

GLOSSARY





100 CUBIC FEET (CCF) – Equivalent to 748 gallons.

28E AGREEMENT – Type of intergovernmental grant agreement between local agencies usually for a specific purpose, project, or use with cost sharing.

ACCRUAL BASIS – Recognition of revenues when they are earned and expenses when they are incurred.

ADMINISTRATIVE CHARGES – Administrative charges is funding transferred to the general fund from enterprise or other funds for specific central administrative functions that benefit those funds. Departments such as the City Manager’s Office, Council & Mayor, Purchasing, Attorney, Human Resources Department, Downtown, and Contingent have Administrative Charges.

ADOPTED BUDGET – Represents the budget adopted by the City Council.

AMENDED BUDGET – The original adopted budget plus/minus any amendments passed by the City Council each year.

AMERICANS WITH DISABILITIES ACT (ADA) – Is a law that was enacted by the U.S. Congress in 1990 that prohibits, under certain circumstances, discrimination based on disability.

APPROPRIATION – A legal authorization to incur obligations and to make expenditures for a specific purpose.

ASSESSED VALUATION – A sets valuation upon real estate or other property as a basis for levying taxes. An assessed valuation represents the appraised valuation less any exemptions.

BALANCED BUDGET – A budget in which revenues meet expenditures.

BIOCHEMICAL OXYGEN DEMAND (BOD) – Is the amount of dissolved oxygen needed by aerobic biological organisms in a body of water to break down organic material present in a given water sample at certain temperature over a specific time period.

BOND COUNSEL – Specialized attorney (law firm) with primary role to certify both that the issuer has legal authority to issue the bonds and that the securities qualify for applicable tax exemption.

BONDS – A bond is a debt instrument that promises repayment of money borrowed over a specified period of time at a specified rate of interest. Bonds are usually sold/purchased in the universal amount of \$5,000.

BUDGET – A budget is a plan of proposed expenditures and the means of financing them.

BUDGET TIME TABLE – The schedule of key dates in the preparation and adoption of the budget.

BUSINESS UNIT – An organizational entity that maintains its own transaction data.

CAPITAL ASSET – Capital asset includes land, buildings and structures, and improvements other than buildings, which include infrastructure, construction in progress, and machinery and equipment.

CAPITAL EXPENDITURES – Expenditure for capital items of less than permanent nature and normally at a lower costs than a capital improvement.

CAPITAL IMPROVEMENT PROGRAM – Selection & scheduling of improvements over a multi-year period.



Contains funds that are financed with tax support debt, enterprise or internal service monies, or other funding sources.

CAPITAL IMPROVEMENT PROJECTS (CIP) – Account for capital expenses and resources related to a specific capital facility, improvements other than a building, and other major fixed assets.

CAPITAL PROJECT FUNDS – Account for expenses and resources related to the acquisition and construction of capital facilities, improvements other than buildings, and other major fixed assets.

CEDAR RAPIDS CIVIL RIGHTS COMMISSION (CRCRC) – This commission was developed to educate the community about civil rights and support programs.

CERTIFIED ANNUAL FINANCIAL REPORT (CAFR) – A set of government financial statements comprising the financial report of a state, municipal or other governmental entity that complies with the accounting requirements—generally accepted accounting principles—promulgated by the Governmental Accounting Standards Board.

CHARGES FOR SERVICES – Charges to internal and/or external users for the services provided.

COALITION TO AUGMENT THE BUS SERVICE (CABS) – A program to provide reduced cost transportation to passengers with disabilities during hours when the buses are not operating.

COLLECTIVE BARGAINING AGREEMENT – A legal contract between the employer and a representative of a recognized bargaining unit for a specific term and condition of employment.

COMMISSION ON ACCREDITATION FOR LAW ENFORCEMENT AGENCIES (CALEA) – The Commission on Accreditation for Law Enforcement Agencies, Inc., was created in 1979 as a credentialing authority through the joint efforts of law enforcement's major executive associations. The purpose of CALEA's Accreditation Programs is to improve the delivery of public safety services, primarily by: maintaining a body of standards, developed by public safety practitioners, covering a wide range of up-to-date public safety initiatives, establishing and administering an accreditation process, and recognizing professional excellence.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) – A program of the U.S. Department of Housing and Urban Development to fund local community development activities such as affordable housing.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) – A set of financial statements for a government entity that complies with the accounting requirements—generally accepted accounting principles (GAAP), promulgated by the Governmental Accounting Standards Board (GASB).

CORRIDOR MPO – An entity composed of local elected officials and state agency representatives that is tasked with reviewing and approving transportation investments in a metropolitan area.

CONTINGENCY – Funds set aside for use by the City Manager or Council for unplanned expenses.

DEBT SERVICE FUND – Account for the accumulation of resources for and the payment of principal, interest, and related costs for general long-term debt and special assessment debt.

