

CITY OF ARROYO GRANDE

APPENDICES

Community Profile

CITY OF ARROYO GRANDE

Community Profile

The City of Arroyo Grande is located five miles inland from the central California coastline. Incorporated in 1911, the City contains acres of agriculturally productive land in a valley created by the Arroyo Grande Creek. The fertile soil produces several crop harvests annually, including celery, lettuce, and strawberries. There are several wineries in the vicinity, designating the area as the Arroyo Grande wine region.

The City, locally known as one of the “five cities”, adjoins Pismo Beach and Grover Beach, and is neighbor to Avila Beach and Shell Beach. The economy of the five cities depends heavily on tourists and retail sales.

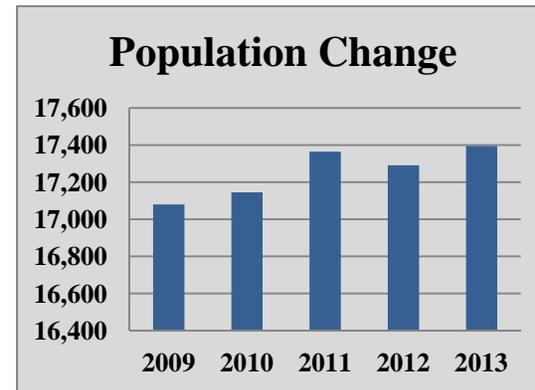
Many of the residents of Arroyo Grande commute to work in neighboring communities. Others are employed in the service industries of Arroyo Grande, such as retail, education, and health care. A small quantity of manufacturing is located within the City.

The heart of the City is the Village of Arroyo Grande, a unique section of the community from which the modern City derived its roots. Antique shops, an ice cream parlor, and turn of the century architecture are reminiscent of an earlier age.

Within the Village is a swinging bridge that was originally constructed in 1875 to connect land divided by the Arroyo Grande Creek. The 171-foot bridge is the only one of its kind in California. When the bridge was donated to the City of Arroyo Grande in 1911, the City assumed responsibility for maintenance and care.

California Department of Finance Population

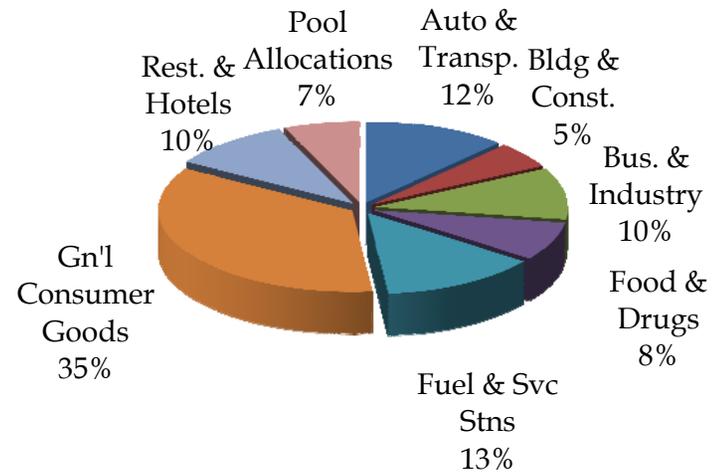
<u>Total Population</u>	<u>2013</u>	<u>1 Year Growth</u>
Arroyo Grande	17,395	.60%
San Luis Obispo County	272,177	.52%



COMMUNITY PROFILE

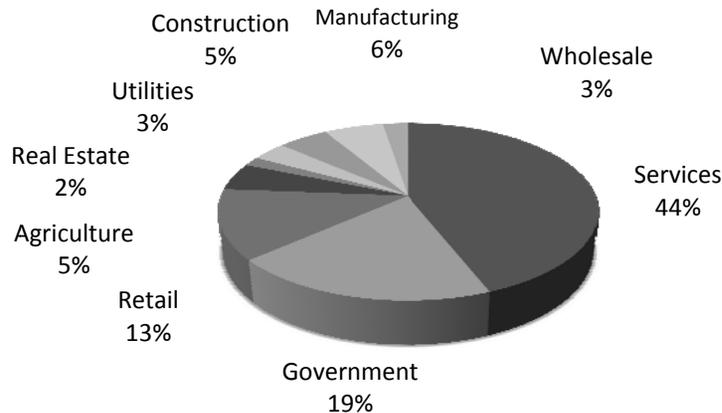
Employment in San Luis Obispo County

<u>Total Employment</u>	<u>2012</u>
Services	46,900
Government	20,700
Retail Trade	13,600
Agriculture	5,300
Real Estate	1,800
Public Utilities	3,700
Construction	5,400
Manufacturing	6,400
Wholesale Trade	<u>2,700</u>
Total	<u>106,500</u>



