

REVENUE MANUAL

Revenue Description:

Ad Valorem Taxes:

Real Property Taxes	100 5111
Less Discount-Real Property	100 5112
Bus. Personal Property Taxes	100 5113
Less Discount-Personal Property	100 5114
Tax Recovery-Prior Year Write-offs	100 5116
Interest-Delinquent Taxes	100 5119

Fund/Account Number:

Legal Authority:

F.S. Chap. 200, 166.211
City Charter, Chap. 14

Fund/Department/Program:

General Fund
998 Non-departmental-
General Fund

General Information

* **Description:** Revenue from annual taxes levied on all property, real and personal, within the City of Orlando.

* **Fee Schedule:**

Millage rate, per \$1,000	5.6916
Discount	
November (or 30 days after mailing of notice)	4.0%
December	3.0%
January	2.0%
February	1.0%
March (or 30 days prior to delinquency)	0.0%
Delinquent Charge (per annum)	12.0%

* **Method and Frequency:** Taxes are due on November 1 each year and become delinquent on April 1 or 60 days from the mailing of the original notice, whichever is later; discounts are given for early payment. The County Tax Collector collects the tax and pays the proceeds into the City Treasury.

* **Authorized Exemptions:** A \$25,000 homestead exemption is made, for those who filed and qualified, from the total taxable assessed value of owner occupied property prior to the levying of taxes. Per Florida Statutes 196.075 and City Council approval an additional \$25,000 exemption is available to households headed by a person aged 65 or older who meet the maximum income requirements.

* **Comments:** A mill is one dollar of tax per \$1,000 of value. Taxable value is assessed value less exemptions.

Revenue Collection History and Current Budget:

	Actual 1999/2000	Actual 2000/2001	Actual 2001/2002	Revised 2002/2003	Budget 2003/2004
Real Prop Taxes	\$49,699,501	\$56,699,036	\$58,859,651	\$62,335,036	\$67,921,623
Less Disc.Real Prop	(1,697,969)	(1,986,703)	(2,060,082)	(2,020,520)	(2,716,865)
Business Per Prop Tx.	9,791,861	12,491,875	12,426,077	12,525,472	11,986,169
Less Disc-Per Tx.	(335,482)	(457,885)	(429,519)	(415,781)	(479,447)
Tax Recovery-PR YR	8,266	2,078,534	(291,954)	0	0
Int-Delinquent Tx	123,523	159,293	116,325	120,000	120,000

REVENUE MANUAL

Revenue Description:

Licenses and Permits:
Occupational Licenses

Fund/Account Number:

100 5131 100

Legal Authority:

F.S. Chap. 166.201, 205.042, 205.043, 205.053
City Code, Sec. 36.03, et. seq.

Fund/Department/Program:

General Fund
Economic Development
147 Customer Service and
Logistical Support

General Information

- * **Description:** Fees levied by the City on all businesses, trades and professions operating within the City or transacting business in interstate commerce where such tax is not prohibited by Sec. 8, Article 1 of the United States Constitution.
- * **Fee Schedule:** Detailed fee schedule in Sec. 36.35 of the City Code.
- * **Method and Frequency:** License fees are due on October 1 each year and licenses expire September 30 the succeeding year. Licenses not renewed on or before October 1 are subject to penalties listed in Sec. 36.04 of the City code. Some new businesses may obtain a prorated license on or after April 1 and before October 1. A license may be transferred to a new owner upon payment of a transfer fee and presentation of evidence of the sale and the original license.
- * **Special Requirements and Authorized Exemptions:** Licensee must comply with all applicable codes of the City and County, including building, fire and health codes and zoning laws. Exemptions are listed in Sec. 36.23 and 36.25 of the City Code.

Revenue Collection History and Current Budget:

	Actual <u>1999/2000</u>	Actual <u>2000/2001</u>	Actual <u>2001/2002</u>	Revised <u>2002/2003</u>	Budget <u>2003/2004</u>
Occupational Licenses	\$3,801,609	\$3,910,452	\$4,263,664	\$4,650,000	\$4,950,000

REVENUE MANUAL

Revenue Description:

Licenses & Permits:
 Certificates-Taxi & Limo

Fund/Account Number:

100 5131 300

Legal Authority:

F.S. 166.221
 City Code, Sec. 6.05, 55.19
 55.21, 55.23

Fund/Department/Program:

General Fund
 Police
 681 Police Special Operations

General Information

* **Description:** Vehicle permit fees for operations within the City.

* **Fee Schedule:**

Taxi & Limo	\$200.00
Replace or transfer	25.00
Renewal	200.00
Application fee	300.00
Horse drawn vehicle for hire	100.00

* **Method and Frequency:** Permits are valid for one year and terminate one year from the last day of the month of issue. To acquire an original or renewed permit, application must be made to the Vehicle for Hire administrator.

* **Special Requirements:** Vehicle for hire permits are awarded on a first-come first-serve basis. Taxi permits are reviewed annually for determination of public necessity and convenience. If it is determined that more permits are needed they are awarded through a lottery and percentage distribution system. Horse drawn permits are currently capped at ten and require approval of City Council.

Revenue Collection History and Current Budget:

	<u>Actual</u> <u>1999/2000</u>	<u>Actual</u> <u>2000/2001</u>	<u>Actual</u> <u>2001/2002</u>	<u>Revised</u> <u>2002/2003</u>	<u>Budget</u> <u>2003/2004</u>
Certificates-Taxi/Limo	\$362,750	\$369,628	\$342,470	\$343,000	\$342,000

REVENUE MANUAL

Revenue Description:

Franchise Utility and Other Taxes
 Franchise Fee-Equivalent-Electric & Water
 Franchise Fee-Florida Power
 Franchise Fee-Natural Gas

Fund/Account Number:

100 5150 050
 100 5150 413
 100 5150 414

Legal Authority:

City Code, Chap. 26
 OUC-Franchise Equivalent Resolution
 Franchise Agreement:
 Peoples Gas System
 Florida Power

Fund/Department/Program:

General Fund
 998 Non-departmental-
 General Fund

General Information

- * **Description:** Company gross receipts within the City limits are levied a fee on the sale of electricity, and natural gas. The fee is paid by public service businesses for use of City streets, alleys and property in providing their services.
- * **Fee Schedule:**
 Electric and water – 6 percent of gross receipts on water and electric sales by OUC.
 Natural gas – 6 percent of gross receipts.
 Florida Power – 6 percent of gross receipts.
- * **Method and Frequency:**
 Electricity – payable before the 15th day of each month based on the prior month’s gross receipts.
 Natural gas – payable on or before the 30th day of each month.
- * **Special Requirements:** No franchise shall ever be implied but must rest upon a written ordinance or contract signed by the City Council.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Franchise Fee:					
Electric	\$14,286,061	\$15,941,901	\$16,357,524	\$16,910,000	\$17,660,000
Florida Power	36,834	57,462	90,160	80,000	186,000
Natural Gas	435,310	587,421	336,980	485,000	427,395

REVENUE MANUAL

Revenue Description:

Franchise Fee-Telephone
 Franchise Fee-AT&T
 Franchise Fee-Intermedia
 Franchise Fee-Worldcom, Inc.
 Franchise Fee-MCI
 Franchise Fee-Telecommunications
 Franchise Fee-Sprint
 Franchise Fee-Cable TV

Fund/Account Number:

100 5150 403
 100 5150 404
 100 5150 405
 100 5150 406
 100 5150 407
 100 5150 408
 100 5150 409
 100 5150 415

Legal Authority:

F.S. 202.19, 202.20, 337.401
 City Council 6/18/01

Fund/Department/Program:

General Fund
 998 Non-departmental
 General Fund

General Information

- * **Description:** Revenues from the Communications Services Tax is levied for granting permission to dealers of communications services, including, but not limited to, providers of cable television services to use or occupy roads or rights-of-way within the City for the placement, construction and maintenance of poles, wires and other fixtures used in the provision of communications services.
- * **Fee Schedule:**
 5.0 percent of the sales price on all taxable sales of communications services provided within the municipality.
 Services subject to the tax are defined under Section 202.12 Florida Statutes.
- * **Method and Frequency:** The tax is included in the monthly invoices billed by the service provider. The tax is remitted to the state and then distributed per Section 202.18 Florida Statutes.
- * **Comments:** This tax replaces the Franchise Fee or Utility Tax indicated above. Proceeds received from the State are distributed 17 percent to the General Fund to cover former Franchise Fees and 83 percent to the Utility Services Tax Fund. This allocation is based upon historical collections.

Note: Revenues for Communications are budgeted in Account 5150 effective in FY2001/2002.

Revenue Collection History and Current Budget:

	<u>Actual</u> 1999/2000	<u>Actual</u> 2000/2001	<u>Actual</u> 2001/2002	<u>Revised</u> 2002/2003	<u>Budget</u> 2003/2004
Franchise Fee:					
Telephone	\$ 869,932	\$ 80,273	\$ 19,585		
AT&T	78,736	88,456			
Intermedia	253,965	230,500			
Worldcom, Inc.	63,347	0			
MCI	2,541	27,506			
Telecommunications	96,933	289,087	4,020,245	3,698,954	3,814,590
Sprint	66,360	47,720			
Cable TV	\$1,556,538	1,689,221	144,155		

REVENUE MANUAL

Revenue Description:

Franchise Fee:
Franchise Fee Roll-Off Containers

Fund/Account Number:

100 5150 412

Legal Authority:

City Code, Sec. 28.05 (d)

Fund/Department/Program:

General Fund
998 Non-departmental –
General Fund

General Information

- * **Description:** Fees paid by refuse collection franchisees that provide “roll-off” and construction container service within the City of Orlando.
- * **Fee Schedule:**
Franchise fee, per pick-up \$25.00
- * **Method and Frequency:** Fees are payable to the Solid Waste Management Division by the 15th day of the month following the month for which said fees are applicable and transmitted to the General Fund after the Solid Waste Management Bureau administrative and inspection expenses are deducted.
- * **Special Requirements :** Franchisees must procure from all government authorities having jurisdiction over the operations of the franchise, all licenses, certificates, permits or other authorization which may be necessary. Franchise rights are granted by contract approved by the City Council.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Franchise Fee Roll-off Containers	\$ 858,449	\$ 638,232	\$ 554,561	\$1,150,000	\$825,000

REVENUE MANUAL

Revenue Description:

Intergovernmental Revenues:
OUC Contribution

Fund/Account Number:

100 5326

Legal Authority:

City Charter, Chap. 15
City Code, Chap. 26

Fund/Department/Program:

General Fund
998 Non-departmental-
General Fund

General Information

- * **Description:** Revenues received from the Orlando Utilities Commission.
- * **Fee Schedule:** Sixty percent of the net income from water and electrical systems.
- * **Method and Frequency:** Estimated annual dividend is paid in equal monthly installments. When OUC actual net income is determined, a “true-up” payment is paid by or to OUC for the difference between the estimated amount.
- * **Comments:** During FY 93/94, OUC approved the City’s portion of net income to remain at 60 percent permanently. During FY 95/96, an agreement between OUC and the City incorporated the current conditions.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
OUC Contribution	\$30,787,504	\$32,091,000	\$28,203,772	\$29,000,000	\$31,660,000

REVENUE MANUAL

Revenue Description:

Intergovernmental Revenues:
State Revenue Sharing

Fund/Account Number:

100 5351 101

Legal Authority:

Florida Revenue Sharing
Act of 1972 (F.S.218.20-218.26)
F.S. 206.605,206.879,212.20

Fund/Department/Program:

General Fund
998 Non-departmental-
General Fund

General Information

- * **Description:** Revenue received from the Municipal Revenue Sharing Trust Fund that may be used for general operations of the municipality. Currently, the Trust Fund receives 1.0715 percent of sales and use tax collections, 12.5 percent of the state alternative fuel user decal fee collections and the net collections from the one-cent municipal fuel tax.
- * **Fee Schedule:** Distribution to municipalities is based on three equally weighted areas consisting of adjusted population, sales tax collected, and relative local ability to raise revenue. Apportionment is detailed in F.S. 218.245.
- * **Method and Frequency:** Apportionment factors are computed once each fiscal year and remain in effect throughout the year. The Department of Revenue makes payments to the municipality by the 25th day of each month.
- * **Special Requirements:** To be eligible to participate in revenue sharing beyond the minimum entitlement, a unit of local government must:
 - a. Report finances to the Department of Banking and Finance, pursuant to F.S. 218.32.
 - b. Make provisions for annual post audits of its financial accounts.
 - c. Demonstrate ad valorem tax effort based on 1973 taxable values. (Municipalities incorporated before 1973)
 - d. Certify that persons employed as law enforcement officers and firefighters meet employment qualifications as established by law.
 - e. Certify that each dependent special district budgeted has met provisions for annual post audit of its financial accounts in accordance with S. 218.23(1) (e), F.S.
 - f. Certify that TRIM requirements are met.
- * **Comments:** Effective July 1, 2004 the percentage of sales tax transferred into the Trust Fund will increase from 1.0715 percent to 1.3409 percent. The FY 2003/2004 budget reflects this change.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
State Revenue Sharing	\$5,307,471	\$5,736,579	\$6,150,155	\$6,052,503	\$6,234,003

REVENUE MANUAL

Revenue Description:

Intergovernmental Revenues:
Shared County License

Fund/Account Number:

100 5351 201

Legal Authority:

F.S. 205.0535, 205.0536

Fund/Department/Program:

General Fund
998 Non-departmental-
General Fund

General Information

- * **Description:** Portion of revenues received from Orange County Occupational Licenses issued to businesses located in City limits.
- * **Fee Schedule:** The total amount of Occupational License Tax collected by Orange County from businesses located within a municipality less the cost of the county for collection is apportioned between the municipality and the county based upon the municipalities' share of the total county population.
- * **Method Frequency:** Revenues are sent to the governing authority of the municipality within 15 days following the month of receipt.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Shared County License	\$377,020	\$234,332	\$185,069	\$230,000	\$190,000

REVENUE MANUAL

Revenue Description:

Intergovernmental Revenues:
 Shared Mobile Home Tax

Legal Authority:

F.S. 320.08 (11-11), 320.081

Fund/Account Number:

100 5351 202

Fund/Department/Program:

General Fund
 998 Non-departmental-
 General Fund

General Information

- * **Description:** Revenues from an annual license tax charged in lieu of ad valorem taxes on mobile homes, park trailers and all travel trailers and fifth wheels exceeding 35 feet in length that is paid upon registration or renewal of registration.
- * **Fee Schedule:** The amount derived from license taxes, less the amount of \$1.50 per license, is equally divided between the district school board (50 percent) and the city or county in which the unit is located (50 percent).
- * **Method and Frequency:** Monthly payment by warrant drawn by the State Comptroller upon the Treasury out of the License Tax Collection Trust Fund.
- * **Comments:** Revenues are paid to respective counties and cities where units are located, regardless of where license taxes are collected.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Shared Mobile Home Tax	\$91,394	\$119,017	\$112,787	\$120,000	\$150,000

REVENUE MANUAL _____

Revenue Description:

Intergovernmental Revenues:
Beverage License

Fund/Account Number:

100 5351 203

Legal Authority:

F.S. 561.342

Fund/Department/Program:

General Fund
998 Non-departmental-
General Fund

General Information

- * **Description:** Portion of State license tax levied by the Department of Business and Professional Regulation, Division of Alcoholic Beverages and Tobacco that is distributed to the City.
- * **Fee Schedule:** 38 percent of the license taxes imposed under Florida Statutes collected within an incorporated municipality shall be returned to the appropriate municipality.
- * **Method and Frequency:** Funds collected by the State under the Beverage Law are paid into the State Treasury to the credit of the General Revenue Fund. Funds are distributed to the municipality monthly on or before the 10th day of the month succeeding the beginning of the taxable year and quarterly thereafter.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Beverage Licenses	\$168,595	\$175,484	\$200,639	\$200,000	\$210,000

REVENUE MANUAL

Revenue Description:

Intergovernmental Revenues:
Sales Tax

Fund/Account Number:

100 5351 301

Legal Authority:

F.S. 212.20(6) 218.61, 218.62, 218.64(2)

Fund/Department/Program:

General Fund
998 Non-departmental
General Fund

General Information

- * **Description:** Revenues received from the Local Government Half-Cent Sales Tax Clearing Trust Fund, which consists of ½ of the net additional taxes remitted, pursuant to Chapter 82-154, Laws of Florida.
- * **Fee Schedule:** Retail sales in Orange County are taxed at the rate of 6 percent, not including the additional ½ cent for the School Board, 9.653 percent of which is distributed to local governments within the county. Municipal distribution factors are according to the following formula:

Population of municipality

(Population of County) + (2/3 population of incorporated areas)

The distribution factor is then multiplied by the total to be distributed to arrive at a municipality's share.

