SMIP, Etc.
4241	Fire Permits
4242	Bicycle Licenses
4243	Animal License Fees
4271	Truck Permits
4310	Vehicle Code Fines - City
4320	Vehicle Code Fines - County
4330	Vehicle Code Fines - State
4390	Miscellaneous Fines – Police Department
4410	Investment Earnings - Interest from Investments & Redevelopment Agency Interest
4431	GASB-31 Market Value Adjustments

## CHART OF ACCOUNTS – REVENUES

<u>Account Number</u>	<u>Description</u>
4450	Interest Earned on Non-Investments
4510	State Gasoline Tax 2105
4511	State Gasoline Tax 2106
4512	State Gasoline Tax 2107
4513	State Gasoline Tax 2107.5
4515	Traffic Congestion AB-2928
4520	Community Development Block Grants - from S.C. County
4521	Federal Aide Urban
4522	ISTEA Grant
4523	Other Grants
4524	Federal Crime Bill Grant
4525	TDA Grant - from State
4526	COPS - Grant Supplemental Law Enforcement AB3229
4527	OTS - Office of Traffic Service Grant
4528	Grants - VTA (Valley Transit Authority)
4529	Other Federal Grants - HES
4530	Other Federal Grants - TEA
4531	Department of Justice (DOJ) Grant Bulletproof Vest Program (BVP)
4532	Local Law Enforcement BG
4536	Prop. 42 Gasoline Sales Tax
4541	Ainsley House/Museum Grant - from State
4542	Signal Maintenance Cost Sharing
4543	Grants - Other State Grants
4544	Transit Shelter Advertising
4545	CLETEP - Tech Equipment Purchase
4561	Senior Nutrition Program - from S.C. County - Personnel Costs
4562	Ainsley House/Museum Grant - from S.C. County
4580	State Motor Vehicle in Lieu Tax
4581	State Homeowners Property Tax Relief - HOPTR
4582	Abandoned Vehicle Fees
4583	State Trailer Coach in Lieu Tax
4584	Reimbursements - Mandated Costs - from State
4585	Auto Burglary - SCC
4586	Off-highway Motor Vehicle License Fees - from State

## CHART OF ACCOUNTS – REVENUES

<u>Account Number</u>	<u>Description</u>
4587	O.E.S. Disaster Reimbursement
4588	POST Reimbursements - from State
4609	Community Services - Museum Programs
4610	Ainsley House Rental
4611	Community Services - Museum Admission Fees
4612	Community Services - Sr. Citizen Programs
4613	Program Fees - Sports (R&CS)
4614	Program Fees - Aquatics (R&CS)
4615	Program Fees - Adult Classes (R&CS)
4616	Program Fees - Picnic Fees (R&CS)
4617	Program Fees - Day Camps (R&CS)
4618	Program Fees - Trips & Tours (R&CS)
4619	Program Fees - Youth Classes (R&CS)
4620	Program Fees - Pre-School (R&CS)
4621	Program Fees - Special Events (R&CS)
4622	Program Fees - Fitness (R&CS)
4623	Historical Calendar - Advertisements
4624	Homework Center
4630	Community Group Sponsor - Special Events
4631	Theater Revenue
4632	Theater Preservation Charge
4641	Membership Priority Partnership
4642	Theater Client Services
4643	Concession & Merchandise
4644	Theater Ticket Sales
4645	Sponsor / Program Advertising
4652	Business License Application Fee
4660	Zoning Fees - General Plan Amendment, Zone Change, Text Amendment, Planned Dev. Permit, Use Permit, Architectural Approval, Special Dev. Permit, Variance, Sign Application, Sign Permit
4661	Microfilm Fees
4662	Nuisance Abatement Fees
4663	Rental Dispute Resolution Fees - Owners of Rental Property
4664	Dumpster Enclosures - Private Sources
4666	City Hall Accessibility

## CHART OF ACCOUNTS – REVENUES

<u>Account Number</u>	<u>Description</u>
4667	Community Svcs. - Campbell Union High School District - Staff Hours Reimbursement
4668	Architectural Advisor Fee
4669	Storm Water Impact Fee
4670	General Plan Maintenance Fee
4671	Code Enforcement Fee
4690	Other Police Department Filing Fees - For live entertainment, massagists, bingo or other special licenses.
4691	Special Police Department Services - Extradition reimbursement, police reports, fingerprinting, impound fees, house moving permits, parking permits, evidence money, vehicle release, baseball cards, 911 phone line reimbursement.
4692	Hazardous Waste Clean-up.
4693	False Alarm Fees - Police Department
4694	Other Current Police Department Service Charges - Tear Gas Permits, Tow Truck Permits, etc.
4695	Administrative Fee - Parking Fines
4696	Expense Abatement: Police Security - Escorts & Security
4697	Paramedic Ambulance Fee
4698	DUI Cost Recovery - Police Department
4699	Cost Recovery - Police Department Towing Charges
4700	Booking Fees - Cost Recovery
4701	Cost Recovery - Public Works
4702	School District - S.R.O.
4703	Disaster Kits
4720	Storm Water Fees - West Valley Sanitation
4721	Storm Drain Fees - Storm drainage area fee per acre.
4722	Engineering & Subdivision Filing Fees - Prelim. Environ., Impact Report Fee, Plan Exam. & Construction Inspection Fee, Tent. Parcel Map Filing Fee, Tent. Map Filing Fee, Final Parcel, Filing Fee, Final Tract Map Filing Fee, Vacation of Public Streets & Easements, Assessment Segregation or Reapportionment, Lot Line Adjustment Fee, Certificate of Compliance, Map Revisions to Map Co., Excavation Permits Application Fee, Excavation Permit Fee.
4723	Public Works - Special Projects - Reimbursement of special P.W. Services, i.e. (Trash cans, barricades, guide signs, "No Parking" signs etc.)
4724	Solid Waste Rate Fee - Green Valley Disposal
4725	Project Overhead Offset
4726	GIS Fees - From Other Municipalities
4727	Motor Pool Reimbursement