Labor Market

2012 Unemployment Rate 8.1%



Retail Sales

<u>Retail Sales</u>	<u>2012</u>
Autos & Transportation	\$ 35,513,400
Building & Construction	13,344,600
Business & Industry	23,366,700
Food & Drugs	22,993,400
Fuel & Service Stations	46,702,700
General Consumer Goods	105,602,800
Restaurants & Hotels	37,157,200
Pool Allocation/Other	<u>28,562,900</u>
<u>Total Retail Sales</u>	<u>\$313,243,700</u>
<u>Sales Tax Rate</u>	<u>8.00%</u>

COMMUNITY PROFILE

City Recreation Areas & Programs

The City has several parks with picnic, barbecue, and playground areas. **Strother Community Park**, located along the bank of the Arroyo Grande Creek, is ideal for reunions, picnics, and barbecues. **Elm Street Park** has volleyball standards and playground equipment for all ages. The **Village Green Gazebo Park**, connected to the Village area by the historical Swinging Bridge, is a favorite place for tourists and locals to enjoy lunchtime. The **Hart-Collett Memorial Park**, the **Terra De Oro Park**, and the **Kiwanis Park** are small parks with picnic tables and benches only. **Rancho Grande Park** is also ideal for family gatherings or special celebrations.

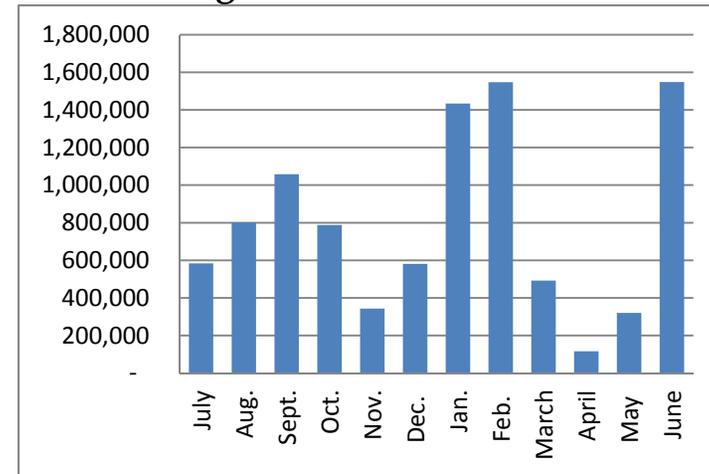
The twenty-six acre **Soto Sports Complex** serves the five City region by providing four lighted tennis courts, a Little League field, a lighted Babe Ruth field, four lighted softball fields, and two unlighted ball fields. The fields are converted to soccer and football use in the fall.

The **James Way Oak Habitat and Wildlife Preserve** has equestrian and jogging/walking trails for public use. The habitat, winding along a hillside in an oak preserve, has an abundant array of wildlife.

The City offers a wide variety of recreational opportunities for local residents and visitors. From youth and adult sports leagues, child care programs, and special events to classes for seniors and summer youth camps, there are programs available for nearly every age.

Building Permits

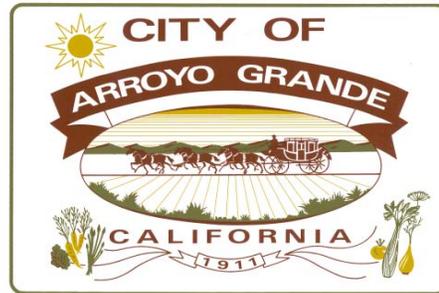
Building Permits Issued in FY 11-12



<u>Permit Type</u>	<u>Number</u>	<u>Valuation</u>
Single Family Residential	19	\$3,030
Multi-Family Dwellings	0	0
Residence Alteration	167	2,608
Commercial	0	0
Commercial Alteration	47	2,255
Other	<u>171</u>	<u>2,097</u>
FY 11-12 Activity	<u>404</u>	<u>\$ 9,990</u>

Median Home Value

	<u>2011</u>	<u>2012</u>
Single Family Residence	\$462,000	\$515,000



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CITY OF ARROYO GRANDE

APPENDICES

Significant Accounting Policies

CITY OF ARROYO GRANDE

Significant Accounting Policies

Reporting Entity

The City of Arroyo Grande was incorporated on July 10, 1911 under the laws of the State of California and enjoys all the rights and privileges applicable to a General Law City. An elected five-member board governs the City. As required by generally accepted accounting principles, the financial statements represent the City of Arroyo Grande (the primary government) and its component unit (the Redevelopment Agency). The component unit discussed below is included in the reporting entity because its governing body is the same as the primary government and there is a close operational/financial relationship. The City operates under a Council-Manager form of government, and currently provides a wide variety of services to its citizens, including police, public services, community development, general administrative and other services.

Blended Component Unit:

The Arroyo Grande Redevelopment Agency was established on August 13, 1996 pursuant to the State of California Health and Safety Code 33000, for the purpose of preparing and carrying out plans for the improvement, rehabilitation and development of blighted areas within the territorial limits of the City of Arroyo Grande.

Description of Funds

Fund Accounting Systems

The City uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain City functions or activities.

