

**Allocation Plan:** A financial plan used to allocate resources among program operations, which lists an estimate of required expenditures and the means of financing them for the fiscal year.

**Americans with Disabilities Act of 1990 (ADA):** A federal law providing for a wide range of protection to individuals with disabilities ranging from prohibitions against discrimination in employment to specific requirements for modifications of public facilities and transportation systems.

**Appropriation:** An authorization by the City Council, which permits officials to incur obligations and expend City resources within a fiscal year.

**Assessment District:** A separate local government agency formed to provide specific services. Property owners within the Assessment District boundary pay the district in proportion to the benefits or services they receive.

**Budget:** An annual financial plan consisting of proposed expenditures for specified purposes and the proposed means for financing them.

**Budget through 6/2011:** Reflects the total project funding from all funding sources (*due to timing, budget modifications after January of the fiscal year may not be included in this total*). In some situations, funds are moved into sub-CIP projects to allow for better project management and accounting.

**Capital Improvements:** A specific undertaking involving procurement, construction or installation of facilities or related equipment which improves, preserves, enhances or modernizes the City's provision of municipal services, has a useful life of at least five years, and costs in excess of \$20,000. May include construction or major repair of City buildings and facilities such as streets, roads, storm drains, traffic signals, parks, community centers, etc.

**Capital Improvement Program (CIP) program:** CIP programs have an ongoing funding source and are used for similar types of improvements that will be constructed at multiple locations based on the annually availability of funding. Locations are generally identified through master plans, planning guides, and replacement programs (e.g.,

the Groundwater Protection Program, Fire Apparatus Program, Bikeway Program, and Area 1 Park Planning Program). Capital improvement programs are not site-specific, do not typically have a defined completion date and will contain "Program" in the title.

**Capital Improvement Program (CIP) project:** CIP projects are typically site specific, have a defined budget, and have a specific completion date.

**Carryover:** Appropriated funds remaining unspent at the end of the fiscal year, which are allowed to be retained by the project to which they were appropriated so that they may be expended in the next fiscal year.

**Certificates of Participation (C.O.P.s):** Debt instrument, commonly called C.O.P.s, that provides long-term financing through a lease (with an option to purchase) or through an installment agreement.

**Capital Assets:** Capital assets include land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period (fiscal year).

**Combined Sewer System (CSS):** A type of sewer system that collects sanitary sewage and storm water runoff in a single pipe system. Combined sewers can cause serious water pollution problems due to combined sewer overflows, which consist of sending untreated diluted sewage to the river. Of greater concern is an outflow during rainstorms in which diluted sewage spills onto streets and potentially onto properties. This type of sewer design is no longer used in building new communities, but many older cities continue to operate combined sewers.

**Construction Engineering:** Engineering work during the construction process. This ensures that projects are constructed in accordance with design parameters and specifications.

**Continuing Project:** Project which is not completed within the fiscal year initially budgeted. Unobligated or unspent project budget is carried forward and is available for expenditure in the next fiscal year.

**Debt Financing:** Issuance of bonds and other debt instruments to finance municipal improvements and services.

**Debt Service:** The costs of paying the principal and interest on borrowed money according to a predetermined payment schedule.

**Defund:** Any unspent balance for a completed project is zeroed out, added back into the originating fund balance, and is available for appropriation to another project.

**Design Engineering:** The process of identifying project options, developing a project scope, conducting feasibility analyses, and creating plans, specifications and estimates for a capital improvement.

**Detail Sheet:** A summary page for a single project or program receiving new funding which details project need, objective, and budget.

**eCAPS:** electronic Citywide Accounting and Personnel System (eCAPS): New Enterprise Resource Management system implemented in 2007 and 2008 to manage all City financial, human resource, and payroll transactions.

**Encumbrance:** An amount of money committed for the payment of goods ordered but not yet received.

**Enterprise Funds:** A governmental facility or service that is self-supporting through fee and charge revenues. Used to account for the City's ongoing activities that are similar to those found in the private sector, e.g., solid waste management, marina, sewer utilities, etc.

**Estimated Balance 2/2011:** Reflects the estimated balance remaining within a project based on actual expenses through February 2011.

**Expenditures:** The cost for personnel, materials, equipment, and contractual obligations required for a department to operate or for a capital program to be completed.

