



Policy Type: Board

Category: Fiscal and Budget

Policy Name: Fiscal and Budget Policies - Board Policy 4.0

[← Previous Chapter](#)

[Next Policy Manual Section →](#)

4.0 FISCAL AND BUDGET POLICIES (Adopted 1982)

In 1982, the Santa Clara County Board of Supervisors adopted several policies to ensure the long-term fiscal health of the County. Those policies were augmented in 1984 with guidelines that were adopted by the Board on annual contingency reserves. All of these policies were revisited in a 1991 workshop that the Administration prepared and presented to the Board of Supervisors. During the workshop, the Board reaffirmed its commitment to the following policy guidelines:

[4.1 - Appropriation Policy \(Adopted January, 1982\)](#)

[4.1.1 - Retiree Health Program Unfunded Liability \(Adopted 6-19-98\)](#)

[4.2 - Revenue Policy](#)

[4.2.1 - Revenue Policy Relating to Investments](#)

[4.3 - Contingency Reserve Policy \(Adopted 1984; Amended FY 1991; Amended 6-19-98; Amended 5-25-99; Amended 1-11-00; Amended 2-10-04\)](#)

[4.4 - Policy On Use Of One-Time Funds \(Adopted 1982\)](#)



[4.5 - Salary Savings Policy \(Amended 3-11-03\)](#)

[4.6 - Policies On Use Of Fund Balance](#)

[4.7 - Debt Policies \(Amended 9-23-03; Amended 9-26-06\)](#)

[4.7.1 - Debt Management Policy \(Adopted 9-23-03\)](#)

[4.7.1.1 - Debt Management Objectives](#)

[4.7.1.2 - General Provisions](#)

[4.7.1.3 - Purposes For Which Debt May Be Issued](#)

[4.7.1.4 - Debt Issuance](#)

[4.7.1.5 - Debt Administration](#)

[4.7.1.6 – Compliance with Internal Control Procedures](#)

[4.7.2 - Interest Rate Swap Policy \(Swap Policy\) \(Adopted 9-26-06\)](#)

[4.7.2.1 - Purposes for Interest Rate Risk Mitigation Products](#)

[4.7.2.2 - No Speculation](#)

[4.7.2.3 - Form of Swap Agreements](#)

[4.7.2.4 - Professional Assistance](#)

[4.7.2.5 - Method of Sale](#)

[4.7.2.6 - Aspects of Risk Exposure](#)

[4.7.2.7 - Counterparty Credit Standards](#)

[4.7.2.8 - Collateralization on Downgrade](#)

[4.7.2.9 - Refunding](#)



County of Santa Clara

Policy Name: Fiscal and Budget Policies - Board Policy 4.0

Page 3 of 7

[4.7.2.10 - Debt Portfolio Distribution](#)

[4.7.2.11 - Termination](#)

[4.7.2.12 - Legality](#)

[4.7.2.13 - Responsibilities](#)

[4.7.2.14 - Monitoring and Reporting](#)

[4.8 - Treasury Investment Policy \(Adopted 3-17-98; Amended 12-14-99; Amended 12-12-00; Amended 2-6-01; Amended 1-29-02; Amended 1-11-11; Amended 4-10-12; Amended 12-17-13; Amended 1-13-15; Amended 6-21-16; Amended 4-17-18; Amended 5-7-19; Amended 4-21-20\)](#)

[4.8.1 - Statement of Intent](#)

[4.8.1 - Scope](#)

[4.8.3 - Objectives](#)

[4.8.4 - Standards of Care](#)

[4.8.5 - Authorized Financial Dealers and Institutions](#)

[4.8.6 - County Treasury Oversight Committee](#)

[4.8.7 - Eligible, Authorized and Suitable Investments](#)

[4.8.8 - Maximum Maturity](#)

[4.8.9 - Segregated Investments \(excludes Commingled Funds\)](#)

[4.8.10 - Safekeeping and Custody](#)

[4.8.11 - Internal Controls and Accounting](#)

[4.8.12 - Reporting](#)

[4.8.13 - Investment Policy Adoption](#)

[4.8.14 - Voluntary Participants](#)

[4.8.14.1 - Temporary Loans to Pool Participants](#)



County of Santa Clara

Policy Name: Fiscal and Budget Policies - Board Policy 4.0

Page 4 of 7

[4.8.15 - Withdrawal of Funds by Voluntary](#)