- * **Method and Frequency:** Monies in the Local Government Half-Cent Sales Tax Clearing Trust Fund are appropriated to the Department of Revenue and are distributed monthly to units of local government.
- * **Special Requirements:** Only those units of local government that meet the eligibility requirements for revenue sharing pursuant to F.S.218.23 can participate in the local government half-cent sales tax.

Municipalities shall use the revenues only for municipality-wide programs, property tax, or utility tax relief, pursuant to the method of apportionment detailed in F.S. 218.63. All utility rate reductions afforded by participation in the half-cent tax shall be applied uniformly across all types of taxed utility services.

A local government may pledge proceeds from tax for the payment of principal and interest on any capital project.

*Note: Account number 5351 300 is used for budget input only.

- * **Comments:** Effect July 1, 2004, the percentage of sales tax transferred into the Trust Fund will decrease from 9.653 percent to 8.814 percent. The FY 2003/2004 budget reflects this change.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Sales Tax	\$24,968,948	\$25,117,291	\$24,043,656	\$29,372,497	\$25,183,128

REVENUE MANUAL

Revenue Description:

Intergovernmental Revenues
 Fire Insurance Premium Tax

Fund/Account Number:

100 5351 501

Legal Authority:

F.S. 175.101, 175,131

Fund/Department/Program:

General Fund
 998 Non-departmental-
 General Fund

General Information

- * **Description:** Excise tax levied on the gross amount of premium receipts collected on property insurance policies covering property within City limits.
- * **Fee Schedule:** 1.85 percent of the gross amount of premiums collected.
- * **Method and Frequency:** The excise tax is payable to the State on March 1 of each year. The amount due to a municipality is then remitted in the 4th quarter.
- * **Special Requirements:** All funds received by any municipality under the provisions of Chapter 175 must be deposited immediately, and under no circumstances more than five days after receipt, into its municipal firefighters' pension trust fund. Every insurer paying the municipal premium tax shall receive credit on the amount payable for the State excise tax.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Fire Insurance Premium Tax	\$1,065,707	\$1,065,707	\$1,093,763	\$1,065,706	\$1,065,707

REVENUE MANUAL

Revenue Description:

Intergovernmental Revenues:
Casualty Insurance Premium Tax

Fund/Account Number:

100 5351 502

Legal Authority:

F.S. 185.08, 185.11

Fund/Department/Program:

General Fund
998 Non-departmental-
General Fund

General Information

- * **Description:** An excise tax levied on all premiums collected on casualty insurance policies covering property within the City limits.
- * **Fee Schedule:** .85 percent of the gross amount of premiums collected.
- * **Method and Frequency:** The excise tax is payable to the State on March 1 of each year. The amount due to a municipality is then remitted in the 4th quarter.
- * **Special Requirements:** All funds received by any city or town under the provisions of Chapter 185 must be deposited immediately, and under no circumstances more than five days after receipt, into its municipal police officers' pension trust fund. Every insurer paying the municipal premium tax shall receive credit on the amount payable for the State excise tax.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Casualty Insurance PremTx	\$2,304,050	\$2,155,329	\$2,155,329	\$2,200,000	\$2,155,329

REVENUE MANUAL

Revenue Description:

Intergovernmental-Federal:
Federal (DOJ) – Police Staffing Grant

Fund/Account Number:

100 5354 115

Legal Authority:

Federal Grant 95-CC-WX-0262
Federal Grant 01-WL-WX-0011
Federal Grant 00-CL-WX-0018
Federal Grant 00-SH-WX-0249
Federal Grant 01-SH-WX-0350
Federal Grant 02-UL-WX-0074

Fund/Department/Program:

General Fund
Police
062 COP Universal Hiring
058 COP Universal Hiring
063 COPS in Schools
059 COPS More 2000
057 COPS in School
056 COPS Universal Hiring

General Information

- * **Description:** Each grant’s goal is to prevent crime, promote problem solving and enhance public safety through increasing the number of police officers, expanding the C.O.P. (Community Oriented Policing) efforts and developing an overall strategy to combat crime.
- * **Fee Schedule:** For each officer, the Federal share may not exceed the greater of (1) 75 percent of the total salary and benefits over the life of the grant; up to a maximum of \$75,000.
- * **Comments:** Federal Grant 95-CC-WX-0262 expires February 28, 2004. Federal Grant 01-UL-WX-0011 expires December 31, 2003. Federal Grant 00-CL-WX-0018 expires August 31, 2002. Federal Grant 00-SH-WX-0249 expires November 30, 2003. Federal Grant 01-SH-WX-0350 expires August 31, 2004. Federal Grant 02-UL-WX-0074 expires July 31, 2005.

Federal Grant 00-CL-WX-0018 – the Federal Grant may not exceed \$192,354 over the life of the grant.
Federal Grant 00-SH-WX-0249 – the Federal Grant may not exceed \$500,000 over the life of the grant.
Federal Grant 00-SH-WX-0350 – the Federal Grant may not exceed \$125,000 over the life of the grant.
Federal Grant 02-UL-WX-0074 – the Federal Grant may not exceed \$1,200,000 over the life of the grant.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Federal DOJ-Police Staffing	\$275,680	\$275,680	\$1,773,940	\$1,212,301	\$627,749

REVENUE MANUAL

Revenue Description:

Intergovernmental Revenues:
Federal Grant-HUD

Fund/Account Number:

100 5354 128

Legal Authority:

Title VIII, Civil Rights Act of 1968
HUD Assistance Award

Fund/Department/Program:

General Fund
Executive Offices
107 Community/
Housing Assistance

General Information

- * **Description:** Revenues received on a per charge-per case basis from the Federal Government (HUD) for investigating Fair Housing discrimination complaints and for staff attendance at HUD – sponsored training.
- * **Method and Frequency:** Reimbursements are made according to award payment schedules and upon submission of proper forms.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Federal Grant-HUD		\$93,700		\$20,000	\$55,100

REVENUE MANUAL

Revenue Description:

Intergovernmental Revenues:
Summer Food Program

Fund/Account Number:

100 5354 132

Legal Authority:

F.S. 166.201
City Code, CH.2, Art. XX, Sec. 2.152

Fund/Department/Program:

General Fund
Families, Parks & Recreation
242 Recreation Admin.

General Information

- * **Description:** Revenues received from State of Florida on reimbursement basis for Summer Food Program.
- * **Fee Schedule:** Set by the State of Florida in the spring of each year. Reimbursement is cost of meals, administration staff plus 20 percent.
- * **Method and Frequency:** The State of Florida is invoiced in the months of July, August and September, paying within 45 days of receipt of billing.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Summer Food Program	\$204,411	\$186,237	\$186,820	\$202,831	\$186,820

REVENUE MANUAL

Revenue Description:

Intergovernmental Revenues:
EEOC

Fund/Account Number:

100 5354 134

Legal Authority:

Title VII, Civil Rights Act of 1964
EEOC Assistance Award

Fund/Department/Program:

General Fund
Executive Offices
106 Equal Employment
Opportunity

General Information

* **Description:** Revenues received on a per charge-per case basis from the Federal Government (EEOC) to maintain a charge resolution contract by investigating employment discrimination charges, intake services, and for staff attendance at EEOC sponsored training.

* **Fee Schedule:**

110 Title VII Charge Resolutions	\$56,600
81 Title VII Intake Services	4,000
Training funds (Mandatory Attendance; FEPA/EEOC Conf.)	<u>1,000</u>
	\$61,600

* **Method and Frequency:** Reimbursements are made according to the assistance award payment schedule and upon submission of proper forms.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
EEOC Grant	\$51,950	\$60,050	\$1,000	\$67,600	\$61,600

REVENUE MANUAL

Revenue Description:

Intergovernmental Revenues:
 FDOT Contract-I-4 Clean Up

Fund/Account Number:

100 5354 137

Legal Authority:

F.S. 20.23
 Primary Roads Memorandum of Agreement
 I-4 & E/W Expressway Memorandum of
 Agreement City Charter, Art. III, Sec. 8

Fund/Department/Program:

General Fund
 Public Works
 726 Right-of-Way Mgmt.

General Information

- * **Description:** Quarterly payment made by the State of Florida, Department of Transportation to the City of Orlando as compensation for the cost of maintenance of all paved, landscaped and/or turfed areas; clean-up, removal and disposal of all debris from areas within department rights-way having limits described in Agreements.
- * **Fee Schedule:** The Florida Department of Transportation remits quarterly payments to the City of Orlando according to the terms of the “Memorandum of Agreement – Primary Roads,” and Memorandum of Agreement—I-4 and E/W Expressway.”
- * **Method and Frequency:** The Department of Transportation agrees to pay the City quarterly (each three month period following a notice to proceed) compensation for the cost of maintenance as described under items (1) through C of the agreement.
- * **Comments:** These agreements, regardless of where executed, shall be governed by and construed, according to the laws of the State of Florida.

The amounts paid to the City may be subject to a percentage increase to be negotiated by the parties at the time of renewal each year.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
FDOT Contract I-4 Clean Up	\$631,917	\$650,478	\$669,451	\$433,451	\$602,451

REVENUE MANUAL

Revenue Description:

Intergovernmental Revenues:
 Firefighter Supplemental Compensation-
 Educational Incentive

Fund/Account Number:

100 5354 200

Legal Authority:

F.S. 633.382

Fund/Department/Program:

General Fund
 998 Non-departmental-
 General Fund

General Information

- * **Description:** Revenues received from the State as reimbursement for the educational incentive payments made to firefighters by the City.
- * **Fee Schedule:** Dollar for dollar reimbursement based on the following criteria:

Per month for a firefighter receiving an associate degree	\$ 50.00
Per month for a firefighter receiving a bachelor's degree	110.00
- * **Method and Frequency:** The City must submit quarterly reports to the Division of State Fire Marshal, Department of Insurance on March 31, June 30, September 30 and December 31 of each year, specifying the amount of educational incentive payments made to firefighters.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Firefighter Supplemental Compensation-Educational Incentive	\$100,363	\$104,567	\$ 88,259	\$100,000	\$100,000

REVENUE MANUAL

Revenue Description:

Intergovernmental Revenues:
Fuel Tax-Municipal Refunds

Fund/Account Number:

100 5354 250

Legal Authority:

F.S. 206.625

Fund/Department/Program:

General Fund
998 Non-departmental-
General Fund

General Information

- * **Description:** Those portions of the County gas tax paid by a municipality on motor fuel for use in a motor vehicle operated by the City that is returned to the municipality.
- * **Fee Schedule:** The amount of imposed tax is refunded.
- * **Method and Frequency:** Refunds are paid quarterly upon application for refund.
- * **Special Requirements:** Refunds shall be used for the construction, reconstruction and maintenance of roads and streets within the City.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Fuel Tax-Municipal Refunds	\$203,440	\$224,073	\$168,302	\$225,000	\$256,000

REVENUE MANUAL

Revenue Description:

Intergovernmental Revenues:
 Reimbursable – Orange County School Board
 Charges for Services:
 Reimbursement-Trans. Admin. Fee – N
 Reimbursement-Trans. Admin. Fee – SE
 Reimbursement-Trans. Admin. Fee – SW

Fund/Account Number:

100 5354 400
 100 5575 425
 100 5575 430
 100 5575 435

Legal Authority:

City Council
 City Code Charter 56
 Interlocal Agreement between Orange County, Orange
 County School Board, 12/15/92, #26157

Fund/Department/Program:

General Fund
 Economic Development
 821 City Planning

General Information

* **Description:**

School Impact Fees – Three percent administration fee collected to offset the cost of administering the school impact fee by City staff.

Transportation Impact Fee – Reimbursement for expenses of Transportation Impact Fee administration.

* **Method and Frequency:** The City acts as a collection agent for School Impact Fees, deducting the three percent administrative fee and remitting the balance to the Orange County School Board monthly.

At time of permitting, the City collects Transportation Impact Fees for capital costs associated with new growth and development. The method is by formula approved by the Orlando City Council.

Note: Prior to 1992/93 revenues for Transportation Impact Fees were collected in accounts 1810 126, 1810 127 and 1810 128. Between 1993/94 and 1997/98, revenues for Transportation Impact Fees were collected in accounts 126 016 1435 900, 127 017 1435 900 and 128 018 1435 900. School impact fees were not administered prior to this time.