A fund is an accounting entity with a self-balancing set of accounts established to record the financial position and results of operations of a specific governmental activity. An account group is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources. The City maintains the following fund types and account groups:

Types of Funds

Governmental Fund Types

General Fund - is the general operating fund of the City and accounts for all unrestricted financial resources except those required to be accounted for in another fund.

Special Revenue Funds - to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or capital projects) that are restricted by law or administrative action to expenditures for specific purposes.

Debt Service Funds - to account for the accumulation of resources for, and the payment of, interest and principal on general long-term debt and related costs. The City currently does not have general long term debt that would be obligated to use a debt service fund.

Capital Project Funds - to account for financial resources segregated for the acquisition of major capital projects or facilities (other than those financed by proprietary fund types).

Proprietary Fund Types

Enterprise Funds - to account for operations in a manner similar to private business enterprises where the intent is to have the costs (expenses, including depreciation) of providing goods or services to the general public to be financed or recovered primarily through user charges.

Internal Service Funds – to account for the financing of goods or services provided by one department or agency to other departments or agencies of the City or to other governmental units, on a cost-reimbursement basis. The City established the first internal service fund, Vehicle Replacement Fund, this budget cycle.

Fiduciary Fund Types

Agency Funds – to account for assets held by the City as trustee or agent for individuals, private organizations, or other governmental units, and/or other funds. These funds are custodial in nature (assets correspond with liabilities) and do not involve measurement of results of operations.

Basis of Accounting

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the nature of the measurement. All governmental funds and Agency funds are accounted for using the modified accrual basis of accounting. Revenues are recognized when they become measurable and available as net current assets. In those funds where revenue is recognized on a modified accrual basis the following revenues may be accrued: property and sales taxes, revenue from the use of money and property, interfund transfers, unbilled service receivables and intergovernmental revenue. Licenses, permits, fines and forfeitures and similar items are, for the most part, not accrued and consequently are not recorded until received. Agency funds are purely custodial (assets equal liabilities) and thus do not involve measurement of results of operations. The assets and liabilities are accounted for on a modified accrual basis with the exception of the City's Deferred Compensation Plan, which is accounted for on a market value basis in accordance with Statement No. 2 of the Governmental Accounting Standards Board (GASB).

Property tax revenue is recognized in the fiscal year for which the taxes have been levied providing they become available, in accordance with National Council of Governmental Accounting GASB 33. In this context, available means when receivable and due, when payment is expected within the current period, or within sixty (60) days of year end, and thus available to pay debts of the current period.

Significant Accounting Policies

Grants, entitlements, or shared revenues recorded in governmental funds are recognized as revenue in the accounting period when they become susceptible to accrual, i.e. both measurable and available (modified accrual basis).

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Principal and interest on general long-term debt is recognized when due.

All proprietary funds are accounted for using the accrual basis of accounting. Their revenues are recognized when they are earned and become measurable, expenses are recognized when they are incurred if measurable.

The City reports deferred revenue on its combined balance sheet. Deferred revenues arise when potential revenue does not meet both the “measurable” and “available” criteria for recognition in the current period. Deferred revenues also arise when the City receives resources before it has a legal claim to them, as when grant monies are received prior to the incurrence of qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met, or when the City has a legal claim to the resources, the liability for deferred revenue is removed from the combined balance sheet and revenue is recognized.

Budgetary Process

The City uses the following procedures in establishing the budgetary data reflected in the financial statements: after January 1, Department Directors prepare estimates for required appropriations for the fiscal year commencing the following July 1. The departmental estimates are presented to the City Manager for review. A Preliminary Budget is prepared that includes estimated expenditures and forecasted revenues for the fiscal year. Prior to July 1, the City Manager submits a Preliminary Budget for the upcoming fiscal year to the City Council. The Preliminary Budget includes a summary of the proposed expenditures and financial resources of the City, as well as historical data for preceding fiscal periods. Public meetings are conducted to obtain citizens’ comments. The City Council adopts the budget by June 30. Budgets are legally adopted for the general, special revenue, enterprise funds, agency funds and all capital projects programs during the fiscal year ended June 30. The appropriated budget covers substantially all City expenditures. All appropriated amounts shown are as originally adopted or as amended by the City Council. During the year, supplementary appropriations may be approved. Unexpended appropriations lapse at the year-end.

Department Directors are authorized to transfer budgeted amounts within their departments, within the same fund, with the approval of the City Manager. Only authority of the City Council may make transfers of appropriations between departments and between funds. Formal budgetary integration is employed as a management control device during the fiscal year for all governmental funds.

Encumbrances

Encumbrances represent commitments related to unperformed contracts for goods or services. Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of resources are recorded to reserve that portion of the applicable appropriation, is utilized informally in the governmental funds. The City is in the process of converting its computer system to a program that gives the capability to record encumbrances, but as of the date of this publication, that conversion has not been completed. Therefore, at year-end the total encumbrances are manually calculated and used to determine the carry-over of appropriations for outstanding goods and services. Encumbrances outstanding at year-end are reported as reservations of fund balances and do not constitute expenditures or liabilities because the commitments will be honored during the subsequent year. Amounts encumbered at year-end are reappropriated in the following year.

