

REVENUE MANUAL

Revenue Description:

Miscellaneous Revenues;
Sale of Scrap Material

Fund/Account Number:

100 5743 500

Legal Authority:

City Code, Sec. 7.10 D

Fund/Department/Program:

General Fund
All Departments
All Programs

General Information

- * **Description:** Revenues from the sale of discarded metal, the condition of which renders it suitable only for reclamation by melting and refining.
- * **Fee Schedule:** Sold by category and by the hundredweight.
- * **Method and Frequency:** The selection of a buyer, determined by the sealed bid method, is consummated by written agreement between the City and the buyer after it has been accepted by City Council. Payment is made in accordance with the terms of the annual agreement.
- * **Comments:** Fleet Management shall arrange scrap metal removal tasks beyond the capability of the Purchasing and Materials Management.

The Purchasing and Materials Management Director may authorize departments with large accumulations of scrap to maintain a satellite collection area and to act directly for the agent in arranging the disposition of scrap material.

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>
Sale of Scrap Material	\$2,258	\$1,189	\$2,405.79	\$ 600	\$ 300

REVENUE MANUAL

Revenue Description:

Miscellaneous Revenues:
Contributions and Donations
Community Contributions

Fund/Account Number:

100 5745 100
100 5745 200

Legal Authority:

City Council

Fund/Department/Program:

General Fund
Citywide

General Information

- * **Description:** Contributions from citizens, civic organizations, homeowners associations and other interested groups to support the programs and services offered by the City.
- * **Fee Schedule:** Private contributions must be presented to City Council prior to acceptance.

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>
Contributions and Donations	\$13,157	\$23,536	\$24,821	\$80.700	\$50,000
Community Contributions	73,818	\$72,190	17,162	0	17,000

REVENUE MANUAL

Revenue Description:

Miscellaneous Revenues:

Contribution – Mayor’s Neighborhood
Matching Grant

Fund/Account Number:

100 5745 103

Legal Authority:

City Council

Fund/Department/Program:

General Fund
Executive Offices
996 Non-departmental
Neighborhood Grants

General Information

- * **Description:** Contributions from neighborhoods, community groups, businesses to support or provide matching contributions to City dollars allocated toward the Mayor’s Neighborhood Matching Grants Program. This program was designed to give neighborhood-based organizations access to City funds in order to improve the quality of life. Improvements may include: public safety programs, physical and aesthetic projects, cultural programs, educational programs and recreational programs.
- * **Special Requirements:** In order to qualify neighborhood groups must meet certain requirements and must match the City’s contribution of \$1,000 to \$5,000 with volunteer time, in-kind donations of goods and services or financial contributions. Projects must also meet certain requirements to be eligible.

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>
Contributions-Mayor’s Neighborhood Matching Grant	\$1,363	\$ 379	\$ 0	\$ 0	\$20,000

REVENUE MANUAL

Revenue Description:

Miscellaneous Revenues:
Donation-McNamara Award

Fund/Account Number:

100 5745 305

Legal Authority:

City Policy 808.41

Fund/Department/Program:

General Fund
General Administration
993 Non-departmental
General Administration

General Information

* **Description:** Donation received from McNamara Pontiac for quarterly recognition of outstanding employee service.

* **Fee Schedule:** Annual donation of \$3,000 effective 10/1/94.

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>
Donation-McNamara Award	\$ 0	\$3,000	\$3,000	\$3,000	\$3,000

REVENUE MANUAL

Revenue Description:

Miscellaneous Revenues:
Sales-Recreation

Fund/Account Number:

100 5755 100

Legal Authority:

Fund/Department/Program:

General Fund
Families, Parks & Recreation
All Programs

General Information

- * **Description:** Sale of materials for recreation and educational programs. Also sale of tee shirts to participants enrolled in different programs administered by the Recreation Division.
- * **Fee Schedule:** Sales vary.
- * **Method and Frequency:** Tee shirts sales are ongoing; clay sales are dependent on ceramic class schedule.

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-Recreation	\$5,854	\$7,539	\$11,237	\$17,800	\$16,375

REVENUE MANUAL

Revenue Description:

Miscellaneous Revenues:
Sale of Materials
Sale of Materials-Tx.