Revenue Collection History and Current Budget:

	Actual 1999/2000	Actual 2000/2001	Actual 2001/2002	Revised 2002/2003	Budget 2003/2004
Reimbursable – Orange Co.	\$ 94,959	\$119,538	\$218,432	\$ 0	\$ 0
Reimbursement:					
Transportation Adm. Fee-N	39,265	45,074	61,848	66,451	66,451
Transportation Adm. Fee-SE	39,265	45,074	61,848	66,451	66,451
Transportation Adm. Fee-SW	39,265	45,074	61,848	66,451	66,451

REVENUE MANUAL

Revenue Description:

Intergovernmental Revenues:
Orange County Citation Surcharge

Fund/Account Number:

100 5354 500

Legal Authority:

Florida State Statute, Section 316.655 (7)

Fund/Department/Program:

General Fund
Police
665 Communications

General Information

- * **Description:** A surcharge assessed by Orange County on moving traffic violations used to support the state approved intergovernmental radio program.
- * **Fee Schedule:** Approved expenditures made by the City are submitted to Orange County for reimbursement.
- * **Method and Frequency:** Payment is made by the County upon submission of invoices by the City.

Revenue Collection History and Current Budget:

	<u>Actual</u> <u>1999/2000</u>	<u>Actual</u> <u>2000/2001</u>	<u>Actual</u> <u>2001/2002</u>	<u>Revised</u> <u>2002/2003</u>	<u>Budget</u> <u>2003/2004</u>
County Radio Traffic Surcharge	\$ 0	\$245,780	\$136,235	\$160,639	

REVENUE MANUAL

Revenue Description:

Charges for Services:

Fees-Customer Service

Fees-Building Inspections-Miscellaneous**

Fund/Account Number:

100 5411 100

100 5425 800

Legal Authority:

F.S. 163.3174, 163,3202

City Code, Chapters 58 and 65

Fund/Department/Program:

General Fund

Economic Development

147 Customer Service &

Logistical Support

General Information

* **Description:** Miscellaneous revenues associated with letters of Reciprocity, sales of Zoning and Land Use maps, Engineering Standards Manual, Orlando Urban Stormwater Management Manual (OUSWMM) other design standards and sales of copies materials. Vertiport permit and renewal fees and Home Occupation application fees.

* **Fee Schedule:**

Letter of Reciprocity	\$ 5.00
Maps	7.00
Engineering Standards Manual	50.00
OUSWM Manual	50.00
Copies material – single sided, per page	.15
Copies material – double sided, per page	.20
Vertiport permit renewal	15.00
Home Occupation Application Fee	50.00

* **Method and Frequency:** Fees are paid at the time of the sale, when the permit is issued or when the application is submitted, as appropriate for the request.

**Effective March 6, 2003, combined with 5411 100, per Permitting Services

Revenue Collection History and Current Budget:

	<u>Actual</u> <u>1999/2000</u>	<u>Actual</u> <u>2000/2001</u>	<u>Actual</u> <u>2001/2002</u>	<u>Revised</u> <u>2002/2003</u>	<u>Budget</u> <u>2003/2004</u>
Fees-Customer Service	\$115,310	\$ 30,699	\$35,018	\$31,000	\$34,500
Fees-Building Insp. Misc.	1,381	1,305	165		

REVENUE MANUAL

Revenue Description:

Charges for Services:
Fees-Street Tree Trust Fund

Fund/Account Number:

100 5411 200

Legal Authority:

City Code, 61.226

Fund/Department/Program:

General Fund
Economic Development
147 Customer Services &
Logistical Support

General Information

- * **Description:** The purpose of the Street Tree Trust fund is to provide a funding source for the City to purchase the correct type of tree and to properly install street trees.
- * **Fee Schedule:** \$350 per tree.
- * **Method and Frequency:** The fee is adopted by resolution of the City Council. Fees are paid at the time building permits are issued for new development.
- * **Special Requirements:** Street Trees are required based on lot frontage along the street at intervals of not more than one tree per 50 lineal feet and not less than 100 lineal feet.

Revenue Collection History and Current Budget:

	<u>Actual</u> <u>1999/2000</u>	<u>Actual</u> <u>2000/2001</u>	<u>Actual</u> <u>2001/2002</u>	<u>Revised</u> <u>2002/2003</u>	<u>Budget</u> <u>2003/2004</u>
Fees-Street Tree Trust Fund	\$ 67,553	\$ 62,245	\$164,154	\$98,000	\$158,269

REVENUE MANUAL

Revenue Description:

Charges for Services:
Fees-Planning

Fund/Account Number:

100 5419 100

Legal Authority:

F.S. 163.3174, 163,3202
City Code, Chapters 58 and 65

Fund/Department/Program:

General Fund
Economic Development
821 City Planning

General Information

* **Description:** Revenues received for services rendered by the Board of Zoning Adjustment, the Municipal Planning Board and the Historic Preservation Board.

* **Fee Schedule:**

<u>Type of Application</u>	<u>Fee</u>	<u>Type of Application</u>	<u>Fee</u>
Abandonment	\$2,000	Amendment to Master Plan	\$ 788
Abandonment of Drainage Easements	400	Planned Development	1,050
Amendment of Text (petition by citizen)	100	Amendment to Planned Dev.	525
Annexation and Initial Zoning	105	Plat-Minor Subdivision	750
Deannexation	1,575	Plat-Major Subdivision	1,575
Conditional Use	840	Subdivision-request for waiver	250
Extension of Conditional Use	263	Public Benefit Use	800
Development of Regional Impact (DRI)	10,500	Rezoning	1,050
DRI Development Order Amendment	2,625	Special Plan District	1,000
Expansion/Change of Non-forming Use	750	Street Name Change	500
Master Plan	788	Appeal of Planning Official Deter	100
<u>MPB-Long Range Development</u>			
Downtown DRI Use Conversion	\$ 800	Modification of Standards	\$ 50
GMP LUC Map Amendment (<5 acres)	1,050	(owner occupancy)	
GMP LUC Map Amendment (5<20 acres)	5,250	Modification of Standards	100
GMP LUC Map Amend. (20 acres+)	10,500	(commercial)	
GMP Policy Amendment	5,000	Variance-single family	100
		Variance-all areas	450
		Extension	50

* **Method and Frequency:** Fees are adopted by resolution of the City Council and are paid at the time the application is filed. Fees do not include recording fees to be paid by the developer for recording a plat with the Clerk of the Circuit Court after approval.

* **Special Requirements:** Appeals must be filed within a reasonable time; such time to be prescribed by the rules of the Board. Applications for variances and special exemptions may be filed at any time, however, there is a deadline for filing for any particular meeting.

Revenue Collection History and Current Budget:

	<u>Actual</u> <u>1999/2000</u>	<u>Actual</u> <u>2000/2001</u>	<u>Actual</u> <u>2001/2002</u>	<u>Revised</u> <u>2002/2003</u>	<u>Budget</u> <u>2003/2004</u>
Fees-Planning	\$179,476	\$ 99,036	\$148,219	\$115,000	\$140,000

REVENUE MANUAL

Revenue Description:

Charges for Services:
Fees-Mass Transit Facilities/Florida Hospital

Fund/Account Number:

100 5419 300

Legal Authority:

Development of Regional Impact
Transportation Agreement Section
5.(b) (ii).

Fund/Department/Program:

General Fund
Economic Development
821 City Planning

General Information

- * **Description:** Payment made by Florida Hospital pursuant to the Development of Regional Impact Transportation Agreement Section 5.(b) (ii). Payment covers Florida Hospital's share of maintaining transit improvements on bus routes serving the project.
- * **Fee Schedule:** \$25,000 annually per agreement.
- * **Method and Frequency:** Collected annually.
- * **Comments:** Reference project number 3421 in J.D. Edwards financial system.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Fees-Mass Transit Facilities	\$25,000	\$25,000	\$50,000	\$25,000	

REVENUE MANUAL

Revenue Description:

Licenses and Permits:
Billboard Permits

Fund/Account Number:

100 5419 400

Legal Authority:

City Code, Chapter 64
Section 280

Fund/Department/Program:

General Fund
Economic Development
811 Code Enforcement

General Information

- * **Description:** Annual billboard permit fee paid for each billboard structure located within the City.
- * **Fee Schedule:**
Per permit \$50.00
- * **Method and Frequency:** Payment made at the time of permit application. All permits expire September 30 of each year, however, all first year fees may be prorated by payment of an amount equal to one-fourth of the annual fee for each remaining whole quarter or partial quarter. Applications received after July 31 shall include fees for the last quarter of the current year and fees for the succeeding year.
- * **Special Requirements :** No person shall apply or be issued a permit for a new sign structure until permission for a conditional use has been recommended by the Municipal Planning Board and approved by City Council. Permit fees are established by resolution of the City Council.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Billboard Permit	\$ 50	\$19,550		\$9,000	\$9,000

REVENUE MANUAL

Revenue Description:

Charges for Services:
Fees-Engineering Permits**

Fund/Account Number:

100 5425 100

Legal Authority:

F.S. 166.222
City Code, Sec. 1.10

Fund/Department/Program:

General Fund
Economic Development
149 Field Inspection & Review

General Information

* **Description:** Fees charged for City engineering permits and inspection services furnished relative to privately financed public improvements which are constructed over, through or upon City right-of-way or easement property by private developers and which are to be dedicated to the City.

- **Fee Schedule:** 4 percent of the actual construction contract amount, according to the following schedule:

	<u>Percent</u>
For on-site inspection	\$2.25
For plan review and permit issuance	.50
For testing laboratory services	1.25

* **Method and Frequency:** One-half due prior to commencement of construction and the remainder upon completion of construction prior to final acceptance by the City.

* **Comments:** Engineering review of privately constructed improvements is necessary because once an improvement has been “dedicated” to the City, it is the City that accepts ownership and maintenance responsibility for this improvement. Public improvements typically dedicated to the City include roadways, pavements, sanitary sewer and storm water systems.

**Effective March 6, 2003, per Permitting Services – changed title from Fees-Engineering Inspection to Fees-Engineering Permits. Also started receiving and recording revenue for accounts 100 149 5425 250 (Fees-Engineering Site Improvement-Private and 100 149 5419 200 (Fees-Engineering Permits) to this account.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Fees-Engineering Permits	\$191,260	\$234,159	\$419,758	\$600,000	\$712,031

REVENUE MANUAL

Revenue Description:

Charges for Services:
Fees-Building Permits**

Fund/Account Number:

100 5425 200

Legal Authority:

F.S. 166.222
City Code, Chapter 13
F.S. 553.79(1)

Fund/Department/Program:

General Fund
Economic Development
149 Field Inspection & Review

General Information

* **Description:** Fees collected on all buildings, structures or alterations requiring a building permit.

* **Fee Schedule:**

Commercial Construction:

Valuations to and including \$1,000	\$ 30.00
For each additional \$1,000 or fraction thereof to \$25,000	8.00
For each additional \$1,000 or fraction thereof above \$25,000 to \$100,000	7.50
For each additional \$1,000 or fraction thereof above \$100,000 to \$1,000,000	7.00
For each additional \$1,000 or fraction thereof above \$1,000,000 to \$2,000,000	6.50
For each additional \$1,000 or fraction thereof above \$2,000,000	6.00
Pre-power authorization	100.00

Residential Construction:

Valuations up to \$1,000	30.00
Per additional \$1,000 or fraction thereof	3.50
Moving Permit Fee	100.00
Signal Shop Fee – based on Signal Shop estimate of work involved, if any	
Early start authorization	100.00
Demolition Permit Fee – sq. ft based for buildings	10.00

For first 1,000 sq. ft of floor area or fraction thereof, plus \$3.50 for each
Additional 1,000 sq. ft. of floor area or fraction thereof, not to exceed \$400.

Demolition Permit Fee – cost based for other structures (i.e. bridges, towers, underground structures

\$10 if contract demolition cost is \$300 or less	
\$20 if contract demolition cost is \$301-\$600	
\$30 if contract demolition cost is \$601-\$1,000	
\$30 for the first \$1,000 of contract demolition cost	
For each additional \$1,000 or fraction thereof if contract demolition cost is \$1,001-\$5,000;	
\$10 for the first \$5,000 of contract demolition cost	
\$70 for each additional \$1,000 or fraction thereof if contract demolition cost is \$5,001-\$10,000	
\$5 for the first \$10,000 of contract demolition cost	
\$95 for each additional \$1,000 or fraction thereof if contract demolition cost is greater than \$10,000	

Sidewalk Care' Fee –	1-5 tables or 1-200 sq. ft	500
	6 or more tables or 201 or more sq. ft	750

Tent Permit Fee (per permit) 30

Reinspection Fee 30

Baldwin Park Fire Sprinkler Credit

* **Method and Frequency:** Fees are paid when permit is issued. Plans must be submitted and approved by the Building Official before issuance of permit. Permit becomes invalid if work is not commenced within six months after issuance or if work is abandoned for three months after work is commenced.

* **Special Requirements:** All work must conform with standards set forth in the Building Code. Consult City Code, Chapter 13 for details.

**Per Permitting Service, effective 3/6/03 – combined revenue received from accounts 5425 220, 5425 222 and 5425 950.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Fees-Building Permits	\$2,971,974	\$3,747,552	\$3,581,915	\$3,000,000	\$4,815,486

REVENUE MANUAL

Revenue Description:

Charges for Services:

Fees-5% Admin/Radon Trust Fund
 Fees-10% Admin/Inspectors Fund

Fund/Account Number:

100 5425 220
 100 5425 222

Legal Authority:

F.S. 404.056(4)
 F.S. 468.631

Fund/Department/Program:

General Fund
 Economic Development
 149 Field Inspection & Review

General Information

* **Description:**

5 Percent Administration:

Amount of Radon Trust Fund surcharge retained by the City to cover costs associated with the collection and remittance of the surcharge.

10 Percent Administration:

Amount of Building Code Administrators and Inspectors Fund surcharge retained by the City to fund projects and activities intended to improve the quality of building code enforcement.

* **Fee Schedule:**

5 Percent Administration:

One half cent per square foot under-roof floor space permitted. For additions, alterations or renovations of existing structures the surcharge will be on the square footage added, altered or renovated. The City retains five percent of the amount collected.

10 Percent Administration:

One half cent per square foot under-roof floor space permitted, including new construction, renovations, alternations and additions. The City retains ten percent of the amount collected.

* **Method and Frequency:** The City collects the surcharges when collecting the permit fee. Funds are remitted to the State on a quarterly calendar basis, with the City retaining the indicated percentages.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Fees-5% Admin	\$ 3,059	\$ 2,901	\$2,897	\$3,000	
Fees-10% Admin.	4,860	6,555	\$7,905	\$10,000	

REVENUE MANUAL

Revenue Description:

Charges for Services:
 Fees-Plumbing Permits
 Fees-Gas Permits

Fund/Account Number:

100 5425 300
 100 5425 600

Legal Authority:

F.S. 553.08
 City Code, Sec. 4702

Fund/Department/Program:

General Fund
 Economic Development
 149 Field Inspection & Review

General Information

* **Description:** Fees for permits issued by the Building Official for all rain water pipes, gas pipes, sewers, plumbing or appurtenances thereto.

