

Glossary

Mission Statement:

Serving Orlando with innovation, responsiveness, knowledge, courtesy and professionalism.

Department Identifier:

Executive Offices
 Economic Development
 Families, Parks & Recreation
 Finance
 Fire
 General Administration
 Housing
 Mgmt., Budget & Accounting
 Police
 Public Works
 Special Funds

ACCOUNT GROUP - A defined group of related accounts. Expenditures are budgeted at this level, while actual expenses are charged at the line item level (see "line item").

ACTIVITY - A significant element of a department's programmatic responsibilities performed for the purpose of accomplishing a function for which a department is responsible.

AD VALOREM TAX - A tax levied on the assessed value of real and tangible property (also known as "property tax").

APPROPRIATION - An amount of money set apart by City Council for a specific purpose; authority to incur obligations or make expenditures.

AS-BUILTS - Drawings, plans, surveys, etc. done after construction is complete indicating items as they were actually constructed, which may have differed from original plans.

ASSESSED VALUE - A valuation set upon real estate or other property by the County Property Appraiser as a basis for levying taxes.

BALANCED BUDGET - A budget in which estimated revenues equal estimated appropriations.

BOND - A written promise to pay a specified sum of money, (face value or principal), at a specified date in the future, (maturity date), together with interest at a specified rate.

BUDGET - A comprehensive financial plan of operations that attempts to rationalize the allocation of limited revenues among competing expenditure requirements for a given time period. Most local governments have two types of budgets -- the "Operating" budget and the "Capital Improvement" budget.

BUDGET REVIEW COMMITTEE (BRC) - A five-member staff committee which meets to approve interim budget requests prior to final approval by City Council. Committee responsibilities and guidelines are discussed in the Budget Guide section of this document.

BUDGETARY ACCOUNTS - Accounts used to record the formally adopted annual operating budget in the general ledger. This budgetary integration is the basis of the City's management control process. Also referred to as line items, budgetary accounts are grouped by similar items for uniformity of purchasing decisions.

BUREAU - An operating level of government in the Police and Fire Departments that manages the resources of related program activities.

BUSINESS PLAN - An annual document that addresses the business or service that is to be delivered and also provides the indicators that measure results.

CAPITAL EQUIPMENT - Equipment with a value in excess of \$1,000 and an expected life of more than one year such as automobiles, computers and furniture.

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CAPITAL IMPROVEMENT BUDGET - A budget including those approved capital improvement projects contained in the first year of the five-year Capital Improvement Program.

CAPITAL IMPROVEMENTS - Physical assets, constructed or purchased, that have a minimum cost of \$100,000 and a minimum useful life of three years.

CAPITAL IMPROVEMENTS ELEMENT (CIE) - That portion of the Capital Improvement Program which is necessary to meet the requirements of the Growth Management Act.

CAPITAL IMPROVEMENT PROGRAM (CIP) - A comprehensive long-range schedule of approved capital improvements indicating priority in terms of need and ability to finance. The program covers a five-year period, the first year of which is adopted as the Capital Improvement Budget.

CAPITAL PROJECT FUND - Used to account for financial resources allocated for the acquisition or construction of major capital facilities (other than those financed by proprietary or trust funds).

CONTINGENCY - Money that has been set aside to cover unplanned expenditures.

CONTRACT ORDER SYSTEM - A purchasing procedure used for construction or professional services contracts which have a fixed fee or maximum dollar cap. This system encumbers the contract amount thereby reserving funds for future periodic payments to the contractor.

DEBT SERVICE - The expenditure of principal and interest on borrowed funds.

DEBT SERVICE FUND - Used to account for the accumulation of resources for, and the payment of, Debt Service.

DEPARTMENT - An organizational unit responsible for carrying out a major governmental function, such as Police or Public Works.

DIVISION - An operating level of government within a department which manages the resources of related program activities.

ENCUMBRANCE - Money reserved for contracts to provide goods or services.

ENTERPRISE FUND - A type of fund used to account for operations that are financed and operated in a manner similar to private business enterprises; i.e., where charges for services cover the cost of providing the service.

FIDUCIARY FUND - A type of fund in which the government acts as a trustee or agent on behalf of another party. An example is pension funds.

FISCAL YEAR (FY) - Any consecutive 12-month period designated as a budget year. The City's budget year begins October 1 and ends September 30 of the following calendar year.