## CHART OF ACCOUNTS – REVENUES

<u>Account Number</u>	<u>Description</u>
4728	Traffic Engineering Service Fees
4729	USA Marking Fees
4730	Metricom Encroachment Agreement
4750	RDA Administration Fees
4760	Sale of Maps & Publications - Copies of Maps, Plans & Specifications, Zoning Ordinances, Etc.
4810	Rental Income - Real Property - Long Term
4811	Donations to Theatre
4812	Donations to City - Historical Museum
4813	Donations to City - Senior Citizens Center
4814	Donations to City - Historic Preservation Board
4815	Donations to City - Ainsley Capital Campaign
4816	Donations to City - Senior Meals
4817	Donations to City - Miscellaneous
4818	Donations to City - Parks
4819	Rents & Leases - Short Term
4820	Donations - DARE Promotion
4840	PERS Surplus
4841	ABAG Insurance Refunds
4892	Asset Seizures - AANET
4920	Parkland Dedication Fee - Paid by Developers
4921	Project Revenues - Monies contributed by local governments & developers for capital projects; San Jose Water Works refund of Improvement Districts.
4922	AB-939 Recycling - Santa Clara County
4923	Reimbursement of Street Maintenance Costs
4950	Lease Revenue - Redevelopment Agency
4951	COP Debt Service Abatement - RDA
4960	Sale of Real or Personal Property - Auctions, Scrap Metal, Etc.
4961	Gain on Sale
4962	Insurance Claims Refunds - Monies received for restitution of damaged or stolen City property.
4963	Workers' Compensation Refunds
4964	Administrative Cost Allocation

## CHART OF ACCOUNTS – REVENUES

<u>Account Number</u>	<u>Description</u>
4965	Other Revenue - Postage/UPS Fees; business license duplicates or name changes; commission from public telephone (City Hall/Community Center); employee phone charges; restroom machine; photocopy charges; subpoena fees; witness fees; jury duty (#4968 for mileage); monitoring of City Council tapes; candidate statements; service charge for NSF checks; etc.
4966	Principal Repayment
4967	Expense Abatement - Bus Tickets
4968	Expense Abatement - Miscellaneous; refund of extradition expenses; reimbursement of expenditures paid by city for third parties; C.I.I. fingerprinting charges; jury duty - mileage; COBRA Insurance Payments.
4969	Inspection Escrow - Santa Clara County
4970	West Valley Joint Powers Authority (JPA)
4971	Tree In-Lieu - Developers
4972	Use Fees - Campbell Unified School District
5001	Street Lighting Assessments - from Santa Clara County
5002	Special Assessments - Debt Service - from S.C. County & Title Co.
5003	Special Assessments - Construction
5101	User Fees - Motor Pool Equipment - Finance Department Only
5102	User Fees - Communication Equipment - Finance Department Only
5103	User Fees - Photocopy Equipment - Finance Department Only
5104	User Fees - IT Equipment - Finance Department. Only
5142	Premiums - Workers' Compensation Insurance - Finance Department.
5143	Premiums - Federal Unemployment Insurance - Finance Department. Only
5144	Premiums - LTD Insurance - Finance Department Only
6020	Sale of Bonds - Local Improvement District & G.O. Bonds
6021	Proceeds of Refunding Debt
6022	Redevelopment Agency Bonds
6040	Loan Proceeds
6070	Cash Over/Short
6090	Beginning Fund Balance - Operating
6091	Beginning Fund Balance - Capital

## CHART OF ACCOUNTS – EXPENDITURES

<u>Account Number</u>	<u>Description</u>
7001	<b><u>Personnel – Regular</u></b> Includes charges for Regular Salaries only.
7002	<b><u>Personnel - Temporary</u></b> Includes all Temporary Salaries such as part-time employees, crossing guards, vacation and sick leave substitutes.
7003	<b><u>Personnel - Overtime</u></b> Charges for all overtime earned.
7005	<b><u>Personnel – POST Pay</u></b> Includes payroll charges for special payment to Police Officers who have obtained the POST certificate.
7006	<b><u>Vacation Pay</u></b> Used only for allocation of Vacation Pay.
7007	<b><u>Sick Leave Pay</u></b> Used only for allocation of Sick Leave Pay.
7008	<b><u>FLSA Overtime</u></b> Used only for allocation of overtime related to FLSA regulations.
7103	<b><u>Personnel - Holiday Pay</u></b> Includes amounts paid to Public Safety Employees who receive an allowance in lieu of receiving time off on holidays.
7104	<b><u>Meal Allowance</u></b> Includes amounts paid to regular employees as an allowance for extensive overtime performed.
7105	<b><u>Uniform Allowance</u></b> Includes amounts paid directly to employees as an allowance for special uniforms or clothing.
7106	<b><u>Retirement</u></b> Includes City's expense for Public Employees' Retirement System.
7107	<b><u>Dental Insurance</u></b> Includes City's expense for Group Dental Insurance Plan.
7108	<b><u>Group Health Insurance</u></b> Includes City's expense for Group Health Insurance Plan.
7109	<b><u>Group Life Insurance</u></b> Includes City's expense for Group Life Insurance Plan.