* **Fee Schedule:**

	<u>Residential</u>	<u>Commercial</u>
Plumbing/gas permit per building	\$30.00	\$30.00
Each fixture	7.00	
Irrigation Reinspection	35.00	
*Up to and including \$1,000 of contract cost	\$30.00	
Each additional \$1,000 up to \$25,000	10.00	
Each \$1,000 over \$25,000	6.00	
All other inspections or reinspections	30.00	

* **Method and Frequency:** Permit is secured before work is begun. Fees are payable to the City via the Building Official.

* **Special Requirements:** Permits are given on the condition that the owner, builder or occupant will assume all risk of damage that may result from installation. Permits may be revoked in case of false statements or misrepresentation in the application; in such cases, no permit shall be refunded.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Fees-Plumbing Permits	\$241,234	\$287,342	\$315,500	\$280,000	\$293,000
Fees-Gas Permits	7,177	0			

REVENUE MANUAL

Revenue Description:

Charges for Services:
Fees-Electrical Permits

Fund/Account Number:

100 5425 400

Legal Authority:

F.S. 553.18
City Code, Sec. 22.17

Fund/Department/Program:

General Fund
Economic Development
149 Field Inspection & Review

General Information

* **Description:** Permit fees for the installation or attachment of any electrical wiring, apparatus, or equipment for light, heat or power.

• **Fee Schedule:**

Electrical Permit Fee	\$30.00
Residential-	
plus per room or area to be wired.	5.00
First \$1,000 of construction cost or portion thereof	30.00
For each additional \$1,000 construction cost or portion thereof up to \$25,000	10.00
For each additional \$1,000 of construction cost or portion thereof above \$25,000.	7.50
Change of service	30.00
Reinspection	30.00
Safety check	30.00
Temporary Service/Pole	30.00

* **Method and Frequency:** Fees are paid upon application to the chief inspector of electrical installations. Application shall be accompanied by complete plans, specifications and schedule.

* **Special Requirements:** Master electrician must conform with all safety codes and requirements of the City's electrical code (City Code, Chap.22).

Revenue Collection History and Current Budget:

	<u>Actual</u> <u>1999/2000</u>	<u>Actual</u> <u>2000/2001</u>	<u>Actual</u> <u>2001/2002</u>	<u>Revised</u> <u>2002/2003</u>	<u>Budget</u> <u>2003/2004</u>
Fees-Electrical Permits	\$429,070	\$632,802	\$502,178	\$573,876	\$500,000

REVENUE MANUAL

Revenue Description:

Charges for Services:
Fees-Mechanical Permits

Fund/Account Number:

100 5425 500

Legal Authority:

F.S. 166.221
City Code, Chapter 47A, Article III

Fund/Department/Program:

General Fund
Economic Development
149 Field Inspection & Review

General Information

- * **Description:** Fees collected for permits to do any mechanical work (refrigeration, air conditioning, heating or ventilation) in the City.
- * **Fee Schedule:**

Up to and including first \$1,000	\$30.00
For each additional \$1,000 or fraction thereof to \$25,000	10.00
For each additional \$1,000 or fraction thereof above \$25,000	6.00
For all other inspections or reinspections	30.00
- * **Method and Frequency:** Fees must be paid to the Permitting & Code Enforcement Division before permit will be issued. Permit will expire by limitation if work is not completed within 90 days, except for delays due to acts of God.
- * **Special Requirements:** All work performed shall be in conformity with the Standard Mechanical Code as adopted by the City. The person doing the work must request inspections during and upon completion of the work and must comply with any instructions given by the inspector.
- * **Authorized Exemptions:** Self-contained AC units not attached to ducts of 24,000 BTU or less; air cooled self-contained refrigeration equipment for meat, dairy and food commodities; repair and service to an existing installation where such service or repair does not include replacement of the entire condensing or air handling unit; or fuel supply changed.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Fees-Mechanical Permits	\$306,878	\$396,486	\$377,854	\$320,000	\$364,000

REVENUE MANUAL

Revenue Description:

Charges for Services:
Fees-Right-of-Way Permits

Fund/Account Number:

100 5425 900

Legal Authority:

F.S. 166.221
City Code Section 61.200

Fund/Department/Program:

General Fund
Economic Development
149 Field Inspection & Review

General Information

* **Description:** A permit fee is charged for any activity occurring within the City’s rights-or-way, either below, at, or above ground level. Generally, the installation and maintenance of various utilities facilities account for the bulk of permits issued. The fee is levied to recover the City’s cost in providing application review, inspection service, and related office processing activities.

* **Fee Schedule:**

Individual locations of 30 linear feet or less	\$50.00
Individual locations of 30 linear feet or more	50.00
Plus for each additional 110 linear feet	50.00
After hours inspection services per hour in addition to fees above	25.00
Refuse containers or construction storage facilities	45.00
Plus for each day of replacement	10.00
Facility maintenance and installation, etc., per activity or utility pole	6.00
Aerial Permit – first 30 ft	50.00
Additional footage - per 100 ft or fraction thereof	25.00

* **Method and Frequency:** Fee is paid when permit is issued.

Revenue Collection History and Current Budget:

	<u>Actual</u> 1999/2000	<u>Actual</u> 2000/2001	<u>Actual</u> 2001/2002	<u>Revised</u> 2002/2003	<u>Budget</u> 2003/2004
Fees-Right-of-Way Permits	\$187,807	\$130,095	\$75,205	\$62,500	\$50,000

REVENUE MANUAL

Revenue Description:

Charges for Services:

Fees-Concurrency**
 Fees-Reservation Extension
 Fees-Vested Rights Determination

Fund/Account Number:

100 5426 110
 100 5426 130
 100 5426 150

Legal Authority:

F.S. Chap. 163
 City Code, Chap. 59

Fund/Department/Program:

General Fund
 Economic Development
 148 Plans Review

General Information

* **Description:** Fees are collected to offset the cost of administering Chapter 59 of the City Code, dealing with Concurrency Management. Local governments are mandated by state law to establish Concurrency Management Systems to manage growth.

* **Fee Schedule:**

Verification letter	\$100.00
Encumbrance Letter	250.00
Reservation Admin. Fee	1.00 per trip
Appeal of CMO Determination	100.00
Concurrency Resolution Fee:	
If City of Orlando Traffic Study required	1,000.00
If City accepts study supplied by applicant	500.00
If no traffic study or mode/run required	250.00
New Application Filing Fee	1,000.00

* **Method and Frequency:** Fee required whenever an applicant initiates any aspect of the process (e.g., verification, encumbrance, reservation, resolution or vested rights process).

* **Comments:** Refer to Chapter 59 of the City Code for specific charges.
 Permitting & Code Enforcement Division deposits estoppel letter fees in account 5426 110.

**Effective 3/6/03 – Permitting Services

Revenue Collection History and Current Budget:

	<u>Actual</u> 1999/2000	<u>Actual</u> 2000/2001	<u>Actual</u> 2001/2002	<u>Revised</u> 2002/2003	<u>Budget</u> 2003/2004
Fees:					
Concurrency	\$ 218		\$700	\$500	\$33,000
Reservation Extension		50,000		25,000	
Vested Rights Determination				1,000	

REVENUE MANUAL

Revenue Description:

Charges for Services:
Fees-Quasi-Judicial Hearings

Fund/Account Number:

100 5429 100

Legal Authority:

City Code, 65.113, 65.322

Fund/Department/Program:

General Fund
Executive Offices
3043 Quasi-Judicial Hearings

General Information

- * **Description:** Fees for hearings which result from appeals to the Municipal Planning Board, Board of Zoning Adjustment and Historic Preservation Board.
- * **Fee Schedule:** \$250 per appeal.
- * **Method and Frequency:** Payable at time of filing of appeal.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Fees-Quasi-Judicial Hearings	\$9,598	\$4,428	\$4,000	\$5,000	\$3,500

REVENUE MANUAL

Revenue Description:

Charges for Services:
 Fees-GOAA Police
 Fees-800 MHz Maintenance

Fund/Account Number:

100 5435 100
 100 5435 110

Legal Authority:

F.S. 166.201
 City Charter, Chap. 16, Sec. 8
 Adopted Budget

Fund/Department/Program:

General Fund
 Police
 665 Communications
 683 Airport Police

General Information

- * **Description:** Revenues received for providing law enforcement support to the Greater Orlando Aviation Authority Security Program for the safety of persons and property on Orlando International Airport property. Revenues are also received for the radio system management services.
- * **Fee Schedule:** The Authority reimburses the City for 100 percent of the costs incurred for police protection, including salaries, benefits, communications system maintenance costs, Police Academy costs, and field training costs. The Authority reimburses the City for a portion of the Radio Systems Administrator salary, up to \$8,500 per year.
- * **Method and Frequency:** The Authority is charged monthly for expenses incurred the previous month.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Fees-GOAA Police	\$5,477,545	\$6,023,435	\$7,090,856	\$6,877,187	\$6,733,891
Fees- 800MHz Maintenance	54,837	54,600	59,534	59,534	70,669

REVENUE MANUAL _____

Revenue Description:

Charges for Services:
Fees-Police Department-Services

Fund/Account Number:

100 5435 200

Legal Authority:

F.S. 166.201

Fund/Department/Program:

General Fund
Police
662 Support Services

General Information

* **Description:** Fee charged by the City for the cost of providing copies of Police reports to the public and other agencies.

* **Fee Schedule:**

Microfilm – one side	\$.25
Xerographic – one sheet	.15

* **Method and Frequency:** Fees are paid to the City when a customer requests a copy of a report.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Fees-Police Department-Services	\$25,036	\$28,802	\$29,125	\$25,000	\$28,000

REVENUE MANUAL

Revenue Description:

Charges for Services:
Fees-ID Cards

Fund/Account Number:

100 5435 300

Legal Authority:

F.S. 166.201

Fund/Department/Program:

General Fund
Police
662 Support Services

General Information

- * **Description:** Fee charged for processing fingerprint identification cards.
- * **Fee Schedule:**
Per card \$5.00
- * **Method and Frequency:** Fee is paid to the City, through the Support Services Bureau, when the card is issued.
- * **Comments:** These cards are customarily issued to persons whose line of work involved a fiduciary responsibility to the public.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Fees-ID Cards	\$25,400	\$25,702	\$29,225	\$27,500	\$27,500

REVENUE MANUAL

Revenue Description:

Charges for Services:
Fees-Police Liaison

Fund/Account Number:

100 5435 400

Legal Authority:

F.S. 163.01
Agreement with Orange County
School Board, approved City Council
Minutes 10/21/91, 2 SS.

Fund/Department/Program:

General Fund
Police
678 Community Policing

General Information

- * **Description:** Fee received by the City from the Orange County School Board as reimbursement for the cost of providing sworn Police Officers for the County secondary schools.
- * **Fee Schedule:**
Per Police Officer \$20,000
- * **Method and Frequency:** Semi-annual payments are made to the City in December and June of each year.
- * **Comments:** Officers serve law enforcement functions at the schools and provide education on law awareness and crime prevention. They also give instruction in the area of child abuse and act as role models/counselors.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Fees-Police Liaison	\$170,000	\$670,000	\$420,000	\$460,000	\$420,000

REVENUE MANUAL

Revenue Description:

Charges for Services:
Fees-Worthless Check Investigation

Fund/Account Number:

100 5435 630

Legal Authority:

FSS 823.08(5)

Fund/Department/Program:

General Fund
Police Department
675 Special Services

General Information

- * **Description:** Fee for cost of investigation and diversion payable to OPD.
- * **Fee Schedule:** Fee is \$25.00 per worthless check investigation.
- * **Method and Frequency:** .Depends on the amount of worthless check complaints that are received.
- * **Comments** It is the policy of OPD to conduct investigations of all reported worthless check cases occurring within the City limits of Orlando in which the amount of the check is equivalent to or exceeds \$150.00

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Fees-Worthless Check Investigation	\$250	\$300	\$450	\$500	\$250

REVENUE MANUAL

Revenue Description:

Charges for Services:
Fees-Bike Patrol Classes

Fund/Account Number:

100 5435 650

Legal Authority:

Agreement with Valencia Community College

Fund/Department/Program:

General Fund
Police
691 Patrol Services

General Information

- * **Description:** Fee collected for teaching a "Mountain Bike Patrol" course for the Central Florida Criminal Justice Institute at Valencia Community College.
- * **Fee Schedule:** Fee is based on \$45.00 per hour of instruction from the OPD Bike Unit.
- * **Method and Frequency:** Valencia Community College remits the fee to the Orlando Police Department at the end of each class.
- * **Comments:** This is a reimbursement for officer time and not to be used for enhancements to the Bike Patrol program. Each class required 80 hours of officer time.

Revenue Collection History and Current Budget:

	<u>Actual</u> <u>1999/2000</u>	<u>Actual</u> <u>2000/2001</u>	<u>Actual</u> <u>2001/2002</u>	<u>Revised</u> <u>2002/2003</u>	<u>Budget</u> <u>2003/2004</u>
Fees-Bike Patrol Classes	(\$19,200)	\$ 4,800	\$3,200	\$4,800	\$4,800

REVENUE MANUAL

Revenue Description:

Charges for Services:
Fees-Police Department Permits

Fund/Account Number:

100 5435 700

Legal Authority:

F.S. 166.201
City Code, Sec.8.32, 18A, 24.21, 42.07
Policy and Procedures 601.2
City Council Resolution 2/16/81

Fund/Department/Program:

General Fund
Police
662 Support Services

General Information

* **Description:** Fees for assembly/parade, fireworks, sound system and aeronautical permits.

* **Fee Schedule:**

Sound system	\$ 5.00
Assembly permits:	
101-500 persons (no alcohol)	100.00
101-500 persons (with alcohol)	200.00
Over 500 persons (no alcohol)	200.00
Over 500 persons (with alcohol)	500.00
Fireworks permits	50.00
Aeronautical permits	75.00
Road closure (for profit)	350.00
Road closure (non-profit)	200.00

* **Method and Frequency:** Permit application must be filed with the Chief of Police on forms provided. Application must be filed no more than 180 days, and not less than 60 days before the date of the proposed activity for assembly and parade permits. For fireworks, there is a 15 day minimum application limit and for aeronautical permits, there is a 14 day minimum limit. For sound system permits there is a 72 hour minimum application limit. Road closure permits have no limit. Fee is paid when application is filed and is not refunded if application is denied.

If application is for use of City property, or if City services are required, the applicant shall pay, prior to issuance, associated charges.

* **Special Requirements:** The 60 day minimum filing period 18A events may be waived if the Chief of Police determines that such waiver will not present a hazard to public safety. Permit fees are approved by City Council by resolution.

* **Authorized Exemptions:** Funeral processions; activities of governmental agencies acting within their scopes; athletic events sponsored by the City, Recreation Division, or a school within the City; or peaceful picketing in compliance with Sec. 43.42, City Code.