Budget Basis of Accounting

Budgets for governmental funds are adopted on a basis consistent with generally accepted accounting principles (GAAP).

Cash and Investments

Cash includes amounts in demand deposits. Investments, including accrued interest, are stated at cost. This value approximates market value, except for assets in the deferred compensation plan, which are carried at market value.

Interfund Transactions

During the course of operations, numerous transactions occur between individual funds for goods provided or services rendered. These receivables and payables are classified as “due from other funds” or “due to other funds” on the balance sheet.

Inventories

Inventories of materials and supplies are carried at cost on a first-in, first-out basis. The City uses the consumption method for accounting for inventories.

Fixed Assets

All purchased fixed assets are valued at cost where historical records are available, and at an estimated historical cost where no historical records exist. Donated fixed assets are valued at their estimated fair market value on the date received.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Improvements are capitalized and depreciated, as applicable, over the remaining useful lives of the related fixed assets.

In accordance with GASB 34 all Public domain (“infrastructure”) fixed assets are now capitalized. Examples of infrastructure assets are: roads, bridges, curbs and gutters, streets and sidewalks, drainage and lighting systems.

Depreciation of fixed assets is computed using the straight-line method. The estimated useful lives are as follow:

Buildings and structures	40 - 55 years
Machinery	3 - 10 years
Equipment	5 - 20 years

Compensated Absences

Vested or accumulated personal leave of employees, that is expected to be liquidated with expendable available financial resources, is reported as an expenditure and a fund liability of the governmental fund that will pay it. Amounts of vested or accumulated personal leave not expected to be liquidated with expendable available financial resources are reported in the general long-term debt account group. No expenditure is reported for those amounts. Vested or accumulated personal leave of proprietary funds is recorded as an expense and liability of those funds as the benefits accrue to employees.

Property Taxes

The San Luis Obispo County Assessor and Tax Collector perform the duties of assessing and collecting property tax, respectively. Tax levies cover the period from July 1 to June 30 of each year. All tax liens attach annually on the first day in March proceeding the fiscal year for which the taxes are levied. Taxes are levied on both real and personal property as of March 1.

Secured property taxes are levied against real property and are due and payable in two equal installments. The first installment is due on November 1 and becomes delinquent if not paid by December 10. The second installment is due on February 1 and becomes delinquent if not paid by April 10. Unsecured personal property taxes are due on July 1 each year. These taxes become delinquent if not paid by August 31.

Grants

Federal and state grant revenues are accrued to the extent expenditures are incurred. All such grants are subject to audit and adjustment by the grantor.

Long-term Obligations

Long-term debt is recognized as a liability of a governmental fund when due or when resources have been accumulated in the debt service fund for payment early in the following year. Other long-term obligations to be financed from expendable available financial resources are reported as a fund liability of a governmental fund. The remaining portion of such obligations is reported in the general long-term debt account group. Long-term liabilities to be financed from proprietary fund operations are accounted for in those funds.

Fund Equity

Contributed capital is recorded in proprietary funds that have received capital grants or contributions from developers, customers or other funds. These reserves represent those portions of fund equity not available for expenditure or that are legally segregated for a specific future use of financial resources. Fund designations are established to indicate tentative plans for the use of current financial resources in the future.

CITY OF ARROYO GRANDE

APPENDICES

Glossary

CITY OF ARROYO GRANDE

Budget Glossary

Account: A subdivision within a fund for the purpose of classifying transactions.

Account Number: A numeric identification of the account. Typically a unique number or series of numbers. The City of Arroyo Grande's number structure is comprised of three (3) fields of characters. The first field is three (3) characters wide and identifies the various unique FUNDS within the account system. The next field contains four (4) characters and identified the PROGRAMS within the City. The final field contains four (4) characters and identified the OBJECT CODE of the account number. The combination of the three fields makes up the account number.

Accrual Basis or Accrual Method: Accounting method whereby income and expense items are recognized as they are earned or incurred, even though they may not have been received or actually paid in cash. The alternative is Cash Basis. The City of Arroyo Grande uses the widely recognized method of "Modified Accrual" basis of accounting.

Actual: The recorded expenditure for a specific account number. The actual columns, referenced in this document, report the expenditures as audited by an independent auditor.

Adopted Budget: A budget which typically has been reviewed by the public and "Adopted" (approved) by the City Council prior to the start of the fiscal year. The adopted budget is the legal authority to expend money for specified purposes in the fiscal year time period.

AGPOA: Arroyo Grande Police Officers Association. This union represents sworn and non-sworn officers working for the City.

Appropriate: Set apart for, or assign to, a particular purpose or use.

Appropriated Expenditure: A budget amount set-aside for a specific acquisition or purpose.