## CHART OF ACCOUNTS – EXPENDITURES

<u>Account Number</u>	<u>Description</u>
7110	<b><u>Workers' Compensation Insurance</u></b> Includes charges for Workers' Compensation Insurance from City's Self-Insurance Program.
7111	<b><u>Unemployment Insurance</u></b> Includes charges for Unemployment Insurance from City's Self-Insurance Program.
7112	<b><u>Group Disability Insurance</u></b> Includes City's expense for Group Disability Insurance Plan.
7113	<b><u>Medicare</u></b> Includes City's expense for Medicare coverage for new employees.
7114	<b><u>Auto Allowance</u></b> Includes City's expense for automobile allowance for management staff.
7118	<b><u>Other Benefits Pay</u></b> Used for other benefits not outlined in any of the other accounts.
7119	<b><u>Social Security</u></b> City's contribution for social security benefits for temporary or extra help employees.
7120	<b><u>Terminating Sick Pay</u></b> Payment of unused sick leave for employees terminating employment.
7121	<b><u>Terminating Compensation/Vacation Pay</u></b> Payment of unused compensation time earned and unused vacation leave for employees terminating employment.
7122	<b><u>Deferred Compensation Distribution</u></b> Provide for employee contributions to deferred compensation plan.
7130	<b><u>Project Overhead Cost</u></b> Accounts for overhead costs relating to various capital projects.
7299	<b><u>Cash Register Shortages and Overages</u></b> Accounts for cash register discrepancies, wrong account codes, etc.
7319	<b><u>Benefits - Capital Projects</u></b> To allocate payroll benefits to capital projects.
7420	<b><u>Utilities</u></b> Includes expenses for gas, electricity, water and waste disposal service.

## CHART OF ACCOUNTS – EXPENDITURES

<u>Account Number</u>	<u>Description</u>
7421	<b><u>Communications</u></b> Includes telephone, telegraph and teletype services; i.e., SLETS, APD, CJIC, Hot Lines, etc.
7422	<b><u>Advertising</u></b> Includes promotional and legal advertising in newspapers, magazines, and other media. Does not include election advertising. Election advertising is included in Election Expense Account #7436.
7423	<b><u>Clothing and Personal Expense</u></b> Includes purchase or rental of badges, goggles, helmets, raincoats, etc. Also includes expenses for damages to employees uniforms or personal property.
7424	<b><u>Office Expense</u></b> Includes office supplies, postage, mailing and courier services, printing, maps, publications, annual reports, blueprints, forms and any other office related expense. Includes office furniture and equipment costing less than \$5,000.
7425	<b><u>Small Tools</u></b> Includes expense for tools or equipment under \$100.
7426	<b><u>Administrative Cost Allocation</u></b> Allocation of indirect cost administration as calculated in a City-wide cost allocation plan.
7427	<b><u>Special Departmental Expense</u></b> Includes supplies or expenses for which an account has not otherwise been provided, i.e., ammunition, athletic supplies, employee recognition, fire extinguishers, fingerprinting supplies, etc.
7428	<b><u>Maintenance of Buildings, Structures and Grounds</u></b> Includes expenses incurred in Maintenance of Buildings, Structures, and Grounds. Includes street maintenance and supplies, i.e., asphalt, oil, etc. Does not included rental of property nor purchase of tools for maintenance purposes.
7429	<b><u>Maintenance and Operation of Equipment</u></b> Includes maintenance and operational costs of City controlled equipment, including charges billed by other governmental agencies for repairs, and maintenance of communications equipment. Does not include rentals on leased equipment nor purchase of tools for maintenance purposes. <b>NOTE: Vehicle maintenance expenditures are charged to the Vehicle Pool account only.</b>

## CHART OF ACCOUNTS – EXPENDITURES

<u>Account Number</u>	<u>Description</u>
7430	<b><u>Professional and Specialized Services</u></b> Includes services rendered by outside parties whether on a fee for service or retainer basis, the type rendered by professionals and consultants; legal, engineering, administrative, architectural, actuarial, data processing, auditing, physical examinations, investigative services, prisoner housing, and similar services.
7431	<b><u>Promotional Expense</u></b> Includes expenses to Chamber of Commerce and other costs relating to promoting the City.
7432	<b><u>Other Contractual Services</u></b> Includes general contracts for recurring services for such expenses as animal control, weed abatement, etc. Also includes Social Service Grants, etc.
7433	<b><u>Insurance and Surety Bonds</u></b> Includes expenses for insurance premiums for other than group health and life insurance.
7434	<b><u>Membership, Dues, Books, Etc.</u></b> Includes expenses for membership and dues to organizations, state codes, books, subscriptions, etc.
7435	<b><u>Travel, Conferences and Meetings</u></b> Includes reimbursements for meals, lodging, conference registrations, air fares, private car use, luncheon and dinner meetings which are included in Expense Account #7437. <b>DOES NOT</b> include expenses for seminars or other staff related development.
7436	<b><u>Election Expense</u></b> Expenses of conducting an election, including payments to election officers, election advertising, etc.
7437	<b><u>Staff Development</u></b> Includes expenses for special seminars, staff training and reimbursements for education expenses. (See also #7435.)
7438	<b><u>Other Charges</u></b> Includes court costs, judgements, taxes and other expenses not classified elsewhere.
7439	<b><u>Bad Debts</u></b> To charge for write-off of un-collectible accounts receivable.
7440	<b><u>Fees Paid to State</u></b> Includes fees charged by State of California for fuel tank storage.