Revenue Collection History and Current Budget:

	<u>Actual</u> <u>1999/2000</u>	<u>Actual</u> <u>2000/2001</u>	<u>Actual</u> <u>2001/2002</u>	<u>Revised</u> <u>2002/2003</u>	<u>Budget</u> <u>2003/2004</u>
Fees-Police Dept. Permits	\$7,559	\$8,114	\$19,790	\$8,000	\$20,000

REVENUE MANUAL

Revenue Description:

Charges for Services:
Fees-Photo Lab

Fund/Account Number:

100 5435 800

Legal Authority:

F.S. 166.201

Fund/Department/Program:

General Fund
Police
662 Police Support Services

General Information

* **Description:** Fees for photography services for criminal justice agencies.

* **Fee Schedule:**

Photo prints

4 x 6	\$.30
5 x 7	2.00
8 x 10	4.00
11 x 14	5.00
11 x 17	6.50

* **Method and Frequency:** Fees are paid to the City, through the Administrative Services Bureau, when photo is requested.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Fees-Photo Lab	\$3,303	\$4,606	\$1,817	\$1,000	\$2,000

REVENUE MANUAL

Revenue Description:

Charges for Services:
Fees-Driver Permits

Fund/Account Number:

100 5435 850

Legal Authority:

F.S. 166.201
City Code, Sec. 55.29(1)(h)

Fund/Department/Program:

General Fund
Police
681 Police Special Operations

General Information

- * **Description:** Fee for issuance of vehicle driver permits.
- * **Fee Schedule:**
Per individual permit issued \$10.00
- * **Method and Frequency:** Fees are payable to the City cashier.
- * **Comments:** City Vehicle for Hire section prepared and issues vehicle for hire driver permits to those applicants that are approved as prescribed by chapter 55 of the City Code.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Fees-Driver Permit	\$ 9,110	\$ 8,400	\$7,600	\$7,500	\$7,500

REVENUE MANUAL

Revenue Description:

Charges for Services:
Fees-Fire Protection-Herndon Airport

Fund/Account Number:

100 5440 100

Legal Authority:

Agreement between the City and the
Greater Orlando Aviation Authority
Dated 9/27/76 as amended 4/19/90.
F.S. 163.01

Fund/Department/Program:

General Fund
Fire
610 Rescue Operations Admin.

General Information

- * **Description:** Revenues collected from Herndon Airport for fire protection, and crash and rescue services provided by the City of Orlando.
- * **Method and Frequency:** Paid in monthly installments.
- * **Special Requirements:** At the end of the five year period ending 9/30/94, and each five year period thereafter, the City shall calculate the actual cost of providing services based upon generally accepted accounting principles as compared to the amounts paid for such services. The City, or the Authority, as applicable shall pay the difference between the amount previously paid and the actual cost of services provided over the previous five years.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Fees-Fire Protection Herndon Airport	\$ 91,972	\$128,761	\$110,366	\$120,000	\$116,408

REVENUE MANUAL

Revenue Description:

Charges for Services:
 Fees-Fire Permits**
 Fees-Fire Alarm/Detection System

Fund/Account Number:

100 5440 150
 100 5440 200

Legal Authority:

F.S. 633,166.201
 City Code, Sec. 24.07(g)

Fund/Department/Program:

General Fund
 Economic Development
 149 Field Inspection & Review

General Information

- * **Description:** Fee charged by the Plans Review Section for the Plans review, inspection and testing of a fire extinguishing system, a fire alarm system and for all installation of underground mains, hydrants and/or pumps and for the installation of underground or above ground tanks.
- **Fee Schedule:** Based on the value of the fire extinguishing or alarm/detecting system or of the service mains, hydrants or pumps according to the following schedule:

Violation/Specific Inspection	Fee
Fire Alarm and Suppression (includes Underground Fire Service mains) For the first \$1,000 of construction cost or fraction thereof,	\$30.00
For each additional \$1,000 of construction cost or fraction thereof up to:	
\$1,000-\$25,000	\$30.00+8.00/1000
25,001-\$100,000	222.00+7.50/1000
\$101,000-\$1,000,000	784.50+7.00/1000
\$1,000,001-\$2,000,000	7,084.50+6.50/1000
\$2,000,001 and over	13,584.50+6.00/1000

Plans Review extinguishing/alarm/detector systems/fire mains	Fee
\$1,000 - \$15,000	\$30.00+8.00/1000
\$15,001-\$25,000	142.00+8.00/1000
25,001-\$100,000	222.00+7.50/1000
\$100,001-\$1,000,000	784.50+7.00/1000
\$1,000,001-\$2,000,000	7,084.50+6.50/1000
\$2,000,001 and over	13,584.50+6.00/1000

Installation Hydrants, Pumps, Tanks	
Pump flow test (per pump)	\$140.00
Hydrant flow test (per hydrant)	25.00
Inspection: underground tank installation	50.00
Inspection: above ground tank installation	50.00
Inspection: underground tank removal	25.00

Reinspection Fee (1421 915)	
Third and subsequent	
Permit fee less than \$100	\$25.00
Permit fee more than \$100	50.00

- * **Method and Frequency:** Fees are collected upon approval of the plans by the Plans Review section in accordance with Chapter 24 of the City Code or prior to re-reviews being done.
- * **Special Requirements:** All plans submitted to the Plans Review section must conform to the standard set forth in Chapter 24 of the City Code.
- * **Penalty:** A double fee is charged whenever work is started or completed without the proper permit.

**Per Permitting Services, effective 3/6/03.

Revenue Collection History and Current Budget:

	Actual <u>1999/2000</u>	Actual <u>2000/2001</u>	Actual <u>2001/2002</u>	Revised <u>2002/2003</u>	Budget <u>2003/2004</u>
Fees-Fire Permits	\$109,182	\$128,985	\$117,467	\$116,000	\$151,000
Fees-Fire Alarm/Detection Sys.	47,267	44,094	45,657	40,000	0

REVENUE MANUAL

Revenue Description:

Charges for Services:

Fees-Flammable Liquid Storage
 Fees-Fire-Reinspection
 Fees-Fire DCF Inspection*
 Fees-Special Effects

Fund/Account Number:

100 5440 350
 100 5440 450
 100 5440 550
 100 5440 750

Legal Authority:

F.S. 633, 166.201
 City Code, Sec.24.07(g)

Fund/Department/Program:

General Fund
 Fire
 605 Fire Safety Management

General Information

* **Description:** Fees collected by Fire Safety Management and the Plans Review Section for hazardous chemical, flammable or combustible liquid inspection to determine compliance with applicable codes and standards as set forth in Section 24.22 of the Fire Prevention Code. Fees collected for HRS/Health Department inspection to determine compliance with the State Uniform or minimum Fire Codes and if required, witnessing a demonstration of the pyrotechnic display.

* **Fee Schedule:**

Flammable Liquid Permit	\$45.00
Reinspection – First	25.00
Reinspection – Second	50.00
DCF Inspection*	30.00
Special Effect*	45.00

* **Method and Frequency:** Fees are collected before the inspection that has been requested by the applicant.

* **Special Requirements:** All inspections performed by the Fire Safety Management program will comply with the State Uniform or minimum Fire Codes.

Revenue Collection History and Current Budget:

	<u>Actual</u> 1999/2000	<u>Actual</u> 2000/2001	<u>Actual</u> 2001/2002	<u>Revised</u> 2002/2003	<u>Budget</u> 2003/2004
Fees-Flammable Liquid Storage	\$1,470	\$ 675	\$1,755	\$ 700	\$ 700
Fees-Fire-Reinspection	335	175	50	500	0
Fees-HRS/DCF Inspection	3,182	2,940	3,480	4,000	4,000
Fees-Special Effects	3,005	3,140	3,795	4,000	4,000

REVENUE MANUAL

Revenue Description:

Charges for Services:
 Fees-Fire Burning
 Fees-Temporary Assembly Structure

Fund/Account Number:

100 5440 500
 100 5440 600

Legal Authority:

F.S. 633, 166.201
 City Code, Sec. 24.07(g)

Fund/Department/Program:

General Fund
 Fire
 605 Fire Safety Management
 610 Fire Rescue Operations Adm.

General Information

- * **Description:** A fee collected upon issuance of an Open Burning Permit and for the review and/or inspection of temporary places of assembly.
- * **Fee Schedule:**

Open burning permit (non-refundable)	\$100.00
Temporary assembly structure permit	35.00
- * **Method and Frequency:** Fees are collected at the time the permit is issued for Open Burning and prior to the review of application for a temporary place of assembly.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Fees-Fire Burning	\$ 2,350	\$ 1,900	\$ 2,600	\$ 3,000	\$ 2,000
Fees-Temporary Assembly Structure	10,735	11,490	11,025	10,000	10,000

REVENUE MANUAL

Revenue Description:

Charges for Services:
Fees-False Alarms

Fund/Account Number:

100 5440 700

Legal Authority:

F.S. 633, 166.201
City Code, Sec. 24.07 (G)(6)

Fund/Department/Program:

General Fund
Fire
605 Fire Safety Management
Police
665 Police Communications

General Information

* **Description:** Fees charged by the Fire Safety Management Program for response by the Orlando Fire Department to a false fire alarm and the Orlando Police Department for response by officers to false burglar and hold-up alarms.

* **Fee Schedule:**

Fire Department – Based on the number of false alarms responded to at each location in a 12 month period.

Each false alarm in excess of three and up to and including six within a 12 month period shall result in a service fee of \$400.00 per false alarm.

Each false alarm in excess of six within a 12 month period shall result in a service fee of \$200.00 per false alarm.

Police Department – Based on the number of alarms responded to at each location in a 12 month period.

Fees begin upon the 4th occurrence.

4 to 6	\$ 50.00
7 and above	100.00

* **Method and Frequency:** Fees payable within 30 days from date of invoice issued by the Orlando Fire or Police Department.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Fees-False Alarms	\$399,329	\$397,345	\$300,299	\$375,000	\$350,000

REVENUE MANUAL

Revenue Description:

Charges for Services:
 Fees-Parks Use
 Fees-Parks Use-Tx

Fund/Account Number:

100 5445 120
 100 5445 130

Legal Authority:

F.S. 166.201
 City Code, Ch. 2, Art. XX, Sec. 2.152

Fund/Department/Program:

General Fund
 Families, Parks & Recreation
 285 Parks & Cultural Arts
 731 Parks Administration

General Information

- * **Description:** Fees collected for use of City parks, Festival Park and Lake Eola.
- * **Fee Schedule:**
Facility use:

0-100 guests	\$30.00
over 100 guests	50.00
- * **Method and Frequency:** Fees are payable to the City at the time of application through the Recreation Division.
- * **Comments:** In order to obtain exclusive use of a City facility, an application for facility use must be filed no less than ten calendar days prior to desired use date. All insurance requirements must be fulfilled prior to rental. State sales tax will be levied on all costs and charges when applicable.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Fees-Parks Use	\$16,574	\$10,375	\$16,378	\$26,500	\$28,871
Fees-Parks Use-Tx.	12,200	16,202	14,896	10,000	1,500

REVENUE MANUAL

Revenue Description:

Charges for Services:
Fees-Team Sports

Fund/Account Number:

100 5445 140

Legal Authority:

F.S. 166.201
City Code, Ch. 2, Art. XX, Sec. 2.152

Fund/Department/Program:

General Fund
Families, Parks & Recreation
284 Athletics & Aquatics

General Information

* **Description:** Entry fees for softball, volleyball, basketball and track.

* **Fee Schedule:**

Adult Athletics Team Sports – 10 Week Season – Per Team:

Flag Football	\$310.00
Volleyball	170.00
Softball	305.00
Polar Bear Softball	235.00
Basketball	280.00

Youth Athletics – Registration Fee Per Participant Per Sport:

Basketball	\$ 20.00
Football	20.00
Cheerleading	10.00

* **Method and Frequency:** Fees are paid to the City of Orlando through the Recreation Division in advance of each season or meet, as appropriate.

* **Comments:** There are three softball seasons each year commencing the first week in August, February and March. All fees are subject to a State sales tax. Non-City resident teams are subject to a \$100 annual participation fee in addition to regular fees if more than one-half of the roster is non-City resident players.

Adult Athletics charges \$30.00 per team per sport to pay for insurance, trophies and league fees.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Fees-Team Sports	\$ 74,730	\$139,676	\$162,226	\$135,000	\$167,511

REVENUE MANUAL

Revenue Description:

Charges for Services:
Fees-Recreation Supr/Instr Activities

Fund/Account Number:

100 5445 200

Legal Authority:

F.S. 166.201
City Code, Ch. 2, Art. XX, Sec. 2.152

Fund/Department/Program:

General Fund
Families, Parks & Recreation
274 Prevention Programs
281 Families, Parks & Rec Area 1
282 Families, Parks & Rec Area 2
283 Families, Parks & Rec Area 3
284 Athletics & Aquatics
285 Parks & Cultural Arts

General Information

- * **Description:** Fees collected for programs, activities and special events.
- * **Fee Schedule:** Fees vary according to program or activity offered. Please contact the Recreation Division for details.
- * **Method and Frequency:** Payments are made to the City through the Recreation Division. Program fees and charges are paid in advance at the time of registration. Some classes (programs) are required to collect non-City resident fees.
- * **Special Requirements:** State Sales Tax added to charges when applicable.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Fees:					
Recreation Supervised Instr. Activity	\$429,149	\$429,149	\$731,311	\$902,844	\$1,032,900

REVENUE MANUAL

Revenue Description:

Charges for Services:
 Recreational Activity – Supplemental

Fund/Account Number:

100 5445 220

Legal Authority:

F.S. 166.201
 City Code, Ch.2, Art. XX, Sec. 2.152

Fund/Department/Program:

General Fund
 Families, Parks & Recreation
 248 Athletics & Aquatics

General Information

- * **Description:** Training and instruction/administrative fees collected from programs taught at the City's Aquatic facilities.
- * **Fee Schedule:**
 American Red Cross Training certification course:
 Ex: Lifeguard/swimming instructor \$5/person/course
- * **Method and Frequency:** Payments are made to the City through the Recreation Division. Program fees and charges are paid in advance at the time of registration. Some classes (programs) are required to collect non-City resident fees.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Recreation Activity - Supplemental	\$ 0	\$ 0	\$ 0	\$1,500	\$1,500

REVENUE MANUAL

Revenue Description:

Charges for Services:
 Non-Resident Recreation Fees

Fund/Account Number:

100 5445 250

Legal Authority:

F.S. 166.201
 City Code, Ch. 2, Art. XX, Sec. 2.152

Fund/Department/Program:

General Fund
 Families, Parks & Recreation
 274 Prevention Programs
 281 Families, Parks & Rec Area 1
 282 Families, Parks & Rec Area 2
 283 Families, Parks & Rec Area 3
 284 Athletics & Aquatics
 285 Parks & Cultural Arts

General Information

- * **Description:** Fees collected from non-City residents wishing to participate in City recreation programs.
- * **Fee Schedule:** Non-resident fees incorporated into all fees charged by the Recreation Division.