Operating Budget – Glossary

Appropriation: An authorization by the City Council to make expenditures and to incur obligation for specific amounts and purposes. For most local governments, the adopted budget document is the source for all or most appropriations. All annual appropriations lapse at fiscal year end.

Assessed Valuation: An official value established for real estate or other property as a basis for levying property taxes.

Assessments: Charges made to parties for actual services or benefits received.

Audit: A review of the accounting system and financial information to determine how government funds were spent and whether expenditures were in compliance with the legislative body's appropriations.

Authorized Positions: Employee positions, which are authorized in the adopted budget, to be filled during the year.

Available (Undesignated) Fund Balance: Funds remaining from prior years, which are available for appropriation and expenditure in the current year.

Base Budget: Cost of continuing the existing levels of service in the current budget year.

Bond: A written promise from a local government to repay a sum of money on a specific date at a specified interest rate. Bonds are most frequently used to finance capital improvement projects such as buildings, streets, and bridges.

Budget: A plan of financial operation, for a set time period, which identifies specific types and levels of services to be provided, proposed appropriations or expenses, and the recommended means of financing them.

Budget Amendments: The City Council has the sole responsibility for adopting the City's budget, and may amend or supplement the budget at any time after adoption by majority vote. The City Manager and Financial Services Director have joint authority to approve line item budgetary transfers between expenditure objects of the budget, as long as transfers occur in the same fund and within the same division.

Budgetary Basis: The basis of accounting used to estimate financing sources and uses in the budget. The budgetary basis generally takes one of three forms: GAAP, cash, or modified accrual.

Operating Budget – Glossary

Budget Message: The opening section of the budget, which provides the City Council and the public with a general summary of the most important aspects of the budget, changes from previous years, and presents recommendations made by the City Manager.

Budget Year: Is the FISCAL YEAR for which the budget is being considered.

Budgetary Unit: An organizational component budgeted separately, usually a department or a division.

Capital Expenditures: An acquisition or an improvement (as distinguished from a repair) that will have a life of more than one year.

Capital Improvement Budget: A financial plan or authorized expenditures for tangible, long-term construction of, or improvement to, public physical facilities.

Capital Improvement Program (CIP): A long-term plan for multi-year projects such as street or park improvements, building construction, and various kinds of major facility maintenance. The projects set out in the plan usually require funding beyond the one-year period of the annual budget and the plan details funding sources and expenditure amounts.

Capital Outlay: Expenditures that result in the acquisition of or addition to, fixed assets. A capital item is tangible, durable, and non-consumable, costs \$500 or more, and has a useful life of more than one year.

Carryover: Process of carrying a budgeted and encumbered item from the current fiscal year to the next fiscal year.

Cash Basis: A basis of accounting in which transactions are recognized only when cash is increased or decreased.

Consumer Price Index (CPI): Measure of change in consumer prices as determined by a monthly survey of the U.S. Bureau of Labor Statistics. Many pension and employment contracts are tied to changes in consumer prices as protection against inflation and reduced purchasing power. Among the CPI components are the costs of housing, transportation, and electricity. Also known as the Cost-of-Living Index.

Contingency: A budgetary reserve set-aside for emergencies or unforeseen expenditures not otherwise budgeted.

Operating Budget – Glossary

Contractual Services: Services rendered to a government by private firms, individuals, or other governmental agencies. Examples include maintenance agreements, professional contracts, and tree trimming agreements.

Debt Service: The City's obligation to pay the principal and interest of all bonds and other debt instruments according to a pre-determined payment schedule.

Deficit: The excess of an entity's liabilities over its assets or the excess of expenditures or expenses over revenues during a single accounting period.

Department: A basic organizational unit of government that is functionally unique in its delivery of services. The components are hierarchically arranged as follows: Department (such as Public Works); and Division (such as Sewer Maintenance).

Depreciation: The loss in value of an asset, due to physical changes, obsolescence, or factors outside of the asset.

Designated Fund Balance: A portion of unreserved fund balance designed by City policy for a specific future use.

Development-related Fees: Fees and charges generated by building, development, and growth in a community. Included in development-related fees are building permits, development review fees, and zoning and subdivision fees.

Disbursement: The expenditure of monies from an account.

Division: An organizational component of a department.

Encumbrance: The commitment of appropriated funds to purchase goods or services. An encumbrance is not an expenditure. An encumbrance reserves funds to be expended.

Enterprise Fund: A proprietary fund used to account for operations that are financed and operated in a manner similar to private business enterprises. The intent of enterprise funds is to have the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. The rate schedule for these services is established to ensure that revenues are adequate to meet all necessary expenditures.

Operating Budget – Glossary

ERAF: Educational Revenue Augmentation Fund. ERAF is a shorthand reference for the State of California’s shift of property taxes from cities, counties, and special districts to schools and community college districts as the result of serious budgetary shortfalls.