## CHART OF ACCOUNTS – EXPENDITURES

<u>Account Number</u>	<u>Description</u>
7441	<b><u>Special Community Services</u></b> Includes charges of various kinds relating to special projects such as bus charter expenses, picnic supplies, etc.
7442	<b><u>Insurance Claims Expense</u></b> Includes charges relating to payment of claims made against the City; such as general liability claims, worker's compensation claims, damage to property claims, including costs associated with the investigation and evaluation of claims against the City.
7443	<b><u>Miscellaneous Expense Abatement</u></b> Expense account to charge and abate for refunds of various revenue.
7444	<b><u>Depreciation</u></b> To allocate depreciation for Internal Service Program.
7445	<b><u>COBRA Insurance</u></b> Includes charges for health and dental insurance for retirees and former employees.
7446	<b><u>HCD Bank Service Charges</u></b> Banking service charges for Housing and Community Development bank accounts.
7447	<b><u>Housing Loans and Grants</u></b> To expense housing rehabilitation loans, grants, and to expense RDA and 20% Housing Assistance Programs.
7448	<b><u>Other Interest Expense</u></b> Interest paid on obligations other than debt service interest payments. Includes interest paid on refundable deposits.
7449	<b><u>Rehab Loans</u></b> Rehabilitation loans extended to homeowners eligible to participate under the federal CDBG Block Grant awards administered through a sub-grant from the county.
7450	<b><u>Prisoner Booking Fees</u></b> City's share of the booking costs incurred by the county in administering prisoners.
7451	<b><u>Loss on Sale of Equipment</u></b> The excess of the net book value (original cost less accumulated depreciation) over the proceeds of sales of capitalized equipment.
7452	<b><u>Expense for Future Claims</u></b> To be used for claims such as sidewalk injuries, complaints, or law suits.

## CHART OF ACCOUNTS – EXPENDITURES

<u>Account Number</u>	<u>Description</u>
7453	<b><u>Donation Expense - Supplies and Services</u></b> Used for supplies and/or services donate to charities.
7549	<b><u>User Charges - Communications System</u></b> Used for inter-departmental charges for allocating the cost of using Communications services provided by the Police Department.
7550	<b><u>User Charges - City - Owned Vehicle Pool</u></b>
<b><u>Equipment</u></b>	Used to allocate to the various programs the costs for the use of City-owned vehicle pool equipment. This includes vehicles, street maintenance equipment, etc. (See Account #7549 for allocation of Police Communications to Police and Public Works programs.)
7551	<b><u>User Charges - Information Technology</u></b> Used to allocate charges to the various programs the cost of using of computer equipment and services provided by the IT Division.
7552	<b><u>Annual Lease Payment</u></b> City lease payment to Redevelopment Agency for Certificates of Participation.
7625	<b><u>Retiree Health Rebate</u></b> Reimbursement of a portion of medical program for retirees.
7662	<b><u>Refundable Deposits</u></b> Expense account to charge and abate for refunds of performance deposits.
7663	<b><u>Activity Refunds</u></b> Expense account to charge and abate for refunds of Recreation & Community Services fees and revenues.
7664	<b><u>Security Abatement</u></b> Expense account to charge and abate for payment of security fees earned by police officers.
7665	<b><u>Donation Expenditure - Cash</u></b> Expense account to charge for the cash donated to charities.
7666	<b><u>Refunds – Community Center</u></b> Expense account to charge and abate for refunds of fees received at the Community Center.
7667	<b><u>Senior Center Refunds</u></b> Expense account to charge and abate for refunds of fees received at the Senior Center.

## CHART OF ACCOUNTS – EXPENDITURES

<u>Account Number</u>	<u>Description</u>
7668	<b><u>Change in Accrued Workers' Compensation Loss</u></b> Expense account to charge at year-end when there is an increase in Workers' Compensation Accrual.
7669	<b><u>Reimbursable Workers' Compensation Expense</u></b> Expense account to charge when claims costs exceeding self-insured retention limits.
7774	<b><u>Bond Issuance Costs</u></b> Includes costs associated with bond issuance such as underwriters' charge, legal fee, publication fee, etc.
7775	<b><u>Principal Payment</u></b> Includes expenditures to retire principal maturity on bonds.
7776	<b><u>Interest Expense</u></b> Includes expense incurred to retire interest maturity on bonds.
7777	<b><u>Paying Agent Fees</u></b> Includes service charges of bank as Paying Agent for bonds, premiums on bond calls, etc.
7778	<b><u>Discount</u></b> To charge for discounts paid in sale of bonds, etc.
7779	<b><u>Payment to Escrow</u></b> Includes payment related to refunding or defeasing of long-term debt.
7880	<b><u>Land</u></b> Includes the cost of acquiring in-fee land to be used for purposes other than right of way.
7881	<b><u>Rights-of-Way</u></b> Includes the acquisition of easements and land acquired for street or other rights-of-way.
7882	<b><u>Buildings</u></b> Includes expenditures for the acquisition of or the construction, alteration, or other improvements made to city buildings. Equipment not a part of the building must be charged to Account #7884.
7883	<b><u>Improvements Other Than Buildings</u></b> Includes expenditures for the acquisition of or the construction, alteration, or other improvements to other than buildings.

## CHART OF ACCOUNTS – EXPENDITURES

<u>Account Number</u>	<u>Description</u>
7884	<b><u>Machinery and Equipment</u></b> Includes expenditures for furniture, machinery and other equipment, with a unit cost, including tax and delivery, exceeding \$5,000.
7885	<b><u>Street Maintenance Reserve</u></b> This account budgets for additions to the reserve fund used primarily for street related capital projects.
7886	<b><u>Communication Equipment Reserve</u></b> Account used to increase reserve for replacement of communications equipment.
9899	<b><u>Operating Transfers Out</u></b> Allows for operating transfers between funds.
9999	<b><u>Capital Transfers Out</u></b> Account to be used for funding Capital Improvement Projects.