Non-City resident participation fee	
Per class session	\$18.00
Non-City resident participation fee – senior citizen	
Per class session	10.00
Athletic non-City resident team fee (if applicable)	100.00
- * **Method and Frequency:** Payments are made to the City through the Recreation Division. Participation cards are issued upon payment of the fee and expire 12 months from the date of issuance. Program fees and charges are paid in advance at the time of registration.
- * **Special Requirements:** Disabled participants receive a 50 percent discount on program and participation fees.

Revenue Collection History and Current Budget:

	<u>Actual</u> 1999/2000	<u>Actual</u> 2000/2001	<u>Actual</u> 2001/2002	<u>Revised</u> 2002/2003	<u>Budget</u> 2003/2004
Non-Resident Recreation Fees	\$50,373	\$67,736	\$57,140	\$52,691	\$ 0

REVENUE MANUAL

Revenue Description:

Charges for Services:
Rent – L. Claudia Allen Senior Center

Fund/Account Number:

100 5445 260

Legal Authority:

F.S. 166.201
City Code, Ch. 2, Art. XX, Set. 2.152

Fund/Department/Program:

General Fund
Families, Parks & Recreation
281 Families, Parks & Recreation
Area 1

General Information

* **Description:** Fees charged for the rental of the L. Claudia Allen Senior Center.

* **Fee Schedule:**

Senior organizations, per hour (3 hour min. – 8 hour max.)	\$ 7.50
Non-senior organizations (3 hour min. – 8 hour max.)	100.00
Auditorium, per hour	100.00
Kitchen, per hour	15.00
Meeting Room	30.00

* **Method and Frequency:** Fees are paid to the City through the Recreation Division.

* **Comments:** A 6.5% sales tax is added to charges where applicable.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Rent-L. Claudia Allen Sr. Ctr	\$6,468	\$3,416	\$ 306	\$ 1,800	\$ 3,600
Rent-L. Claudia Allen Sr. Ctr Tx	931	0	0	0	0

REVENUE MANUAL

Revenue Description:

Charges for Services:
 Recreation Contract Services

Fund/Account Number:

100 5445 280

Legal Authority:

F.S. 166.201
 City Code, CH. 2, Art. XX, Sec. 2.152

Fund/Department/Program:

General Fund
 Families, Parks & Recreation
 274 Prevention Programs
 281 Families, Parks & Rec Area 1
 282 Families, Parks & Rec Area 2
 283 Families, Parks & Rec Area 3
 284 Athletics & Aquatics
 285 Parks & Cultural Arts

General Information

- * **Description:** Registration fees for recreation classes and activities offered by individuals under contract to the City of Orlando.
- * **Fee Schedule:** Revenue submitted to the City varies per individual contract.
- * **Method and Frequency:** Fees are paid to the City via the Recreation Division at the time of registration. After collection, revenue is distributed according to individual contract requirements and paid out as an expenditure from the contractual line account. Most contracts are set up as a 70/30 agreement. Seventy percent payable to contractor monthly. The City retains 30 percent.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Recreation Contract Services	\$49,788	\$79,826	\$79,216	\$83,373	\$102,445

REVENUE MANUAL

Revenue Description:

Charges for Services:
Fees-Admissions

Fund/Account Number:

100 5445 290

Legal Authority:

F.S. 166.201
City Code, Ch. 2, Art XX, Sec. 2.152

Fund/Department/Program:

General Fund
Families, Parks & Recreation
181 Families, Parks & Recreation
Area 2

General Information

- * **Description:** Twenty percent of revenue received from admissions to dances at the community center.
- * **Fee Schedule:**

I.D. Card Processing	\$2.00/annually
Admission w/I.D. Card	\$2.00/dance
Admission wo/I.D. Card	\$3.00/dance
- * **Method and Frequency:** Fees collected at door prior to entry into dance.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Fees-Admissions	\$9,299	\$6,062	\$7,054	\$4,500	\$9,000

REVENUE MANUAL

Revenue Description:

Charges for Services:
Fees-Aquatics

Fund/Account Number:

100 5445 300

Legal Authority:

F.S. 166.201
City Code, Ch. 2, Art. XX, Sec. 2.152

Fund/Department/Program:

General Fund
Families, Parks & Recreation
248 Athletics & Aquatics

General Information

* **Description:** Revenues received from fees charged for water safety training classes, swim lessons and water aerobics at the following pools: Dover Shores, College Park, John Long, Hankins Park, Jackson Center, Wadeview, Turkey Lake Park, Engelwood and Northwest.

* **Fee Schedule:**

	<u>Non-Resident</u>	<u>Resident</u>
Swim Lessons		
Infant-Adult (per session) 8 weeks	\$ 50.00	\$ 40.00
Water Safety Training Class (pool fee)	30.00	30.00
H2O-Robotics		
Daily Fee (class)	4.00	3.00
Senior Citizen Daily Fee (class)	3.00	2.00
Swim Team:		
Monthly fee, per person	45.00	20.00
Adult Fitness:		
Resident, annual	125.00	100.00
Resident, semi-annual	95.00	70.00
Senior citizen, annual	105.00	80.00
Senior citizen, semi-annual	75.00	50.00
Seasonal Pool Pass:		
Family	100.00	100.00
Adult	35.00	35.00
Youth/Senior	25.00	25.00

* **Method and Frequency:** All fees are paid to the City through the Recreation Division. Team fees are paid to Recreation Bureau the first of each month. Adult fitness submit fees throughout year.

* **Comments:** All rules and fees are subject to approval by City Council. Swim team and adult fitness members must also pay non-City resident recreation fees as applicable.

Tax included were applicable. 6.5 percent.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Fees-Aquatics	\$38,133	\$35,669	\$42,450	\$52,500	\$53,850

REVENUE MANUAL

Revenue Description:

Charges for Services:
Fees-Aquatic Rentals

Fund/Account Number:

100 5445 340

Legal Authority:

F.S. 166.201
City Code, Ch. 2., Art. XX, Sec. 2.152

Fund/Department/Program:

General Fund
Families, Parks & Recreation
248 Athletics & Aquatics

General Information

* **Description:** Fees charged for exclusive use of lakes, beaches and pools.

* **Fee Schedule:**

Boat ramp/docks		
Rental per hour with four hour minimum		\$ 20.00
Beach rental		
Three hour minimum – 2 life guards required (per hour)		20.00
10,000 sq. ft. available October 1-May 31 only		
Private groups (per hour)		
Day use		150.00
Night use – per hour		50.00
Three hour minimum - 2 guards minimum required)		
Continuing rental (per hour, plus guard fees)		
Orange County school team- no tax		12.00
Private team		15.00

* **Method and Frequency:** Fees are paid to the City, through the Recreation Division, prior to use.

* **Comments:** A 6.5 percent sales tax is added to costs/charges where applicable.

Revenue Collection History and Current Budget:

	<u>Actual</u> <u>1999/2000</u>	<u>Actual</u> <u>2000/2001</u>	<u>Actual</u> <u>2001/2002</u>	<u>Revised</u> <u>2002/2003</u>	<u>Budget</u> <u>2003/2004</u>
Fees-Aquatic Rentals	\$ 225	\$2,521	\$8,875	\$ 750	\$12,250

REVENUE MANUAL

Revenue Description:

Charges for Services:
 Fees-Tennis Club
 Fees-Racquetball-Tx.

Fund/Account Number:

100 5445 360
 100 5445 390

Legal Authority:

F.S. 166.201
 City Code, Ch. 2., Art. XX, Sec. 2.152

Fund/Department/Program:

General Fund
 Families, Parks & Recreation
 248 Athletics & Aquatics

General Information

* **Description:** Fees collected for the use of tennis, handball and racquetball courts at the Orlando Tennis Centre.

* **Fee Schedule:**

Tennis	<u>Category</u>	<u>Resident</u>	<u>Non-Resident</u>	<u>Surcharge</u>
Individual	annual	\$195.92	\$249.17	\$25.00
	semi-annual	125.58	152.72	12.50
Family	annual	321.51	455.14	50.00
	semi-annual	205.97	273.28	25.00
Youth (17 & under)	annual	40.19	40.19	N/A
School teams (per player)	semi-annual	40.19	40.19	N/A
Hard courts	90 mins	4.02	4.02	.50
Soft courts	90 mins	5.03	5.03	.50
Senior & Disabled	annual	125.58	152.72	70.00
Senior & Disabled	semi-annual	85.40	99.47	10.00
Handball & Racquetball				
Individual	annual	25.11	78.36	5.00
Youth (17 & under)	annual	15.07	15.07	5.00
Individual	hr/3 wall	2.00	2.00	.25
	hr/4 wall	2.00	2.00	.25

* **Method and Frequency:** Fees may be paid annually, semi-annually for members or per reservation for non-members.

* **Comments:** 6.5 percent sales tax is included in all fees.

Revenue Collection History and Current Budget:

	<u>Actual</u> <u>1999/2000</u>	<u>Actual</u> <u>2000/2001</u>	<u>Actual</u> <u>2001/2002</u>	<u>Revised</u> <u>2002/2003</u>	<u>Budget</u> <u>2003/2004</u>
Fees-Tennis Club	\$22,855	\$29,600	\$30,031	\$27,000	\$40,502
Fees-Racquetball-Tx.	7	280	141	125	140

REVENUE MANUAL

Revenue Description:

Charges for Services:
 Rent-Beardall Senior Center
 Facility Use-Recreation
 Facility Use-Sports Campus

Fund/Account Number:

100 5445 410
 100 5445 450
 100 5445 470

Legal Authority:

F.S. 166.201
 City Code, Ch. 2, Art. XX, Sec. 2.152

Fund/Department/Program:

General Fund
 Families, Parks & Recreation
 274 Prevention Programs
 281 Families, Parks & Rec Area 1
 282 Families, Parks & Rec Area 2
 283 Families, Parks & Rec Area 3
 284 Athletics & Aquatics
 285 Parks & Cultural Arts

General Information

* **Description:** Rental fees for the use of recreation areas in the City by taxable and non-taxable groups, organizations and individuals. (Gazebos, pavillions, ballrooms, kitchens, multipurpose rooms, etc.).

* **Fee Schedule:**

Fee for the rental of the Beardall Senior Center.

<u>Facility Rental</u>	<u>Per Room</u>
Kitchen, per hour	\$ 15.00
Multipurpose room	50.00
Auditorium/Ballroom	100.00

* **Method and Frequency:** Payment is due 10 days in advance for one-time facility renters. For annual renters, the bill is sent at the end of each month.

* **Comments:** A State sales tax is added to costs/charges when applicable.

Revenue Collection History and Current Budget:

	<u>Actual</u> 1999/2000	<u>Actual</u> 2000/2001	<u>Actual</u> 2001/2002	<u>Revised</u> 2002/2003	<u>Budget</u> 2003/2004
Rent-Beardall Senior Center	\$ 445	\$ 995	\$ 2,706	\$ 500	\$ 1,760
Facility Use-Recreation	59,313	99,923	105,421	74,648	105,800
Facility Use-Sports Campus	16,742	6,593	7,850	6,500	0

REVENUE MANUAL

Revenue Description:

Fines and Forfeitures:
 Traffic Violations
 Criminal Violations County Court

Fund/Account Number:

100 5511 300
 100 5511 400

Legal Authority:

F.S. 34.191,142.03, 316.660, 318.21

Fund/Department/Program:

General Fund
 Police Department
 660 Police Administration

General Information

- * **Description:** Fines received from county court from traffic or criminal violations committee within City limits.
- * **Fee Schedule:**

Traffic violations	Amount
Speeding violations	Entire fine
F.S. 318.18(3) and 318.19(3)	\$3.00 per fine
- * **Method and Frequency:** Fines and forfeitures are paid monthly to the municipality. The Clerk of the Court remits additional fines for certain speeding violations provided for under F.S. 318.18(3) weekly.
- * **Comments:** A \$2.00 assessment is added to each fine collected by the County Court. This revenue is placed in the City's Law Enforcement Training Fund (Fund 110, Account 5513.100).

Note: OPD provides budget for \$2.00 assessment in Fund 110.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Traffic Violations	\$1,702,979	\$2,869,389	\$1,559,573	\$1,550,000	\$1,560,000
Criminal Violations	298,238	213,220	223,451	250,000	225,000

REVENUE MANUAL

Revenue Description:

Fines and Forfeitures:
 Court Collected Fines

Fund/Account Number:

100 5513 100

Legal Authority:

F.S. 34.191, 142.03, 316.660, 318.21

Fund/Department/Program:

General Fund
 Police Department
 681 Police-Special Operations

General Information

* **Description:** Fines received from county court from traffic or criminal violations committed within City limits.

* **Fee Schedule:**

Traffic violations	Amount
Speeding violations	Entire fine
F.S. 318.18(3) and 318.19(3)	\$3.00 per fine

* **Method and Frequency:** Fines and forfeitures are paid monthly to the municipality. Additional fines for certain speeding violations provided for under F.S. 318.18(3) are remitted weekly by the Clerk of the Court.

* **Comments:** A \$2.00 assessment is added to each fine collected by the County Court. This revenue is placed in the City's Law Enforcement Training Fund (Fund 110, Account 5513.100).