Expenditure/Expense: The outflow of funds paid or to be paid for an asset obtained or goods and services obtained regardless of when the expenditure is actually paid. The term expenditure applies to Governmental Funds, while the term expense is used for Enterprise and Internal Service Funds.

Expenditure Object Code: Unique identification number and title for a minor expenditure category. Represents the most detailed level of budgeting and recording of expenditures, referred to as a “line item.”

Fiscal Policy: A government’s policies with respect to revenues, spending, and debt management as these relate to government services, programs and capital investment. Fiscal policy provides an agreed-upon set of principles for the planning and programming of government budgets and their funding.

Fiscal Year (FY): The 12-month period for recording financial transactions specified by the City of Arroyo Grande as beginning July 1st and ending June 30th.

Fixed Assets: Assets of long-term character such as land, buildings, machinery, equipment, and furniture.

Franchise Fee: A franchise fee is charged for the privilege of using public rights-of way and property within the City for public or private purposes. The City currently assesses franchise fees on cable television and utilities.

Full-time Equivalent Position (FTE): Positions or fractions thereof based on full-time definition of forty hours of work per week.

Fund: A separate accounting entity with a self-balancing set of accounts to record all financial transactions (revenues and expenditures) for specific activities or government functions. Funds are classified into three categories: governmental, proprietary, and fiduciary. Commonly used funds in governmental accounting are General Fund, Special Revenue Funds, Debt Service Funds, Capital Project Funds, Enterprise Funds, Internal Service Funds, Agency Funds, and Special Assessment Funds.

Operating Budget – Glossary

Fund Accounting: System used by nonprofit organizations, particularly governments. Since there is no profit motive, accountability is measured instead of profitability. The main purpose is stewardship of financial resources received and expended in compliance with legal requirements. Financial reporting is directed at the public rather than investors.

Fund Balance: The excess of assets of a fund over liabilities, reserves and carryovers.

Gas Tax Fund: A fund to account for receipts and expenditures of money apportioned under Street and Highway Code section 2105, 2106, 2107, and 2107.5 of the State of California.

General Fund: A governmental fund used to account for resources traditionally associated with government which are not required legally or by sound financial management to be accounted for in another fund.

Generally Accepted Accounting Principles (GAAP): Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

General Obligation Bond: Bonds that are usually limited by state law as to the amount as well as the length of indebtedness that a government can have. These “Full Faith and Credit” bonds are secured by all of the financial assets of the local government, including property taxes.

Goal: A general statement of broad direction, purpose, or intent that describes the essential reason for existence and which is not limited to a one-year time frame. Generally, a goal does not change from year to year.

Gracelane Assessment District: Funds to account for revenues derived from annual assessments, which are used to pay the cost incurred by the City for landscape maintenance.

Grant: Contributions of gifts or cash or other assets from another governmental entity to be used or expended for a specific purpose, activity, or facility. An example is the Community Development Block Grant awarded by the federal government.

Indirect Cost: Costs that cannot be easily seen in the product or service. Electricity, hazard insurance on a building, and data processing costs are examples of indirect costs.

Operating Budget – Glossary

Infrastructure: The physical assets of the City, i.e. streets, water, sewer, public buildings, and parks, and the support structures within a development.

Interfund Transfers: The movement of monies between funds of the same governmental entity.

Intergovernmental Revenue: Funds received from federal, state, and other local government sources in the form of grants, shared revenues, and payments in lieu of taxes.

Internal Service Charges: The charges to user departments for internal services provided by another government agency, such as data processing, or insurance funded from a central pool.

JPA: Joint Powers Agreement. The City of Arroyo Grande joined in a JPA, California Joint Powers Insurance Association, for the purpose of jointly managing liability and workers compensation issues.

Jurisdiction: Geographic or political entity governed by a particular legal system or body of laws.

Landscape Maintenance District Funds: Funds to account for revenues derived from annual assessments, which are used to pay the cost incurred by the City for landscape maintenance.

Local Use Tax Fund: Fund to account for the ½ local sales tax increase approved by the voters in November of 2006.

Long-term Debt: Debt with a maturity of more than one year after the date of issuance.

Modified Accrual Basis or Modified Accrual Method: Accounting method whereby income and expense items are recognized, as they are available and measurable.

Object Codes: Specific numerical classifications for which money is allocated for disbursements. The City of Arroyo Grande uses object codes as the last four characters of the account number and represents the lowest level of classification within the General Ledger accounting system.

Operating Budget – Glossary

Objective: Measurable statement of the intended beneficial and tangible effects of a program’s activities. An objective is a specific target toward which a manager can plan, schedule work activities, and make staff assignments. An objective is stated in quantifiable terms such that it is possible to know when it has been achieved. Examples are increase an activity by a specific amount by a certain date; maintain a service level; reduce the incidence of something by a specific amount by a given date, or eliminate a problem by a set date. The emphasis is on performance and its measurability.

Operating Expense: A series of object codes, which include expenditures for items, which primarily benefit the current period and not defined as personnel services, contractual services, or capital outlays.