Fund/Account Number:

100 5760 200
100 5760 201

Legal Authority:

City Code, Sec. 7.10D
F.S. 166.201

Fund/Department/Program:

General Fund
General Administration
995 Purchasing Auctions

General Information

- * **Description:** Revenues from the sale of any City property, other than real estate, that is no longer useful for City purposes.
- * **Method and Frequency:** Items are stored with Purchasing until a sufficient number of items have accumulated. At such time, notice of public sale is given and materials are sold via bid documents or public auction.
- * **Method and Frequency:** Sold on demand.

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>
Sale of Materials	\$ 78,099	\$233,702	\$ 30,505	\$ 32,842	\$ 33,000
Sale of Materials-Tx	58,449	5,212	3,613	5,437	2,000

REVENUE MANUAL

Revenue Description:

Miscellaneous Revenues:
Laundry Income

Fund/Account Number:

100 5760 299

Legal Authority:

F.S. 166.201

Fund/Department/Program:

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

General Information

- * **Description:** Revenues collected from the use of the washer and dryer, including sale of soap detergent/fabric softener.
- * **Fee Schedule:**

Wash load	\$1.00
Dry load	.75
Box of soap detergent/fabric softener	.50
- * **Method and Frequency:** Revenues collected on a weekly basis.
- * **Comments:** Sales tax is reported on collection reports with revenue from sale of soap, fabric softener and bleach.

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>
Laundry Income	\$ 443	\$17,922	\$ 7,342	\$ 1,500	\$ 7,342

REVENUE MANUAL

Revenue Description:

Miscellaneous Revenues:

Other Revenue

Other Revenue-Tx.

Fund/Account Number:

100 5760 300

100 5760 301

Legal Authority:

F.S. 166.201

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

Fund/Department/Program:

General Fund

All Departments

All Programs

General Information

* **Description:** Other fees, charges or revenues not accounted for in a separate revenue account.

* **Fee Schedule:** Varies depending on the reason for the charge.

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>
Other Revenue	\$348,658	\$670,416	\$340,609	\$172,238	\$150,000
Other Revenue-Tx.	892	656	1,204	0	0

REVENUE MANUAL

Revenue Description:

Miscellaneous Revenues:
 Concessions-Food & Drink
 Concessions-Food & Drink-Tx.

Fund/Account Number:

100 5760 400
 100 5760 401

Legal Authority:

F.S. 166.201
 City Charter, Chap. 6A, Sec. 2
 City Code, Ch.2, Art. XX, Sec. 2,152

Fund/Department/Program:

General Fund
 Families, Parks & Recreation
 All Programs

General Information

- * **Description:** Revenue collected from percentage of gross sales from contracted concessionaire at Lake Fairview Ballfields, special events, dances at Loch Haven, Northwest, Engelwood, Lake Fairview Beach and the soccer/rugby fields located on West Colonial Dr.
- * **Fee Schedule:** Percentage of gross sales is determined by contract awarded through competitive bid process.
- * **Method and Frequency:** Reports on gross sales are received and percentage rent is collected 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>
Concessions-Food & Drink	\$27,264	\$ 1,919	\$23,828	\$23,356	\$46,653
Concessions-Food & Drink-Tx.	4,146	0	1,095	650	0

REVENUE MANUAL

Revenue Description:

Miscellaneous Revenues:
 Sale of Publications
 Sale of Publications-Tx.

Fund/Account Number:

100 5760 600
 100 5760 601

Legal Authority:

F.S. 166.201

Fund/Department/Program:

General Fund
 Citywide

General Information

* **Description:** Fees from sales of various publications.

* **Fee Schedule:**

Blue-line Copies	
8 ½" x 11"	\$.25
8 ½" x 14"	.35
11" x 17"	.50
Engineering Standards Manual/Orlando Urban Stormwater Mgmt. Manual	50.00
Mylar	
Standard Specification for Road, Bridge & Utility Construction	50.00
Roadway and Traffic Design Standards Manual	25.00
Orlando Urban Stormwater Management Manual	50.00

* **Method and Frequency:** Payable at time of purchase.