## GLOSSARY OF ACRONYMS

<u>Acronym</u>	<u>Description</u>
<u>AAM</u>	American Association of Museums
<u>AELE</u>	Americans for Law Enforcement
<u>AFIS</u>	Automated Fingerprint Identification System
<u>AICP</u>	American Institute of Certified Planners
<u>AMA</u>	American Museum Association
<u>AOT</u>	Advanced Officer Training
<u>A/P</u>	Accounts Payable
<u>APA</u>	American Payroll Association
<u>APA</u>	American Planning Association
<u>APC</u>	Armored Personnel Carrier
<u>APWA</u>	American Public Works Association
<u>A/R</u>	Accounts Receivable
<u>ASCAP</u>	American Society of Composers, Authors & Performers
<u>ASIS</u>	American Society for Industrial Security
<u>ATAP</u>	Association of Threat Assessment Professionals
<u>AT &amp; T</u>	American Telephone & Telegraph
<u>AWS</u>	Automated Warrant System
<u>BFB</u>	Beginning Fund Balance
<u>BOMA</u>	Building Owners Managers Association
<u>BVP</u>	Bulletproof Vest Program
<u>CABO</u>	Certified Association of Building Officials
<u>CAD</u>	Computer Aided Dispatch
<u>CAFR</u>	Comprehensive Annual Financial Report
<u>CAHN</u>	California Association of Hostage Negotiators
<u>CALPELRA</u>	California Public Employers Labor Relations Association
<u>CAPE</u>	California Association of Property & Evidence
<u>CAPIO</u>	California Association of Public Information Officers
<u>CBO</u>	City Building Official
<u>CATO</u>	California Association of Tactical Officers
<u>CCUG</u>	California CLETS Users Group
<u>CDBG</u>	Community Development Block Grant
<u>CERT</u>	Community Emergency Response Team
<u>CESA</u>	California Emergency Services Association
<u>CEQA</u>	California Environmental Quality Act
<u>CFCIA</u>	California Finance Crimes Investigation Association
<u>CHIA</u>	California Homicide Investigators Association
<u>CHP</u>	California Highway Patrol

## GLOSSARY OF ACRONYMS

<u>Acronym</u>	<u>Description</u>
<u>CIP</u>	Capital Improvement Plan
<u>CIPR</u>	Capital Improvement Plan Reserve
<u>CJIC</u>	Criminal Justice Information Control
<u>CLEARs</u>	California Law Enforcement Association of Records Supervisor
<u>CLETEP</u>	California Law Enforcement Technology Equipment Purchase
<u>CLETS</u>	California Law Enforcement Telecommunication System
<u>CMA</u>	Congestion Management Association
<u>CMP</u>	Congestion Management Program
<u>CMTA</u>	California Municipal Treasurers Association
<u>CNOA</u>	California Narcotics Officers Association
<u>CNT</u>	Crisis Negotiation Team
<u>COP</u>	Certificates of Participation
<u>CPCEA</u>	Campbell Police Civilian Employees Association
<u>CPOA</u>	California Police Officers Association
<u>CPR</u>	Cardio Pulmonary Resuscitation
<u>CPRS</u>	California Parks & Recreation Society
<u>CPT</u>	Continued Professional Training
<u>CRA</u>	California Redevelopment Association
<u>CSAIA</u>	California Sexual Assault Investigation Association
<u>CSMFO</u>	California Society of Municipal Finance Officers
<u>CSO</u>	Community Service Officer
<u>CSRT</u>	Crime Scene Response Team
<u>CUHSD</u>	Campbell Union High School District
<u>CUSD</u>	Campbell Union School District
<u>CWSA</u>	California Warrant Specialist Association
<u>DARE</u>	Drug Abuse Resistance Education
<u>DCBA</u>	Downtown Campbell Business Association
<u>DDA</u>	Disposition & Development Agreement
<u>DOIR</u>	Department of Industrial Relations
<u>DRC</u>	Development Review Committee
<u>DUI</u>	Driving Under the Influence of Drugs or Alcohol
<u>EBS</u>	Employee Benefit Specialists
<u>EIR</u>	Environmental Impact Report
<u>EOC</u>	Emergency Operations Center
<u>EMPG</u>	Emergency Management Performance Grant
<u>ERAF</u>	Educational Revenue Augmentation Fund
<u>EOS</u>	Employer & Occupational Services