[Participants](#)

[4.8.16 - Warranties](#)

[4.9 - Manufacturing Personal Property Tax Rebate Santa Clara County Growth and Job Creation Policy](#)

[4.9.1 - Eligibility](#)

[4.9.2 - Application](#)

[4.9.3 - Approval](#)

[4.9.4 - Manufacturing Personal Property Tax Rebate Criteria](#)

[4.9.5 - Accountability Criteria](#)

[4.10 - Capital Outlay Policy \(Adopted 9-23-97; Amended 12-5-06\)](#)

[4.10.1 - Capital Budget Concept Paper Phase](#)

[4.10.2 - Capital Budget Proposal \(CBP\)](#)

[4.10.3 - Capital Budget Proposal and 10-Year Plan \(Amended 12-5-06\)](#)

[4.10.4 - Preparation and Submission of County's 10-Year Plan and Budget Submission Phase \(Amended 12-5-06\)](#)

[4.10.5 - Board of Supervisors Review and Approval Phase \(Amended 12-5-06\)](#)

[4.11 - Policy For Planning, Reporting, And Financing Capital Projects \(Adopted 3-10-98; Amended 2-26-08\)](#)



County of Santa Clara

Policy Name: Fiscal and Budget Policies - Board Policy 4.0

Page 5 of 7

[4.11.1 - Reporting Capital Projects in the 10-Year Capital Improvement Plan](#)

[4.11.2 - Capital Projects Descriptions](#)

[4.11.3 - Preventative / Corrective Maintenance Projects \(Amended 6-19-98\)](#)

[4.11.4 - Life Cycle Replacement / Major Maintenance Projects](#)

[4.11.5 - Special Program Projects](#)

[4.11.6 - New Construction / Alteration Projects \(Amended 9-10-13\)](#)

[4.12 - Policy Regarding Calculation Of The Retirement Levy \(Adopted 6-14-99\)](#)

[4.13 - Tax Loss Reserve Fund \(Adopted 11-9-99; Amended 10-28-03\)](#)

[4.14 - Budgetary Control Of Capital Projects \(Adopted 1-14-03; Amended 1-13-04; Amended 12-6-05; Amended 12-5-06; Amended 2-26-08\)](#)

[4.14.1 - General Capital Funding Guidelines](#)

[4.14.2 - Budgetary Control and Reporting of the Facilities and Fleet \(FAF\) and Santa Clara Valley Medical Center \(SCVMC\) Capital Funds \(Amended 12-7-04\)](#)

[4.15 - Self-Funding Policies \(Adopted 3-11-03; Amended 6-19-15\)](#)

[4.16 - Tobacco Settlement Revenues \(Adopted 11-18-03\)](#)



[4.17 - Fiscal Controls On Replacement And Purchase Of Information Technology Assets \[Interim Policy Applicable For Fiscal Year 05\] \(Adopted 12-9-03\)](#)

[4.17.1 - Purpose](#)

[4.17.2 - General Requirements](#)

[4.17.3 - Replacement Criteria Applicable to Specific Equipment](#)

[4.18 - Use Of Extra Help And Overtime \(Adopted 2-10-04\)](#)

[4.19 - Information Technology \(IT\) Capital Investment Policy](#)

[4.19.1 - Biennial Three-Year IT Plan Submission for Board Review and Acceptance](#)

[4.19.2 - IT Governance Structure](#)

[4.19.3 - IT Capital Funding Review of General Funded IT Projects and Agencies](#)

[4.19.4 - Board of Supervisors Review and Approval](#)

[4.19.5 - IT Capital Project Quarterly Status Report for Review and Acceptance by the Board of Supervisors](#)

[4.20 - Ten-Year Fleet Plan \(Adopted 1-23-07; Repealed 6-22-10\)](#)

[4.21 – Cap on Budget Inventory Items \(Adopted 5-12-20\)](#)

[4.22 – Vacant Positions Policy \(Adopted 6-19-15\)](#)

[4.23 – Children’s Budget \(Adopted 2-11-20\)](#)



County of Santa Clara

Policy Name: Fiscal and Budget Policies - Board Policy 4.0

Page 7 of 7

Related Policies

None.

Related Forms and Information

None.

History

Date	Changes Made
6/25/2020	Revised. (Kyle Larson)