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FRANCHISE FEE - A fee paid by public service businesses for use of City streets, rights-of-way and property in providing their services. Services requiring franchises include electric, telephone, natural gas, water, cable television and roll-off service.

FULL TIME EQUIVALENT (FTE) - A measure of the number of theoretical full time employees in a designated organizational unit. The number is derived by taking the total number of hours worked, including full time, part time, seasonal and overtime and dividing it by 2,080 hours.

FUND - An accounting structure which isolates specific revenues and appropriations for a designated purpose such as the General Fund or the Capital Improvement Fund.

GENERAL FUND - The general operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund.

GOALS - General aims of the organization, departments, and divisions (based on vision).

GRANT - Contributions of cash or other assets to be used for a specified purpose, activity or facility. Grants may be classified as either categorical or block, depending on the amount of discretion allowed the grantee.

GROWTH MANAGEMENT PLAN - Serves as the primary guide for the future development of the City. This state required plan, which is adopted by the community, is a comprehensive statement of the long-range physical development goals, policies and required actions. As such, it provides the framework within which all development actions should occur.

HOMESTEAD EXEMPTION - A statewide exemption which is a deduction from the total taxable assessed value of owner occupied property. The current exemption is \$25,000.

IMPACT FEE - A charge for infrastructure improvements that must be provided by the local government.

INTERFUND TRANSFER - Payment from one fund to another fund primarily for services provided.

INTERGOVERNMENTAL REVENUE - Revenue from other governments in the form of grants, entitlements, shared revenues, or payments in lieu of taxes.

INTERNAL SERVICE FUND - A type of fund used to account for the financing of goods or services provided by one department to another on a cost reimbursement basis.

LINE ITEM - A specific item or group of similar items defined in a unique account in the financial records. Revenues are anticipated and appropriated at this level. This is the lowest level of detail at which justification is reviewed and decisions are made.

LOCAL OPTION - Voted by local referendum, e.g., Local Option Sales Tax.

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MILL - A value equal to \$.001 or \$1.00 per \$1,000. The mill is used to determine property taxes by multiplying the mill rate times the assessed property value.

MILLAGE RATE - The rate established each year by City Council action which is used in the calculation of property taxes.

MISSION STATEMENT - This statement establishes the basis for the goals of the department by describing in broad terms what the department intends to accomplish during the budget year.

MODIFIED ACCRUAL ACCOUNTING - A basis of accounting in which revenues are recorded when collectable within the current period, and expenditures are recognized when the related liability is incurred.

NON-OPERATING EXPENDITURE - The cost of government services that are not directly attributable to a specific City program or operation. Examples include debt service obligations and contributions to human service organizations.

NON-OPERATING REVENUE - The income received by the government that are not directly attributable to providing a service. An example would be interest on cash in banks or investments.

OBJECT CODE - A numerical suffix to an account number which represents a defined object or item within an account group. An example would be the use of an Object Code to differentiate between regular postage and express mail charges.

OBJECTIVE - Concise statement articulating a specific component of what a goal should achieve and what is critical to its success.

OPERATING BUDGET - A financial plan which presents proposed expenditures for the fiscal year and estimates of revenue to finance them.

OPERATING EXPENSES - Expenses which are directly related to service activities.

OPERATING REVENUES - Revenues which are directly related to service activities, e.g., user charges, fees or taxes.

PERFORMANCE BUDGET - A budget that focuses on activities rather than line items. Work load and unit cost data are collected in order to assess the efficiency of services. The City of Orlando monitors the progress of division managers in meeting their performance targets via Quarterly Performance Reports.

PLEDGEABLE REVENUE - Revenues which can be used as a pledge to pay off debt; a form of collateral.

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PROGRAM - A set of related work activities within a division or bureau of a department that are directed toward a common purpose or goal, and represent a well-defined use of City resources.

PROGRAM BUDGET - A budget that structures choices and information in terms of programs and their related work activities, e.g., repairing roads, treating water, etc. A program budget provides information on what each program is committed to accomplish in the long run (goals) and in the short run (objectives), and measures the degree of achievement of program objectives (performance measures).

PROPERTY TAX - A tax levied on the assessed value of real property, i.e., ad valorem tax.

PROPRIETARY FUND - A type of fund which emulates the private sector and focuses on the measurement of net income. This fund type presents actual financial position and results of operations, such as actual assets, liabilities, fund equity balances, revenues and expenses.