Note: OPD provides budget for \$2.00 assessment in Fund 110.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Court Collected Fines	\$ 514	\$ 836	\$3,494	\$1,500	\$2,800

REVENUE MANUAL

Revenue Description:

Fines and Forfeitures:
Lien Assessments

Fund/Account Number:

100 5540 800

Legal Authority:

F.S. 170.08

Fund/Department/Program:

General Fund
998 Non-departmental –
General Fund

General Information

- * **Description:** Special assessments levied on properties for improvements performed by the City.
- * **Fee Schedule:** Due upon receipt or 10-year payment plan.
- * **Method and Frequency:** Due annually, commencing from date of approval by Council.
- * **Special Requirements:** A certified letter is sent to property owners conveying the special assessment on paving, drainage, lot cleaning, and upgrading of customers' properties. Hearings are scheduled for discussion and approval. Upon approval, assessment is recorded. Customer is sent a notice to pay amount due within interest within 30 days. Revenue is recognized at time of receipt. An interest is assessed on the outstanding balance at the rate of eight percent and recorded in account #100 5730 200.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Lien Assessment	\$19,348	\$55,426	\$ 2,576	\$40,000	\$20,000

REVENUE MANUAL

Revenue Description:

Charges for Services:
Late Penalty Revenue

Fund/Account Number:

100 5545 100

Legal Authority:

Fund/Department/Program:

General Fund
Police Department
681 Police-Special Operations

General Information

- * **Description:** Late fee for late renewal of Vehicles for Hire permits.
- * **Fee Schedule:** One hundred dollars (\$100) for the first thirty days after the permit expires. Two hundred (\$200) for anything beyond thirty days.
- * **Method and Frequency:** Collection is made when permit is renewed.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Late Penalty Revenue	\$5,961	\$4,110	\$5,079	\$3,000	\$3,000

REVENUE MANUAL _____

Revenue Description:

Charges for Services:
Suspension-Reinstatement Fees

Fund/Account Number:

100 5545 200

Legal Authority:

Chapter 55.35, Sub 2E

Fund/Department/Program:

General Fund
Police Department
681 Police Special Operations

General Information

- * **Description:** Reinstatement Fees received from vehicle/driver permit suspension for violations within City limits.
- * **Fee Schedule:** One hundred dollars (\$100) per suspension. (other than safety suspension)
Two hundred fifty dollars (\$250) per suspension. (safety suspension)
- * **Method and Frequency:** Collection is made at the end of each suspension.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Suspension - Reinstatement Fees	\$ 8,500	\$679,033	\$ 11,700	\$ 9,500	\$ 4,500

REVENUE MANUAL

Revenue Description:

Charges for Services:
Fees-Project/Construction Inspection

Fund/Account Number:

100 5550 210

Legal Authority:

Fund/Department/Program:

General Fund
Public Works
721 Engineering Administration
718 Engineering Design Services
719 Eng. Projects & Construction
734 Traffic Engineering Admin.
754 Trans. Eng. PM/CM Services

General Information

* **Description:** Management of Capital Improvement Projects – primarily transportation of stormwater related projects. Management includes consultant coordination, public coordination, client coordination, regulatory agency coordination, intra-government and inter-government coordination, contractor selection, public meetings and hearings, coordination with construction management staff, and post-construction start-up and maintenance related coordination.

* **Method and Frequency:** Daily or weekly, depending on the complexity of the project.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Fees-Proj/Const Mgmt. Insp.	\$ 0	\$33,119	\$29,145	\$50,975	\$1,386,679

REVENUE MANUAL

Revenue Description:

Charges for Services:
Fees-Traffic Engineering

Fund/Account Number:

100 5575 220

Legal Authority:

F.S. 166.201
City Code Sec. 18A

Fund/Department/Program:

General Fund
Public Works
755 Traffic Studies and
Neighborhood Traffic Mgmt.
758 Special Events/Street Permits

General Information

* **Description:** Collection of application fees for street closures for parades and special events.

* **Fee Schedule:**

Application Fee

Non-profit event	\$200
For profit event	350

* **Method and Frequency:** Fees are collected at the Police Department upon application for the permit in accordance with the Parade/Special Event Ordinance. Permit applications must be filed with the Chief of Police on forms provided. There is no time limit on the filing of applications. The fee is paid when the application is filed and is not refunded if the application is denied.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Fees-Traffic Engineering	\$14,700	\$14,240	\$17,100	\$20,000	\$20,000

REVENUE MANUAL

Revenue Description:

Charges for Services:
Fees-Tree Removal Permits

Fund/Account Number:

100 5575 225

Legal Authority:

F.S. 166.221
City Code, Sec. 43.33, 65.640

Fund/Department/Program:

General Fund
Families, Parks & Recreation
732 Forestry

General Information

* **Description:** Permit issued by the Director of Families, Parks & Recreation or designee to a person requesting the removal of a live tree, over 4” in diameter, in the City limits and charges to a person requesting removal of a live tree from a City parkway.

* **Fee Schedule:**

Inspection fee per acre or fraction thereof \$15.00

* **Method and Frequency:** Inspection fee is non-refundable and shall be turned in with permit application. Inspectors are empowered to complete the application form on-site, inspect the tree(s), accept payment and issue a receipt for the fee, and issue the permit.

The permit becomes void 90 days after the issue date or under completion of construction. Payment may be in cash or check to the City of Orlando through the Parks Division.

Fees for removal of live parkway trees are due at the time of removal.

* **Comments:** When a tree is to be removed for building construction activities, application for a tree removal permit should be made after the building permit is obtained.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Fees-Tree Removal Permits	\$6,885	\$7,230	\$8,340	\$6,800	\$9,000

REVENUE MANUAL

Revenue Description:

Charges for Services:
Fees-Street Cleaning

Fund/Account Number:

100 5575 230

Legal Authority:

F.S. 166.221

Fund/Department/Program:

General Fund
Public Works
726 Right-of-Way Mgmt.
727 Street Maintenance &
Construction

General Information

- * **Description:** Fees charged for street cleaning after accidents and public gatherings (parades, rock concerts, etc.) that result in litter and debris on the streets, parkway and roadsides.
- * **Fee Schedule:** The cost of labor and equipment, the replacement charge for materials used, plus five percent overhead.
- * **Method and Frequency:** The person or group responsible for the litter is billed by the Public Works Department.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Fees-Street Cleaning	\$20,841	\$19,963	\$16,799	\$10,000	\$ 15,000

REVENUE MANUAL

Revenue Description:

Charges for Services:
Fees-Repairs Accidents/Private Property

Fund/Account Number:

100 5575 231

Legal Authority:

City Code, Sec. 7.10D

Fund/Department/Program:

General Fund
Public Works
727 Street Maintenance &
Construction

General Information

- * **Description:** Revenues from the repairs of driveways, sidewalks, curbs and round-a-bouts after accidents. Repairs to Citizen property damaged by tree roots; this work done in conjunction with repairing sidewalk adjoined to the area.
- * **Fee Schedule:** Based on size of area to be repaired.
- * **Method and Frequency:** Accidents are unpredictable. Personal property repairs are based on citizen request and agreement to pay for work done beyond what is City responsibility.

Revenue Collection History and Current Budget:

	<u>Actual</u> <u>1999/2000</u>	<u>Actual</u> <u>2000/2001</u>	<u>Actual</u> <u>2001/2002</u>	<u>Revised</u> <u>2002/2003</u>	<u>Budget</u> <u>2003/2004</u>
Fees-Repairs Accidents/ Private Property					\$1,000

REVENUE MANUAL

Revenue Description:

Charges for Services:
Fees-Demolition/Lot Cleaning

Fund/Account Number:

100 5575 240

Legal Authority:

City Code, Ch. 30A, Art. V, Sec.50
Chapter 30A, Art. IV, Sec.43 and 45

Fund/Department/Program:

General Fund
Economic Development
811 Code Enforcement

General Information

- * **Description:** Charges assessed against property owners for the cost of removing from private property, all accumulation of overgrowth and rubbish, including debris resulting from fire and the demolition of building. Charges assessed against property owners for the cost of demolishing buildings.
- * **Fee Schedule:** The City charges the owner for costs incurred in having the property cleaned and assesses an administrative fee which is computed annually based on the prior year's administrative expenses. The City charges the owner demolition costs with no surcharge.
- * **Method and Frequency:** The City computes and forwards invoices to the property owner. If payment is not made, the City is authorized to collect the assessment either by lawsuit or by enforcement of a lien against the property.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Fees-Demolition/Lot Cleaning	\$104,280	\$101,293	\$122,775	\$ 75,000	\$ 75,000

REVENUE MANUAL

Revenue Description:

Charges for Services:
Lynx Transit Pass Sales

Fund/Account Number:

100 5575 300

Legal Authority:

Agreements with LYNX and VoTran

Fund/Department/Program:

General Fund
998 Non-departmental –
General Fund

General Information

* **Description:** Revenues received from sales of discount LYNX and VOTran passes to City employees.

* **Fee Schedule:**

Monthly Pass	\$18.00
Weekly Pass	5.00
10 Individual Tickets	5.00

* **Method and Frequency:** Tickets may be purchased from the City cashier. Payment is made at the time of purchase.

- **Comments:** Through the City's Transit Subsidy Program, the City pays one half the cost of LYNX and VOTran bus fare as an employee benefit.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Transit Pass Sales	\$ 8,801	\$10,971	\$11,942	\$10,000	\$12,000

REVENUE MANUAL

Revenue Description:

Charges for Services
Event Parking-Tx.

Fund/Account Number:

100 5575 410

Legal Authority:

F.S. 166.201
City Code, Ch.2, Art. XX, Sec. 2.152

Fund/Department/Program:

General Fund
Families, Parks & Recreation
284 Athletics 7 Aquatics

General Information

- * **Description:** Rental of parking spaces at Downtown Recreation and Tennis Center during Arena events.
- * **Fee Schedule:** Five dollars per car.
- * **Method and Frequency:** Fees collected as auto arrive, prior to parking during area events. Ticket given to each driver, good for the day of event only.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Event Parking-Tx.	\$ 0	\$8,231	\$6,344	\$2,600	\$7,500

REVENUE MANUAL

Revenue Description:

Charges for Services:
Reimbursable – City Services

Fund/Account Number:

100 5575 440

Legal Authority:

F.S. 166.201
City Code Ch. 31

Fund/Department/Program:

General Fund
All Departments
All Programs

General Information

- * **Description:** Reimbursement from outside agencies and other City departments/funds for various City services provided by the programs indicated.

Parks Administration – from other City department, funds and outside agencies for overtime and other costs associated with special events.

Legal Affairs – reimbursement from Risk Management for legal services provided.

Human Relations – from Fair Housing Counselor Services.

Turkey Lake Park – from gate admissions, campground fee, facility rentals, laundry service and vending machines.

Right-of-Way Management – from Stormwater Utility fund for part of street sweeping costs.

Signs and Pavement Markings – from other City departments, funds and outside agencies for signs and/or pavement markings fabricated for them.

Signal Maintenance – from outside sources for damage to traffic control devices due to accidents.

Maintenance and Construction – labor charge for repairs and maintenance to non-general fund buildings.

- * **Fee Schedule:** Reimbursements are based upon actual costs incurred.

- * **Method and Frequency:**

Right-of-Way Management – reimbursement is made quarterly based upon actual costs incurred during the quarter.

Maintenance and Construction – billed monthly through the City’s financial system.

All other reimbursements are made after services have been rendered and an invoice has been issued.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Reimbursable City Services	\$3,044,019	\$4,970,548	\$1,908,359	\$3,008,687	\$6,074,913

REVENUE MANUAL

Revenue Description:

Charge for Services:
Fees-Payroll Administration

Fund/Account Number:

100 5575 480

Legal Authority:

Policy & Procedure,
10/90 312.1:4 FL

Fund/Department/Program:

General Fund
Management, Budget &
Accounting
183 Accounting Operations

General Information

- * **Description:** Fee levied by the City upon any employee of the City who is required to make child support payments via payroll deduction.
- * **Fee Schedule:** A one-time charge of \$5.00 for each setup and \$1.00 for each deduction every pay day or as allowed by law according to Court Order.
- * **Method and Frequency:** Collection occurs as a payroll deduction each pay day.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Fees-Payroll Administration	\$10,938	\$11,515	\$12,043	\$11,000	\$12,000

REVENUE MANUAL

Revenue Description:

Charges for Services:
 Merchandise Sales
 Merchandise Sales-Tx.

Fund/Account Number:

100 5575 510
 100 5575 515

Legal Authority:

F.S. 166.201
 City Code, Chapter 2, Art.XX
 Section 2.152

Fund/Department/Program:

General Fund
 Fire Department
 610 Fire-Rescue Operations

General Information

- * **Description:** Sale of merchandise at City Stuff, Police Department's COP Shop, the Fire Department's Fire Shop and tee shirt sales for Wellness Center. Also, sale of educational tapes from the Citizen's Emergency Rescue Training (CERT).
- * **Fee Schedule:** Price varies by item sold.
- * **Method and Frequency:** Payment is collected at time of sale.
- * **Comments:** State sales tax is included in all charges

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Merchandise Sales	\$ 20	\$ 610	\$ 673	\$ 0	\$ 0
Merchandise Sales-Tx.	45,692	53,551	50,208	36,100	5,000

REVENUE MANUAL

Revenue Description:

Charges for Services:
Revenue-Maintenance
Revenue-Labor

Fund/Account Number:

100 5610 100
100 5610 110

Legal Authority:

Fund/Department/Program:

General Fund
General Administration
749 Maint. & Construction

General Information

- * **Description:** Reimbursement for labor hours required for the maintenance or repair of non General Fund facility sites.
- * **Fee Schedule:** Rate is per hour.
- * **Method and Frequency:** Billed monthly.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Revenue-Maintenance	\$ 0	\$ 0	\$ 0	\$ 0	\$621,381
Revenue-Labor	240,104	162,502	0	0	654,868

REVENUE MANUAL

Revenue Description:

Charges for Services:
Rent-Holiday House-Tx.

Fund/Account Number:

100 5650 301

Legal Authority:

Lease Agreement

Fund/Department/Program:

General Fund
Families, Parks & Recreation
990 Non-Departmental
Families, Parks & Recreation

General Information

- * **Description:** Revenues received from rental of property and facilities to the Holiday House Restaurant Corporation.
- * **Fee Schedule:** Five percent of monthly gross receipts or \$4,500 per month, whichever is greater.
- * **Method and Frequency:** Rent is paid monthly by the 15th day of each month, succeeding the month for which such rental installment is applicable.
- * **Special Requirements :** State of Florida sales tax report must be filed monthly when rent is paid. Lessee must have all insurance and surety bonds which may be required by the lease contract.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Rent-Holiday House-Tx.	\$54,000	\$58,500	\$49,500	\$54,000	\$63,000

REVENUE MANUAL

Revenue Description:

Charges for Services:
Labor Revenue

Fund/Account Number:

100 5650 650

Legal Authority:

F.S. 166.201
City Code, Ch. 2, Art. XX, Sec.2.152

Fund/Department/Program:

General Fund
Families, Parks & Recreation
274 Prevention Programs
281 Families, Parks & Rec Area 1
282 Families, Parks & Rec Area 2
283 Families, Parks & Rec Area 3
284 Athletics & Aquatics
285 Parks & Cultural Arts
Police
681 Special Operations
691 Patrol Services

General Information

- * **Description:** Revenue received from reimbursement of charges incurred from the use of additional personnel required to staff special events.
- * **Fee Schedule:**

Lifeguards – per hour	\$15.00
All others – per hour	15.00
OPD – per hour	30.00
- * **Method and Frequency:** Included in the collection of the facility use contract at the time of rental.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Labor Revenue	\$ 6,812	\$12,287	\$10,688	\$16,800	\$16,174

REVENUE MANUAL

Revenue Description:

Charges for Services:
Equipment Rental

Fund/Account Number:

100 5650 670

Legal Authority:

Individual Contracts
OPD P & P; OP-18 B
City P & P: 412.4

Fund/Department/Program:

General Fund
Police
681 Police-Special Services
691 Police-Patrol Services

General Information

* **Description:** Revenues received from outside agencies that request an off-duty motorcycle or patrol car for a non-City event.