Operating Revenues: Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earning, and grant revenues. Operating revenues are used to pay for day-to-day services.

Organization Chart: A chart showing the interrelationships of positions within an organization in terms of authority and responsibilities. There are basically three patterns of organization: line organization, functional organization, and line and staff organization.

Overfill Positions: A full time, limited-term position created when a full time, budgeted, permanent position is vacant for an extended period of time, due to employee injury, illness, or other unforeseen circumstances. The full time, budgeted position may be temporarily filled with an Overfill Employee. An Overfill Employee receives all benefits of the full time position; however, employment with the City is terminated upon the return of the permanent employee.

Parkside Assessment District: Funds to account for revenues derived from annual assessments, which are used to pay the cost incurred by the City for landscape maintenance.

Performance Measures: Specific quantitative measures of work performed with a program (i.e. miles of streets cleaned). Also, specific quantitative measures of results obtained through a program (i.e. percent reduction in response time compared to previous year).

PERS: Public Employees Retirement System, a mandatory fringe benefit for City employees.

Operating Budget – Glossary

Policy Items: Programs and services which departments would like to have added (in priority order) over their base budget.

Program: A group of related activities performed by one or more organizational units for the purpose of accomplishing a function for which the government is responsible.

Proprietary Funds: These funds account for records of operations similar to those found in a business, such as Enterprise funds and Internal Service funds.

Purchase Order: An order issued which authorized the delivery of specific goods or service, and incurrence of a debt for them.

Redevelopment Agency (RDA): A separate legal entity governed by the California Community Redevelopment Law.

Redevelopment Fund: A fund to account for transactions related to proceeds from bonds and other resources and their use to perform redevelopment activities within specific project areas.

Reserve: That portion of a fund's balance legally restricted for a specific purpose and, therefore, not available for general appropriations.

Resolution: A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

Revenues: Funds received from various sources and treated as income to the City that are used to finance expenditures. Examples are tax payments, fees for services, receipts from other governments, fines, grants, licenses, permits, shared revenue, and interest income.

SEIU: Service Employees International Union, Local 620. This union represents all full time employees other than police and management employees.

Operating Budget – Glossary

Special Assessment Fund: Contain moneys received from special charges levied on property owners who benefit from a particular capital improvement or service.

Special Revenue Fund: A governmental fund type used to account for specific revenues that are legally restricted to expenditures for particular purposes.

Subventions: That portion of revenues collected by other government agencies on the City's behalf.

Supplemental Appropriation: An additional appropriation made by the governing body after the budget year has started.

Taxes: Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments.

Transfers In/Out: Amounts transferred from one fund to another to assist in financing the services for the recipient fund.

Transient Occupancy Tax: A tax collected by the operators of hotels and motels located within the City, on behalf of the City. This tax is then remitted to the City.

Utility Users Tax: A tax once imposed on users of various utilities within the City. The utility users' tax was repealed in November 1998 when the voters failed to affirm the 10% tax.

CITY OF ARROYO GRANDE

APPENDICES

Guide to Funds by Number

CITY OF ARROYO GRANDE
Guide to Funds by Number

- 010 General Fund** - The primary operating fund of the City that accounts for resources and services traditionally associated with government. The General Fund provides administrative, financial, police and fire protection, community development, parks and recreation, and public works services to the community and other funds. The General Fund accounts for revenues that have unrestricted uses and are not required legally or by contractual agreement to be accounted for in another fund.
- 210 Fire Protection Impact** - This fund accounts for impact fees collected from developers for the expansion of the existing fire station in order to serve future development.
- 211 Public Access Television** - This fund accounts for fees collected from Charter Communications that are restricted for support of public, education and government access programming and equipment.
- 212 Police Protection Impact** - This fund accounts for impact fees collected from developers for the expansion of the existing police facility in order to serve future development.
- 213 Park Development** - This fund accounts for the receipts of park-in-lieu fees (Quimby) and grant revenues that are used for construction, park acquisition, and development of park facilities.
- 214 Park Improvement** - Impact fees that are collected for park improvements will be used to maintain the adopted level of service for neighborhood and community parks of 4.0 acres per thousand population. This fund accounts for the receipt of these monies.
- 215 Recreation Community Center** - This fund accounts for impact fees collected for recreation facilities in order to maintain the adopted level of service of recreation/community center facilities of 542 square feet.