QUARTERLY PERFORMANCE REPORT - At the end of each fiscal quarter, divisions report activities relative to their performance measures.

REQUIREMENT - A monetary obligation reflected in the financial accounts as an inter-fund transfer of cash from one fund to another.

REVENUE BOND - A bond whose principal and interest are payable exclusively from earnings of an enterprise fund.

REVENUE - Money received by the City from external sources; income.

ROLL-BACK MILLAGE RATE - The millage rate that would generate the same dollar amount of ad valorem tax revenue as was generated in the previous year, exclusive of new construction.

SERVICE EFFORT AND ACCOMPLISHMENT MEASURES (SEA's) - Specific quantitative and qualitative measures of work performed toward meeting the mission of the department.

SPECIAL REVENUE FUND - A type of fund used to account for the proceeds of a specific revenue source (other than special assessments or major capital projects) that are legally restricted to expenditures for specified purposes. An example is revenue from the Community Development Block Grant or Gas Tax.

TAX INCREMENT FINANCING - A method for providing money to pay for infrastructure related to development in a designated district. The money comes from the increase in property tax above the redevelopment level, and can be used for a predetermined time period or pledged to repay a bond issue.

TRANSPORTATION IMPACT FEE - A charge based on projected trips that will be generated by development or redevelopment of a property.

UTILITY TAX - A tax levied by the City on the customers of various utilities such as electric, telephone, gas and water. The average rate is 10.0 percent of the sales price of such utility service or commodity.

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ACRONYMS

ADA - Americans With Disabilities Act

BZA - Board of Zoning Adjustment

CAFR - Comprehensive Annual Financial Report

CAD - Computer Aided Dispatch

CAO - Chief Administrative Officer

CDBG - Community Development Block Grant

CEB - Code Enforcement Board

CFA - Civic Facilities Authority

CFFA - Central Florida Fire Academy

CIE - Capital Improvements Element (of the Growth Management Plan)

COP - Community Oriented Policing

CNW - Citizens for Neighborhood Watch

CRA - Community Redevelopment Agency

CSO - Community Service Officer (non-sworn)

DARE - Drug Awareness & Resistance Education

DDB - Downtown Development Board

DRC - Development Review Committee

DRI - Development of Regional Impact

EEOC - Equal Employment Opportunity Commission

ERT - Emergency Response Team

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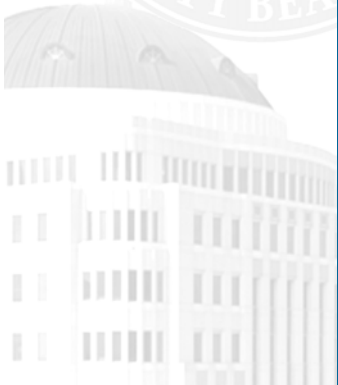
- FDER** - Florida Department of Environmental Regulation
- FDOT** - Florida Department of Transportation
- GAAP** - Generally Accepted Accounting Principals
- GFOA** - Government Finance Officers Association
- GIS** - Geographic Information System
- GMP** - Growth Management Plan
- GOAA** - Greater Orlando Aviation Authority
- GPR** - Grantee Performance Report
- GREAT** - Gang Resistance Education & Training
- HOME** - Home Investment Partnership Act
- HUD** - Housing and Urban Development, a federal agency
- ISO** - Insurance Services Office (Nationally recognized fire service rating)
- LDC** - Land Development Code
- LTD** - Long Term Disability
- MBA** - Management, Budget and Accounting
- MBE** - Minority Business Enterprise
- M.E.R.I.T.S.** - My Efforts Result in Total Service (Employee Recognition Program)
- MF** - Multi Family
- MGD** - Million gallons per day
- MPB** - Municipal Planning Board
- MSA** - Metropolitan Statistical Area

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- NCIC - National Crime Information Center
- OFD - Orlando Fire Department
- OPD - Orlando Police Department
- OPH - Orlando Police Headquarters Building
- OUC - Orlando Utilities Commission
- PACE - Paperless Automated Call Entry
- R-O-W - Right-of-way
- SEA - Service Effort and Accomplishment
- SHIP - State Housing Initiatives Partnership
- SSGFC - Sunshine State Governmental Financing Commission
- TIF - Tax Increment Financing
- TRIM - Truth in millage