## GLOSSARY OF ACRONYMS

<u>Acronym</u>	<u>Description</u>
<u>ESO</u>	Economic Social Opportunities
<u>EVOC</u>	Emergency Vehicle Operations Course
<u>FBI</u>	Federal Bureau of Investigation
<u>FY</u>	Fiscal Year
<u>GAAP</u>	Generally Accepted Accounting Principals
<u>GASB</u>	Government Accounting Standards Board
<u>GF</u>	General Fund
<u>GFOA</u>	Government Finance Officers Association
<u>GIS</u>	Geographic Information Systems
<u>GPS</u>	Global Positioning System
<u>HCD</u>	Housing & Community Development
<u>HDC</u>	Historic Downtown Campbell
<u>HPB</u>	Historic Preservation Board
<u>HR</u>	Human Resources
<u>HVAC</u>	Heating Ventilation Air Conditioning`
<u>ID</u>	Identification
<u>IAPE</u>	International Association of Property & Evidence
<u>ICC</u>	International Code Council
<u>ICMA</u>	International City Management Association
<u>ICS</u>	Incident Command System
<u>IIPP</u>	Injury/Illness Prevention Program
<u>IMLA</u>	International Municipal Lawyer's Association
<u>IMSA</u>	International Municipal Signal Association
<u>IMIUI</u>	Information Management Interface Unit
<u>IT</u>	Information Technologies (Previously Referred to as MIS)
<u>ITE</u>	Institute of Transportation Engineering
<u>ITS</u>	Intelligent Transportation Systems
<u>IVR</u>	Interactive Voice Response System
<u>LAFCO</u>	Local Agency Formation Commission
<u>LAIF</u>	Local Agency Investment Fund
<u>LCC</u>	League of California Cities
<u>LEEC</u>	Law Enforcement Executive Council
<u>LID</u>	Local Improvement District
<u>LLD</u>	Lighting & Landscape District
<u>LLEBG</u>	Local Law Enforcement Block Grant
<u>MAC</u>	Moves Adds & Changes
<u>MAIT</u>	Major Accident Investigation Team

## GLOSSARY OF ACRONYMS

<u>Acronym</u>	<u>Description</u>
<u>MERGE</u>	Mobile Emergency Response Group & Equipment
<u>MIS</u>	Management Information Systems (Now Referred to as IT)
<u>MMANC</u>	Municipal Management Assistants Northern California
<u>MTBE</u>	Methyl Tertiary Butyl Ether
<u>MTEP</u>	Management Talent Exchange Program
<u>NAFTO</u>	National Association of Field Training Officers
<u>NEMA</u>	National Electrical Manufacturers Association
<u>NPDES</u>	National Pollution Discharge Elimination System
<u>NOCA</u>	North of Campbell Avenue
<u>NRPA</u>	National Recreation Parks Association
<u>NTOA</u>	National Tactical Officers Association
<u>NTMP</u>	Neighborhood Traffic Management Plan
<u>OC</u>	Oleoresin Capsicum
<u>OTS</u>	Office of Traffic Safety
<u>PARS</u>	Public Agency Retirement System
<u>PAS</u>	Passive Alcohol Sensor
<u>PERS</u>	Public Employees' Retirement System
<u>PCI</u>	Pavement Condition Index
<u>POST</u>	Peace Officers Training Standards
<u>PPE</u>	Personal Protective Equipment
<u>PPT</u>	Permanent Part-Time
<u>PW</u>	Public Works
<u>R&amp;CS</u>	Recreation & Community Services
<u>RDA</u>	Redevelopment Agency
<u>RFP</u>	Request for Proposal
<u>RMS</u>	Records Management Systems
<u>RWQCB</u>	Regional Water Quality Control Board
<u>SANCRA</u>	Sports Association of Northern California Recreation Agencies
<u>SARC</u>	Site & Architectural Review Committee
<u>SCBA</u>	Self-Contained Breathing Apparatus
<u>SCC</u>	Santa Clara County
<u>SCCAPO</u>	Santa Clara County Association of Planning Officials
<u>SCCATO</u>	Santa Clara County Association of Training Officers
<u>SCCFD</u>	Santa Clara County Fire Department
<u>SCVIU</u>	Santa Clara Valley Intelligence Unit
<u>SCVWD</u>	Santa Clara Valley Water District
<u>SLETS</u>	Sheriff's Law Enforcement Telecommunication System

## GLOSSARY OF ACRONYMS

<u>Acronym</u>	<u>Description</u>
<u>SIR</u>	Self Insured Retention
<u>SOCA</u>	South of Campbell Avenue
<u>SSD</u>	Special Services Division
<u>SVMG</u>	Silicon Valley Manufacturing Group
<u>SWAT</u>	Special Weapons & Tactics
<u>TABS</u>	Tax Allocation Bonds
<u>TBD</u>	To Be Determined
<u>TMS</u>	Training Manager System
<u>TOT</u>	Transient Occupancy Tax
<u>TRAK</u>	Technology to Recover Abducted Kids
<u>TRB</u>	Transportation Resources Board
<u>UPS</u>	Uninterruptible Power Supply
<u>URL</u>	Uniform Resource Locator
<u>URM</u>	Un-reinforced Masonry
<u>VC</u>	Vehicle Codes
<u>VMC</u>	Valley Medical Center
<u>VPN</u>	Virtual Private Network
<u>VTA</u>	Valley Transportation Authority
<u>WAMA</u>	Western American Museum Association
<u>WMD</u>	Weapons of Mass Destruction
<u>WWW</u>	World Wide Web

## **GLOSSARY OF BUDGET TERMS**

**ACCRUAL BASIS OF ACCOUNTING** – A method of accounting that recognizes the financial effect of transactions, events, and interfund activities when they occur, regardless of the timing of related cash flows.

**ADOPTION** - Formal action by the City Council which sets the spending limits for the fiscal year. The City's budget is adopted by Council resolution.

**APPROPRIATION** - Through an appropriation, the City Council legally authorizes the City to spend money and to incur obligations for specific purposes. Budgetary/operating fund appropriations lapse at the end of each fiscal year. Non-operating fund appropriations, on the other hand, continue in force until fully expended or until the City has accomplished or abandoned the purpose for which the Council granted the funds. Spending cannot exceed the level of appropriation without the Council's approval. Campbell's budget is appropriated at the total City and total RDA level but, for control purposes is accounted for at the line-item level.