**Fiscal Year (FY):** A time period designated by the City signifying the beginning and ending period for recording financial transactions. Sacramento has a fiscal year from July 1 through June 30.



**Fund:** An accounting entity with a self-balancing set of accounts recording financial resources and transactions for specific activities. Funds beginning in "9" reflect future funding from grants, credit projects, and SHRA.

**Fund Balance:** The net difference (worth) between the total assets and total liabilities of a fund at any given point in time.

**General Fund:** Fund used to account for all financial resources except those required to be accounted for in another fund (e.g., enterprise or grant funds).

**General Plan:** The policy document which outlines the acceptable land use within the City of Sacramento for both the current and long term. The General Plan is the foundation for establishing goals, purposes, zoning, and activities allowed on each land parcel to provide compatibility and continuity to the entire region as well as each individual neighborhood.

**Grants:** Contributions of cash or other assets from another governmental agency to be used or expended for a specific purpose.

**Inflationary Increase:** An adjustment made to reflect current year or estimated future year national or regional change to categories of expense. Generally, inflationary increases are based on the Consumer Price Index (CPI).

**Landscaping and Lighting Act of 1972:** The 1972 Act lets cities, counties, and special districts levy assessments for land purchase and construction, operation and maintenance of parks, landscaping, lighting, traffic signals, and graffiti abatement.

**Nexus Study:** A report which sets the procedural requirements for establishing and collecting development impact fees.

**Ordinance:** A formal legislative enactment by the governing board of a municipality. If it is not in conflict

with any higher form of law, it has the full force and effect of law within the boundaries of the municipality to which it applies.

**Project, Child:** A project that falls under the budget appropriation authority of a parent project. Child projects are not required of a parent project. In Index P, child projects are listed in *italics*.

**Project, Parent:** A project that has budget appropriation authority given by City Council. Parent project numbers always in zero-zero (00). In Index P, parent projects are listed in **bold**.

**Place of Use (POU):** The City of Sacramento's currently authorized Place of Use (POU) for the Sacramento River and the American River water supplies are shown in the Water Master Plan (Figure 2-2). The City's POU for water from the Sacramento River is all land within the City limits. The City's POU for the American River supply covers 96,162 acres and includes the City limits, as well as portions of service areas of several other water purveyors

**Program:** A logical grouping of capital projects according to type of projects completed; i.e. public safety, transportation.

**Resources:** Total dollars available for appropriations including estimated revenues, fund transfers, and beginning fund balances.

**Resolution:** A formal declaration by City Council.

**Safe, Accountable, Flexible, Efficient Transportation Equity Act (SAFETEA-LU):** The federal transportation program authorizing the expenditure of \$286.4 billion over five years and providing states with the flexibility to set their own transportation priorities and explore creative financing mechanisms within certain guidelines.

**Shovel-Ready:** The Shovel-Ready Sites Program was established in FY2004/05 with the intent of encouraging economic development

at key locations in the City. The goal of the program is to leverage and attract private investment in order to encourage economic development.

**Sacramento Housing and Redevelopment Agency (SHRA):** SHRA addresses housing and economic needs in low-income communities and older commercial corridors in the City and County of Sacramento through effective community and business partnerships.

**Special Funds:** Account for the proceeds of specific revenue sources that are restricted by law to expend for specific purposes.

**Sphere of Influence:** The probable ultimate physical boundaries and service area of a local governmental agency. For the City of Sacramento, that is defined as within the City boundaries plus the Panhandle, Freeport, Fruitridge-Florin pocket, and Rosemont. The Council may request the Local Agency Formation Commission to expand the Sphere of Influence boundaries as appropriate; Camino Norte and the Natomas Joint Vision are examples of potential areas to be added to the Sphere of Influence.

**Subprogram:** A more defined grouping of capital projects within each Program; e.g., within the Transportation Program, Subprograms include Street Maintenance, Street Improvements, Signals/ Lighting, and Parking.

**Tax Increment (T.I.) Financing:** A public financing method which uses future gains in taxes to finance current improvements. When a development or public project is carried out, there is often an increase in the value of surrounding real estate, and new investment. This increased site value and investment sometimes generates increased tax revenues. The increased tax revenues are the "tax increment."

**User Charges/Fees:** The payment of a fee for direct receipt of a public service by the party benefiting from the service.