DEFICIT – A deficit is the excess of expenditures over revenues during a fiscal year.

DEPARTMENT – An organizational unit of the City which has a unique function in its delivery of services.



Glossary



DEPARTMENT ID – Specific general ledger coding assigned to departments, programs, or sections within the City.

DEPARTMENT OF NATURAL RESOURCES (DNR) – A department/agency charged with maintaining state parks and forests, protecting the environment, and managing energy, fish, wildlife, land resources, and water resources.

DEPRECIATION – Method of allocating the cost of a tangible asset over its useful life.

DISCRETIONARY EXPENDITURES – Non-personal service expenses are expenses that are considered controllable by City Departments (i.e. office supplies, training, etc.).

ENCUMBRANCE – Encumbrance includes obligations in the form of purchase orders, contracts, or other commitments that are chargeable to an appropriation.

ENTERPRISE FUND – Account for operations and activities that are financed and operated in a manner similar to a private business enterprise and where the cost of providing goods and services to the general public on a continuing basis is expected to be financed or recovered primarily through user charges.

ENVIRONMENTAL PROTECTION AGENCY (EPA) – Is an agency of the federal government of the United States charged with protecting human health and the environment, by writing and enforcing regulations based on laws passed by Congress.

EXPENDITURES – A payment that is a decrease in resources.

FEDERAL INSURANCE CONTRIBUTIONS ACT (FICA) – Is a United States payroll (or employment) tax imposed by the federal government on both employees and employers to fund Social Security and Medicare programs that provide benefits for retirees, the disabled, and children of deceased workers.

FEES – Fees are charges for services.

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) – Is an agency of the United States Department of Homeland Security.

FINANCIAL PLAN – A road map into the future and a framework for future decision making.

FINES AND FORFEITS – Court fines, library fines, traffic enforcement fines.

FISCAL YEAR (FY) – A twelve month period designated as the operating year for accounting and budgeting purposes. For the City of Cedar Rapids, the fiscal year term is from July thru June.

FULL TIME EQUIVALENT (FTE) – An FTE is considered to be available to work 2080 hours annually, which represents a normal work year for a regular full-time employee.

FRANCHISE FEES – A cable or utility fee paid to the City.

FUND – An independent accounting entity with a self-balancing set of accounts.

FUND BALANCE – Fund balance is the difference between assets and liabilities on the governmental fund balance sheet.



FUNDING REQUEST – A request for funding made a department that may or may not be approved and included in the adopted budget.

FUNDING SOURCE – A funding source is the identified dollars allocated to meet budgeted requirements.

GENERAL FUND – The primary operating fund of the City that accounts for all financial resources and expenditures, except those required to be accounted for by other funds.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP) – The standard framework of guidelines for financial accounting. GAAP includes the standards, conventions, and rules followed in recording and summarizing, and in the preparation of financial statements.

GENERAL OBLIGATION BONDS (GOB) – Debt issuances typically need to finance government improvements benefiting the community as a whole; secured by an unlimited tax levy of the issuer.

GOVERNMENTAL ACCOUNTING – Accounting standards set forth by the Governmental Accounting Standards Board (GASB).

GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB) – The Governmental Accounting Standards Board (GASB) is the source of generally accepted accounting principles (GAAP) used by State and Local governments in the United States of America.

GOVERNMENT FINANCE OFFICERS ASSOCIATION OF THE UNITED STATES AND CANADA (GFOA) – A professional association of state/provincial and local finance officers in the United States and Canada, and has served the public finance profession since 1906. GFOA members are dedicated to the sound management of government financial resources.

GROUND TRANSPORTATION CENTER (GTC) – City of Cedar Rapids transit system.

GROWTH REINVESTMENT INITIATIVE (GRI) – Legislation allowing the City to use incremental growth from the City's sales tax to pay for flood protection.

HOTEL MOTEL TAX – A consumer tax on lodging charges for hotels and motels.

INCORPORATED (INC) – Organized and maintained as a legal corporation.

INTERGOVERNMENTAL GRANTS – Intergovernmental grant revenue is a combination of federal, state, or local funding usually for a specific purpose, project, or use.

INTERNAL SERVICE FUND – These funds are used to account for the financing of goods and services provide by a City Department or agency to other City Departments or agencies on a cost reimbursement basis.

IOWA PUBLIC RETIREMENT SYSTEM (IPERS) – Provides pension benefits for qualified public employees in Iowa.

JOB ACCESS REVERSE COMMUTE (JARC) – A program to provide reduced cost transportation to work and life skill classes for low income individuals during hours when the buses are not operating.

LICENSES AND PERMITS – Fees derived from a number of sources including building, plumbing, mechanical, and electrical permits as well as liquor licenses and right of way permits.

LINE ITEM BUDGET – An object of expenditure level within each department.