**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 Assessor for the secured and unsecured property tax rolls; the utility property tax roll is valued by the State Board of Equalization. Under Article XIII of the State Constitution (Proposition 13 adopted by the voters on June 6, 1978), properties are assessed at 100% of full value. Proposition 13 also modified the value of real taxable property for fiscal 1979 by rolling back values to fiscal 1976 levels. From this base of assessment, subsequent annual increases in valuation are limited to a maximum of 2%. However, increases to full value are allowed for property improvements or upon change of 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 results 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.

**BONDS** - A bond is a written promise to pay a specified sum of money (called the face value or principle amount) at a specified date or dates in the future (called the maturity date) together with period interest at a specified rate.

**BUDGET** - As the City's financial operating plan for the fiscal year, the budget displays the estimated expenditures (costs) for providing services and the estimated sources of revenue (income) to pay for them. Once the City Council adopts the budget, the total becomes the maximum spending limit. Campbell's budget encompasses fiscal year (July 1, through June 30).

## GLOSSARY OF BUDGET TERMS

**BUDGET AMENDMENT** - The Council has the sole responsibility for adopting the City's budget, and may amend or supplement the budget at any time after adoption. The City Manager has the authority to approve administrative adjustments to the budget as outlined in the Financial and Administrative Policies set by Council.

**BUDGET DOCUMENT** - The instrument used by the budget-making authority to present a comprehensive financial program to the appropriating body. Campbell's budget consists of two documents. The Budget contains a budget message to the budget-making authority, together with a summary of the proposed expenditures and the means of financing them. The document consists of detailed schedules supporting the summary pages. These schedules show, in detail, the information as to the past years' actual revenues, expenditures, and other data used in determining the estimates. In addition to the budget document, the appropriation resolution is necessary to put the budget into effect.

**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, comparative data from previous fiscal years, goals and objectives, and the views and recommendations of the City Manager.

**BUDGET POLICIES** - General and specific guidelines adopted by the Council that govern the financial plan's preparation and administration.

**CAPITAL IMPROVEMENT PLAN (CIP)**- The plan or schedule of expenditures for major construction of roads, sidewalks, City facilities and/or park improvements and for the purchase of equipment. Campbell's CIP follows a seven-year schedule and includes projects which cost \$25,000 or more to complete. Although the City adopts the CIP budget in a process which is separate from the adoption of the budget, the budget incorporates the first two years of the seven-year CIP.

**CONTINGENCY** - A reserve set aside for emergency or unanticipated appropriations.

**DEBT INSTRUMENT** - Methods of borrowing funds, including General Obligation (G.O.) bonds, revenue bonds, lease/purchase agreements, lease-revenue bonds, tax allocation bonds, Certificates of Participation (COPs), and assessment district bonds (LIDs). (See Bonds.)

**DEBT SERVICE** - Payment of the principal and interest on an obligation resulting from the issuance of bonds, notes, or Certificates of Participation (COP's).

**DEBT SERVICE FUNDS** - Are used to account for the accumulation of resources and the payment of, principal and interest on the City's bonds, Certificates of Participation (C.O.P.), and other long-term obligations.

## GLOSSARY OF BUDGET TERMS

**DEPARTMENT** - A major organizational unit of the City which has been assigned overall management responsibility for an operation or a group of related operations within a functional area. In Campbell, Department Heads are the chief administrators within a department. Program Managers typically report to either the Department Head or his/her assistant.

**EMPLOYEE SERVICES** - A budget category which generally accounts for salaries of full-time and temporary employees, overtime expenses, and all employee benefits, such as medical, dental, and retirement.

**ENCUMBRANCES** - Commitments against an approved budget for unperformed (executory) contracts for goods or services. They cease to be encumbrances when the obligations are paid or otherwise terminated.

**EXPENDITURE** - The outflow of funds paid or to be paid for an asset obtained or goods and services obtained. Note: An encumbrance is not an expenditure; an encumbrance reserves funds to be expended. (See Encumbrances.)

**FISCAL YEAR** - The period designated by the City for the beginning and ending of financial transactions. The fiscal year begins July 1 and ends June 30.

**FIXED ASSETS** - Non-consumable assets of long-term nature such as land, buildings, machinery, furniture, and other equipment. The city has defined such assets as those with an expected life in excess of one year and an acquisition cost in excess of \$500.

**FULL-TIME EQUIVALENTS (FTE)** - The amount of time a position has been budgeted for in terms of the amount of time a regular, full-time employee normally works in a year. Full-time employees are paid for 2,080 hours in a year equating 1.0 FTE. Correspondingly, a part-time employee who worked 1,040 hours would equate to 0.5 FTE. Elected positions are budgeted, however, are not included in net FTE totals.

**FUND** - Municipal governments organize and operate their accounting systems on a fund basis. The formal definition of the fund is an independent financial and accounting entity with a self-balancing set of accounts in which cities record financial transactions relating to revenues, expenditures, assets and liabilities. Each fund has a budget with exception of the General Fund (which accounts for general purpose actions and has unrestricted revenue sources). Each remaining fund typically has a unique funding source and purpose. Establishing funds enables the City to account for the use of restricted revenue sources and carry on specific activities or pursue specific objectives.

**FUND BALANCE** - Fund balance is the excess of assets over liabilities, and represents the cumulative effect of revenues and other financing sources over expenditures and other financing uses.

## GLOSSARY OF BUDGET TERMS

**GAAP** - (Generally Accepted Accounting Principles) - Both industry and governments use Generally Accepted Accounting Principles as standards for accounting and reporting financial activity. The Governmental Accounting Standards Board (GASB) is the primary source of governmental GAAP.