Guide to Funds by Number

- 216 Gracelane Assessment District** - Funds to account for revenues derived from annual assessments, which are used to pay the cost incurred by the City for landscape maintenance.
- 217 Landscape Maintenance District** - This fund accounts for the landscape maintenance of parkways within two housing tracts. A special benefit assessment is levied on property owners to pay for landscape maintenance expenditures.
- 218 Local Use Tax Fund** - Fund to account for the ½ local sales tax increase approved by the voters in November of 2006.
- 219 Parkside Assessment District** - Funds to account for revenues derived from annual assessments, which are used to pay the cost incurred by the City for landscape maintenance.
- 220 Street (Gas Tax) Fund** - The fund that accounts for receipts and expenditures of money apportioned by the State under Streets and Highway Code sections 2105, 2106, 2107, and 2107.5. The use of gas tax revenues can only be used to construct and maintain streets and highways.
- 221 Traffic Congestion Relief Fund** - This fund accounts for receipts and expenditures of money apportioned by the State under AB 2928 for street or road maintenance or reconstruction.
- 222 Traffic Signalization** - This fund accounts for traffic signalization assessments levied against developments for the future cost of traffic signals.
- 223 Traffic Circulation** - This fund accounts for developer traffic mitigation measure fees charged as a result of an environmental review.
- 224 Transportation Facility Impact** - This fund accounts for developer impact fees (AB1600 fees) paid to protect the public health, safety, and welfare by maintaining the existing level of public services for existing and future residents within the City of Arroyo Grande.

Guide to Funds by Number

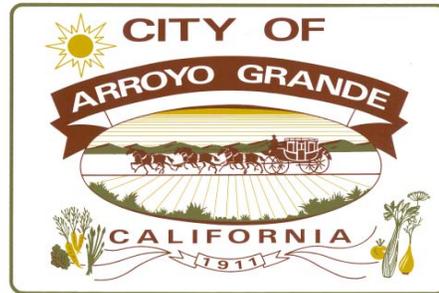
- 225 Transportation Fund** - The fund that accounts for revenues from the Local Transportation Fund (LTF), the South County Area Transit (SCAT), and a senior taxi program administered by SCAT. Expenditures are restricted to public transportation.
- 226 Water Neutralization Impact Fund** - This fund accounts for mitigation fees collected from developers to neutralize projected water demand, of development projects, above historical usage amounts.
- 230 Construction Tax** - The fund that accounts for the accumulation of tax revenues levied on construction of residential dwelling units, mobile home lots, and commercial buildings. Expenditures are restricted to public improvements, including but not limited to, facilities, fire stations, fire-fighting equipment, parks, street improvements, and equipment.
- 231 Drainage Facility** - This fund accounts for development drainage fees restricted to improving drainage within the City.
- 232 In-lieu Affordable Housing** - The fund accounts for monies paid by developers in meeting the City's mandatory affordable housing requirements.
- 233 In-lieu Underground Utilities** - The fund accounts for monies paid by developers in meeting the City's underground utility requirements.
- 241 Water Availability Fund** - The fund that accounts for impact fees collected to mitigate future water requirements.
- 250 CDBG Grant Fund** -The fund accounts for revenues and expenditures related to Community Development Block Grant Funds.
- 260 Federal Fire Grant** - This fund accounts for revenues received from the Federal Government for the purpose of purchasing equipment for the Fire Department.

Guide to Funds by Number

- 271 State COPS Block Grant Fund** - The fund that accounts for the receipt of revenues from the State of California restricted to the purchase of police equipment and technology for crime prevention.
- 284 Redevelopment Agency Administration** - Fund used to account for tax increment revenues to be used for Redevelopment Agency administration and payment of Redevelopment Agency debt.
- 285 Redevelopment Agency Set Aside** - The fund accounting for 20% of tax increment revenues to be used for low and moderate housing within the City.
- 350 Capital Improvement Program** - Fund established to account for transfers from other City funds and grant revenues to be used for infrastructure improvements within the City. The Program is divided into six project types - Miscellaneous Projects, Park Projects, Street Projects, Drainage Projects, Water/Sewer/Street Projects, and Water Projects.
- 470 Fire Station G.O. Bond Debt Service** - This fund is used to account for the accumulation of resources and payment of long-term debt principal and interest for general obligation bonds issued by the City to finance the expansion of the City Fire Station.
- 471 Redevelopment Agency Tax Allocation Bond Debt Service Fund** - This fund is used to account for the accumulation of resources and payment of long-term debt principal and interest for tax allocation bonds issued by the RDA to finance the repayment of debt and future projects.
- 612 Sewer Fund** - Fund used to account for maintenance of sewer lines connecting City residents to the San Luis Obispo County Sanitation District sewer plant. Maintenance costs are funded by user charges.
- 634 Sewer Facility Fund** - This fund accounts for the accumulation of sewer facility revenues to be used in capital improvement projects in the City.
- 640 Water Fund** - Fund used to account for the operation of water utility service to the community. Revenues are received from fees for service.

Guide to Funds by Number

- 641 Lopez Fund** - The Lopez Fund is responsible for the purchase of water, debt servicing, and the maintenance and operation of Lopez Dam. User Fee charges for water availability and utility billing are the major revenue sources of this fund.
- 642 Water Facility Fund** - Fund used to account for the accumulation of revenues from charges for current services to be used for future water infrastructure improvements.
- 751 Downtown Parking** - Agency Fund collecting assessments from Village merchants for the maintenance of Village parking for the Downtown Village Merchants Association.



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