* **Fee Schedule:**

Police motorcycle – per eight hour shift	\$ 7.50
Marked police vehicle – per eight hour shift	15.00
Pickup truck – per eight hour shift	35.00
Two-horse trailer – per eight hour shift	8.00
Four-horse trailer – per eight hour shift	16.00

* **Method and Frequency:** Fee is charged when services are provided.

* **Comments:** In accordance with City Policy and Procedure 412.4, The Use of City Vehicle or non-City events must be reimbursed. The police department sets the rates per Orlando Police Policy and Procedures OP-18 B.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Equipment Rental	\$2,944	\$4,190	\$8,061	\$5,500	\$3,500

REVENUE MANUAL

Revenue Description:

Charges for Services:

Fees-Turkey Lake Park

Fees-Transient Rent-Turkey Lake Park

Fund/Account Number:

100 5650 770

100 5650 776

Legal Authority:

F.S. 418.22

City Charter, Chap. 6A, Sec. 2

City Code, Ch. 2., Art. XX, Sec. 2.152

Fund/Department/Program:

General Fund

Families, Parks & Recreation

285 Parks & Cultural Arts

General Information

* **Description:** Admission and surcharge fees for the use of facilities in Turkey Lake Park.

* **Fee Schedule:**

Admissions	<u>Fee</u>
Vehicle Annual Pass	\$79.50
General Admission, per person (adult)	2.00
Children 3-12	1.00
Facility rental (admission fee added)	
Cabin, per night (limit 10 per cabin)	35.00
South end picnic area	1,855.00
North end picnic area	1,484.00
Ecology building	132.50
Pavilions 1-4	132.50
Pavilions 5 & 6	60.00
Family campsite	
Full hookup	18.00
Electric/water	15.00
One extra tent, per site	7.00
Primitive campsite	7.00
Ball field rental (3 hours period)	32.00

* **Method and Frequency:** Fees payable prior to entry into park or use of facilities.

* **Special Requirements:** Surcharge revenues are specifically designated for repair and replacement of equipment and facilities.

* **Comments:** Sales tax (6.5%) is included in all of the above fees. Fees also include County resort tax (5%) on all overnight rentals of cabins, family campsites and primitive campsites

Revenue Collection History and Current Budget:

	<u>Actual</u> 1999/2000	<u>Actual</u> 2000/2001	<u>Actual</u> 2001/2002	<u>Revised</u> 2002/2003	<u>Budget</u> 2003/2004
Fees-Turkey Lake Park	\$132,234	\$126,753	\$112,522	\$142,853	\$140,000
Fees-Trans. Rent-Turkey Lake Park	15,642	61,019	76,077	55,000	83,684

REVENUE MANUAL

Revenue Description:

Miscellaneous Revenues:
Rent-Other-Tax

Fund/Account Number:

100 5655 301

Legal Authority:

F.S. 166.201
City Code, Ch.2, Art. XX, Sec. 2.152

Fund/Department/Program:

General Fund
987 Non-Department-Dubsdread

General Information

* **Description:** Revenue received from the rental of tables, chairs, bleachers and mobile stage from Recreation Maintenance and lockers from Downtown Recreation.

* **Fee Schedule:**

Mobile Stage	3 hr. min	\$150.00
	Each additional hr	50.00
Bleacher rental	per set (2 day max use)	250.00
	Each additional day	100.00
Chairs	each	1.00
Tables	each	8.00
Locker rental-full	annually	24.00
Locker rental-half	annually	15.00
Locker day rate		5.00

* **Method and Frequency:** Rental fees are collected prior to event or usage.

Revenue Collection History and Current Budget:

	<u>Actual</u> <u>1999/2000</u>	<u>Actual</u> <u>2000/2001</u>	<u>Actual</u> <u>2001/2002</u>	<u>Revised</u> <u>2002/2003</u>	<u>Budget</u> <u>2003/2004</u>
Rent-Other-Tax	\$185,222	\$ 58	\$335,047	\$268,200	\$306,500

REVENUE MANUAL

Revenue Description:

Miscellaneous Revenues:

Rental Antenna Tower
Rental Antenna Tower-Tx.

Fund/Account Number:

100 5655 500
100 5655 501

Legal Authority:

City Charter, Chap. 9, Sec. 1
Lease Agreements

Fund/Department/Program:

General Fund
Finance
186 Real Estate Management

General Information

- * **Description:** Revenues received from leasing of space at existing antenna tower sites.
- * **Fee Schedule:** Will vary based on individual lease agreements - generally paid annually.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Rent-Antenna Tower	\$ 47,992	\$ 78,571	\$87,574	\$64,189	\$132,412
Rent-Antenna Tower-Tx.	31,538	0	0	0	0

REVENUE MANUAL

Revenue Description:

Miscellaneous Revenues:
RE Mgmt Lease/Option Non

Fund/Account Number:

100 5655 650

Legal Authority:

City Charter, Ch. 9, Sec. 1
Lease Agreements

Fund/Department/Program:

General Fund
Finance
186 Real Estate Management

General Information

* **Description:** Rental payments made by tenants for ground lease.

* **Fee Schedule:**

Breakdown of Lease Agreements:

Central Florida Safety Council (lease expires May 5, 2018)	\$48,000
Victory Praise Church (lease expires July 5, 2003)	4,800
Weekends of Greater Orlando (lease expires December 31, 2002)	3,600

* **Method and Frequency:** Rent is payable to Real Estate Management.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
RE Mgmt Lease/Option Non	\$72,000	\$48,000	\$36,000	\$56,400	\$48,000

REVENUE MANUAL

Revenue Description:

Miscellaneous Revenues:
 Reimbursement-Neighborhood Centers

Fund/Account Number:

100 5655 702

Legal Authority:

F.S. 166.201
 City Code, Ch. 2, Art. XX, Sec. 2.152

Fund/Department/Program:

General Fund
 Families, Parks & Recreation
 281 Families, Parks & Recreation
 Area 1

General Information

- * **Description:** Reimbursement paid to the City for space utilized in the community center at Callahan for the Head Start Program.
- * **Fee Schedule:** Rental fees determined by contracts.
- * **Method and Frequency:** Invoices are prepared and submitted monthly from fiscal office.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Reimbursement-Neighborhood Centers	\$7,951	\$7,464	\$7,464	\$7,464	\$7,464

REVENUE MANUAL

Revenue Description:

Miscellaneous Revenues:
Interest-Investments

Fund/Account Number:

100 5711 350

Legal Authority:

F.S. 166.261
City Code, Sec. 209

Fund/Department/Program:

General Fund
Finance
181 Chief Financial Officer

General Information

- * **Description:** Interest income that includes unrealized gains and losses distributed monthly to City Funds based on their average daily cash balances.
- * **Fee Schedule:** Interest varies with current market rates.
- * **Method and Frequency:** The timing on interest payments varies according to maturity schedules of the investment securities. Monthly interest allocations are made to the various funds that comprise the City portfolio based on their percentage of the portfolio.
- * **Special Requirements:** Investment of funds is for time periods, amounts and in security types developed by the Chief Financial Officer and is subject to approval by the City Council. For a complete listing of permitted investments see F.S. 166.261, and City Code, Sec. 2.09.

Revenue Collection History and Current Budget:

	<u>Actual</u> <u>1999/2000</u>	<u>Actual</u> <u>2000/2001</u>	<u>Actual</u> <u>2001/2002</u>	<u>Revised</u> <u>2002/2003</u>	<u>Budget</u> <u>2003/2004</u>
Interest Investments	\$3,564,010	\$6,043,485	\$2,987,099	\$3,700,000	\$2,000,000

REVENUE MANUAL

Revenue Description:

Miscellaneous Revenues:
Interest-Others

Fund/Account Number:

100 5711 355

Legal Authority:

F.S. 166.261
City Code, Sec. 2.09

Fund/Department/Program:

General Fund
998 Non-departmental –
General Fund

General Information

- * **Description:** Interest received from trustees, portfolios and agreements.
- * **Fee Schedule:** Interest calculation is based on the agreements interest rate as provided.
- * **Method and Frequency:** Billed monthly and/or as required by the agreement.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Interest-Others	\$149,712	\$114,793	\$ 71,899	\$137,197	\$ 70,000

REVENUE MANUAL

Revenue Description:

Miscellaneous Revenues:

Invested Interest Distributed Orange County

Fund/Account Number:

100 5711 357

Legal Authority:

F.S. 197.383

Fund/Department/Program:

General Fund

998 Non-departmental –

General Fund

General Information

- * **Description:** Interest on property tax monies held by the Orange County Tax Collector, prior to distribution to the governmental unit that levied the tax.
- * **Fee Schedule:** Interest is accrued on a monthly basis from the first day of each month.
- * **Method and Frequency:** Interest is distributed quarterly to all cities in Orange County. The amount is based on the individual taxing authority's budget as compared to the state tax roll.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Invested interest Distributed Orange County	\$201,839	\$281,625	\$ 75,131	\$300,000	\$ 75,000

REVENUE MANUAL

Revenue Description:

Miscellaneous Revenues:
 Securities Lending Income

Fund/Account Number:

100 5711 603

Legal Authority:

Approved Through the Annual Budget

Fund/Department/Program:

General Fund
 Administrative Offices
 998 Non-departmental –
 General Fund

General Information

- * **Description:** The City of Orlando utilizes the services of its Custodian for securities lending for its operating portfolio. The Custodian, acting as agent, lends securities held in the portfolio and administers the collateral custody. The transaction is transparent to the third-party managers who manage segments of the portfolio.

The broker/dealer collateralizes their borrowing (usually in cash) to 102 percent of the security value plus accrued interest and this collateral is adjusted daily to maintain the 102 percent level. If the broker/dealer fails to return the security, upon request, then the Custodian, acting as agent, will utilize the collateral to replace the security borrowed. The transaction establishes a rebate interest rate (assuming cash collateral) that is due back to the broker/dealer upon return of the security. The cash is then invested short-term and the operating funds and the custodian share in the incremental return available above the rebate rate.

- * **Method and Frequency:** The value of Securities Lending Income available from the monthly Custodian’s Plan Valuation Consolidated Allocation Schedule is divided and journalized to the operating fund based on its portion of the plan investment. At fiscal year-end adjustments are made to match the final Securities Lending report.
- * **Comments:** Amount budgeted for FY 2003/2004 is the projected difference between securities lending income and securities lending expense.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Securities Lending Income	\$4,409,968	\$4,580,683	\$2,054,781	\$200,000	\$225,000

REVENUE MANUAL

Revenue Description:

Miscellaneous Revenues:
Interest-CFA Revenue Fund

Fund/Account Number:

100 5712 470

Legal Authority:

Loan Agreement

Fund/Department/Program:

General Fund
998 Non-departmental-
General Fund

General Information

- * **Description:** Interest on the remaining principal balance of loans to the Civic Facilities Authority (CFA) Revenue Fund from the General Fund.
- * **Fee Schedule:** Interest paid by CFA is a stated amount determined by agreement.
- * **Method and Frequency:** CFA interest payments are due annually.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Interest-CFA Revenue Fund	\$19,998	\$19,998	\$19,998	\$19,998	\$19,998

REVENUE MANUAL

Revenue Description:

Miscellaneous Revenues:
Interest-Assessments

Fund/Account Number:

100 5730 200

Legal Authority:

F.S. 170.01, 170.09

Fund/Department/Program:

General Fund
998 Non-departmental –
General Fund

General Information

- * **Description:** Interest on special assessments against private property deemed to be benefitted by local improvements (i.e., sidewalk, street, sewer improvements).
- * **Fee Schedule:** Interest rate shall not exceed eight percent per year, or, if improvement bonds were issued, at a rate not to exceed one percent above the bond rate.
- * **Method and Frequency:** Assessment may be paid without interest at any time within 30 days after the improvement is completed and a resolution accepting the same has been adopted by City Council. After 30 days the assessment shall bear interest payable in ten equal installments over a period not to exceed twenty years.

Revenue Collection History and Current Budget:

	<u>Actual 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Interest-Assessments	\$33,745	\$80,577	\$37,154	\$50,000	\$50,000

REVENUE MANUAL

Revenue Description:

Fund/Account Number:

Miscellaneous Revenues:

Administrative Services:	
Meter Eater	100 5741 399
Parking System	100 5741 401
Orlando Centroplex	100 5741 411
Solid Waste	100 5741 426
Stormwater Utility	100 5741 428
Wastewater	100 5741 441
Wastewater Construction	100 5741 455
CFA	100 5741 470
Fleet Maintenance	100 5741 511
Fleet Replacement	100 5741 512
Risk Management	100 5741 521
CRA	100 5741 640
DDB	100 5741 641
Central Florida Fire Academy	100 5741 642
CFFA Conferences & Seminars	100 5741 644

Legal Authority:

Approved Through the Annual Budget

Fund/Department/Program:

General Fund
998 Non-departmental-
General Fund

General Information

- * **Description:** A fee charged by the General Fund for the provision of administrative and support services to the City's various funds.
- * **Fee Schedule:** 8.5 percent of departmental expenditures.
- * **Method and Frequency:** Fees are paid quarterly.

Revenue Collection History and Current Budget:

	Actual <u>1999/2000</u>	Actual <u>2000/2001</u>	Actual <u>2001/2002</u>	Revised <u>2002/2003</u>	Budget <u>2003/2004</u>
Meter Eater	\$ 60,213	\$ 63,581	\$ 50,220	\$ 86,286	\$ 88,290
Parking System	554,253	448,465	377,048	668,985	672,296
Centroplex	427,348	445,944	395,607	316,107	525,217
Solid Waste	744,961	774,769	722,396	1,336,279	1,397,265
Stormwater Utility	324,764	344,754	415,218	748,007	901,224
Wastewater	1,839,489	1,527,774	1,394,064	2,900,403	2,836,414
Wastewater Construction					395,622
CFA	89,079	95,452	97,392	100,000	95,321
Fleet Maintenance	365,914	452,654	405,822	885,427	766,467
Fleet Replacement	453,410	395,016	327,520	730,049	719,166
Facilities Management	N/A	N/A	364,920	678,340	0
Risk Management	147,838	160,944	161,836	391,579	408,059
Proj/Const. Management	127,210	133,092	117,850	216,634	0
CRA	159,360	128,611	138,294	337,256	387,768
DDB	51,978	51,278	48,744	81,127	131,790
Central FI Fire Academy	19,870	23,988	27,360	76,034	89,486
CFFA Conferences/Seminars	4,255	4,255	3,702	4,745	4,701