**GENERAL FUND** - The primary operating fund of the City, all revenues that are not allocated by law or contractual agreement to a specific fund are accounted for in the General Fund. With the exception of subvention or grant revenues restricted for specific uses, General Fund resources can be utilized for any legitimate governmental purpose.

**GENERAL OBLIGATION BONDS** - Bonds for which the City pledges its full faith and credit for repayment. Debt Service is paid from property tax revenue levied (in the case of voter-approved bonds) or other general revenue.

**GOAL** - A statement of broad direction, purpose, or intent. In Campbell's budget, goals are synonymous with mission statements.

**GRANT** - External contributions, and/or gifts of cash, or other assets typically from another governmental entity to be used or expended for a specific purpose, activity, or facility. An example is Community Development Block Grant funding from the Federal Government.

**INTERFUND TRANSFERS** - When the City moves money between its various funds, it makes an interfund transfer, referred to as transfers-in and transfers-out. In aggregate, transfers in and out offset each other for the fiscal year.

**INTERNAL SERVICE FUNDS** - Are used to finance and account for goods and/or services provided by one City department to other City departments on a cost reimbursement basis.

**LID** - In a Local Improvement District (LID), the City makes special assessments against certain properties to defray part or all of the cost of a specific improvement or service, which it deems, will primarily benefit the subject properties. The assessments are levied on the property tax roll and are paid in full or in installments over a set period of time.

**LINE-ITEM BUDGET** - A budget that lists detailed expenditure categories (salaries & benefits, office supplies, travel, dues, rents, etc.) separately, along with the amount budgeted for each specified category. The Summary Budget reflects the program rather than line-item budgets. The Detail Budget reflects the line-item detail. In Campbell, the line-item level is the level of accountability in a fiscal year.

**MODIFIED ACCRUAL BASIS OF ACCOUNTING** – Basis of accounting according to which (a) revenues are recognized in the accounting period in which they have become available and measurable and (b) expenditures are recognized in the

## GLOSSARY OF BUDGET TERMS

accounting period in which the fund liability is incurred, if measurable, except for unmatured interest on general long-term debt and certain similar accrued obligations, which should be recognized when due.

**MUNICIPAL CODE** - A book that codifies the City Council approved ordinances currently in effect. The Code defines City policy with respect to all areas of municipal jurisdictions and administration.

**NON-DEPARTMENTAL** - This department has the sole purpose of accounting for all expenditures that the City cannot specifically designate to any operating department within the General Fund. Examples of expenses include shared paper products and contracts with outside agencies, etc.

**NON-OPERATING BUDGET** - The non-operating budget contains non-operating funds which the City uses to finance projects with limited objectives and/or finite life spans. These budgets do not lapse at year end and are carried forward from year to year until the monies are fully expended or their purposes are accomplished or abandoned. As a matter of practice, Campbell budgets for all non-operating funds. The non-operating portion of the budget typically accounts for debts, reserves and capital projects funds.

**OBJECTIVE** - A statement of specific direction, purpose, or intent based on the needs of the community and the goals established for a specific program or service level.

**OBJECTS OF EXPENDITURE** - The individual expenditure accounts used to record each type of expenditure incurred in City operations. For budgeting purposes, objects of expenditure are categorized into groups of similar types of expenditures called major objects or types of expenditure. The major objects of expenditure used in the budget are:

**Employee Services** - Salaries and benefits paid to City employees (permanent and temporary).

**Supplies and Other Services** - Office supplies; travel and related expenses; rents; contractual services; and memberships, dues and books.

**Debt Service** - Payments of principal and interest on debt instruments.

**Capital Outlay** - The purchase of non-consumable assets that exceed the capitalization limit of \$500 and that are expected to have a useful life of more than one year. These would include furniture, fixtures, machinery and equipment.

**Transfers** - (See Interfund Transfers)

## GLOSSARY OF BUDGET TERMS

**ORDINANCE** - A formal legislative enactment by the City Council. It has 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 and is typically codified in a city's municipal code.

**OPERATING BUDGET** - The operating budget provides a plan for current expenditures and the proposed means of financing them. In a broader sense, the annual operating budget is a statement of what services the municipality will deliver to its citizens.

**PERS** - The State of California's Public Employee's Retirement System (PERS) for the City's employees.

**PROGRAM** - As subdivisions of departments, programs are budgetary or organizational units of government with limited sets of work responsibilities within their respective departments. Programs also serve to increase budgetary accountability. Campbell's budget is compiled on a program basis, each with an identified program manager.

**PROGRAM PRIORITIZATION SERVICE LEVEL (PPSL)** - The process used to evaluate all programs and service levels within the City for the purpose of prioritizing budgetary appropriations.

**RESERVE** - An account which the City uses either to set aside revenues that it does not need to spend in the current fiscal year or to earmark revenues for a specific future purpose. Reserves are typically established and budgeted through Council policy action.

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

**RESOURCES** - Total amounts available for appropriation including estimated revenues, interfund transfers, and beginning fund balances.

**REVENUE** - Sources of income which the City receives during a fiscal year. Examples of revenue include taxes, intergovernmental grants, charges for services, resources forward from the prior year, operating transfers from other funds, and other financing sources such as the proceeds derived from the sale of fixed assets.

**SPECIAL REVENUE FUNDS** - Are those which have been created in accordance with the requirements of State and Federal statutes or which require that the funds be used only for specific purposes.

**SERVICE LEVEL ENHANCEMENTS** - Capital equipment or programs which the City departments add to their basic budget to enhance the quality and/or quantity of service they provide the public.

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