LINN COUNTY LIFTS (LIFTS) – LIFTS provides safe door-to-door transportation for the elderly and disabled citizens in the metro area of Cedar Rapids, Marion, and Hiawatha. LIFTS also provides transportation to all Linn County residents outside the metro area.

MAJOR FUND – A fund whose revenues or expenditures constitute more than 10% of the revenues and expenditures of the appropriated budget.

MILLION (M)

MUNICIPAL FIRE AND POLICE RETIREMENT SYSTEM OF IOWA (MFPRSI) – Provides pension benefits for municipal police officers and fire fighters in Iowa.

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) – The NPDES program was created as part of the Federal Clean Water Act Amendments of 1992. The Clean Water Act requires that all local government agencies and major private industries take all practicable measures in reducing pollution discharges into major bodies of water.

NEIGHBORHOOD TRANSPORTATION SERVICE (NTS) – A private non-profit organization that operates a curb-to-curb van service, and provides affordable night and weekend transportation to work, school, or life skill classes during times when the fixed route city buses do not operate.

NON-DISCRETIONARY EXPENDITURES – Expenses that are considered not fully controllable by City Departments as they are subject to external or economic factors.

OPERATING EXPENSES – Expenses of normal maintenance and repairs presumed to benefit the current fiscal period. These expenses are not classified as capital improvement or capital equipment as they do not add value to the asset or materially extend the asset life.

ORDINANCE – A law made by a municipality.

OTHER REVENUES – Other revenue in financial summaries refers to a variety of sources such as interest, building rental, parking fees, landing fees, insurance premiums, capital contributions, etc.

PAY AS YOU GO CAPITAL IMPROVEMENT FUNDING – Funding capital outlay from current revenues and user fees rather than through borrowing.

PERFORMANCE MEASURES – Measure of the progress of accomplishing an objective and focus on the output, result, accomplishment, efficiency, or effectiveness.

PERSONAL SERVICES – The salaries, wages, and benefits for full time equivalents (FTEs).

PROCEEDS OF LONG TERM LIABILITIES – Revenue from general obligation bonds, revenue bonds, tax increment financing bonds, state revolving fund proceeds, etc.

PROGRAM – A service or activity provided.

REFUNDING – Procedure (sale) in which an issuer refinances an outstanding bond issue by issuing new bonds in order to take advantage of a declining interest rate environment or obtain debt structure modification.

RESOLUTION – An order of a legislative body formally approved.



REVENUE – Sources of financing expenditures.

REVENUE BONDS – Debt issuances used to finance facilities that have a definable user or revenue base; secured by a specific source of funds usually the revenue stream from operations; not generally subject to referendum.

SCHOOL RESOURCE OFFICER – A officer that collaborates with the school and the community as a resource for safety and security issues, engaging in law enforcement, teaching, and mentoring in schools.

SECTION – An activity or division of a department.

SELF SUPPORTED MUNICIPAL IMPROVEMENT DISTRICT (SSMID) – A self-supported municipal improvement district is informally referred to as a SSMID district. Generally, it is an area of contiguous property within a city – often in the downtown area – either zoned for commercial or industrial purposes or a duly designated historic district. A tax levy is imposed on property within the SSMID district in addition to all other tax levies. The added revenues can be used for improvements to the district, administrative fees, and debt for the cost of improvements.

SPECIAL REVENUE FUNDS – Account for revenues derived from sources for a specific use which are required to be accounted for as a separate fund.

STATE REPORTS AND FORMS – Forms and reports prescribed by the State of Iowa which must be used by all cities in preparing their budgets.

STREETS LOCAL OPTION SALES TAX (LOST) – Approved by citizens of Cedar Rapids vote to have a 1% local option sales tax to fund streets for a period of 10 years starting July 1, 2014, ending June 30, 2024.

SUBSIDY – In the case of a general fund department, a department partially or fully supported by property tax or other funding sources not specifically associated to the department’s purpose.

TAX INCREMENT FINANCING (TIF) – Financing method to use taxes to finance improvements.

TAX RATE – The tax rate is the rate of tax levied per \$1000 of assessed valuation.

TAXES – A revenue source levied by a government for purposes of funding expenditures.

THOUSAND (K)

TRANSFERS IN/OUT – Transfers are the authorized exchanges of cash or other resources between funds.

TRUST & AGENCY FUNDS – Account for assets held by the City in a trustee or custodial capacity for the City’s retirement funds and for other entities, such as individuals, private organizations, or other governmental units. These fund types are further classified as expendable trust funds or pension trust funds.

TYPICAL RESIDENTIAL CUSTOMER – A household that uses 10 units of water and 10 units of sewer. 1 unit is 100 cubic feet or 748 gallons.

USER FEES – Charges to specific users of a service provided.

UV – Ultraviolet (UV) light is electromagnetic radiation with a wavelength shorter than that of visible light, but longer than X-rays.