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
Sale of Publications	\$259,264	(\$257,740)	(\$ 545)	\$ 2,090	\$ 90
Sale of Publications-Tx.	5,812	5,529	4,558	1,600	0

REVENUE MANUAL

Revenue Description:

Miscellaneous Revenues:
Commission-Vending Machines

Fund/Account Number:

100 5760 710

Legal Authority:

Individual Vendor Contracts

Fund/Department/Program:

General Fund
General Administration
160 Purchasing

General Information

- * **Description:** Commission received by the City on the sale of products sold through vending machines located in City facilities and user fee revenue from the City Hall cafeteria vendor.
- * **Fee Schedule:** Based upon specific contractual agreement between City and vendor.
- * **Method and Frequency:** Commission is paid monthly to the City unless otherwise specified by vendor contract.
- * **Comments:** In order to ensure uniformity and control, all contracts are maintained and all revenue is collected by the Purchasing and Materials Management except revenue from vending machines located in employee lounges in outlying areas.

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>
Commission-Vending Machines	\$12,774	\$15,270	\$12,416	\$12,000	\$12,000

REVENUE MANUAL

Revenue Description:

Miscellaneous Revenues:
Gain/Loss Fixed Asset Sale

Fund/Account Number:

100 5760 920

Legal Authority:

District Chilled Water Service
Agreement. City Council Doc.
#31309, dated 6/29/98

Fund/Department/Program:

General Fund
Public Works
703 City Hall Maintenance

General Information

- * **Description:** As part of the District Chilled Water Service agreement, OUC and their partner Trigen-Cinergy Solution of Florida, reimburse the City for the fair market value of its old a/c system.
- * **Fee Schedule:** Annual payments of \$32,208 for 12 years.
- * **Method and Frequency:** Annual payments.

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>
Gain/Loss Fixed Asset Sale	\$ 0	\$ 64,416	\$32,208	\$32,208	\$32,208

REVENUE MANUAL

Revenue Description:

Non-Operating Revenues: Contribution
 Parking Facility Revenue Bond Fund
 Fleet Management Fund
 Utilities Services Tax Fund
 CEB Lien Fund

Fund/Account Number:

100 6950 397
 100 6950 511
 100 6950 661
 100 6950 822

Legal Authority:

City Council

Fund/Department/Program:

General Fund
 Various Departments & Programs

General Information

* **Description:** Non-operating revenues from various City funds or from other City agencies, based on projects, contracts with, or City services rendered by General Fund supported departments as follows:

- Parking Facility Revenue Bond Fund –Return of contribution of occupational license tax revenue, which is a secondary source, to make principal and interest payments on borrowings used to finance the expansion of the Parking System.
- Fleet Management Fund – Reimbursement for the services provided by the Fleet/Facility Supply/Support program.
- Utilities Tax – Revenues are initially collected in a separate fund and subsequently transferred to the General Fund.
- CEB Lien Fund – Reimbursement for the services of a Staff Assistant to Administer the Code Enforcement Board and reimbursement or the Housing Administration program.

* **Method and Frequency:** Unless specified differently in individual contracts and agreements, payments are made on a quarterly basis.

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>
Contribution					
Parking Facility Revenue Bond	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	1,500,000
Fleet Management	348,386	262,202	276,051	349,487	468,825
Utilities Services Tax	31,384,652	29,439,221	35,612,730	36,500,000	37,500,000
CEB Lien Fund	115,724	70,000	161,392	242,359	301,463

REVENUE MANUAL

Revenue Description:

Fines and Forfeitures:
Tag Forfeiture

Fund/Account Number:

110 5512 400

Legal Authority:

F.S. 627.7332(6)

Fund/Department/Program:

Law Enforcement Training Fund
Police
695 Law Enforcement Training

General Information

- * **Description:** Payment of \$50.00 per tag by the State of Florida Department of Highways and Motor Vehicles for sending them license plates that have been ordered seized under F.S. 324.201 (Financial Responsibility)
- * **Method and Frequency:** Payment is made for each tag sent to Tallahassee.

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>
Tag Forfeiture	\$2,650	\$7,400	\$8,367	\$7,000	\$5,000

REVENUE MANUAL

Revenue Description:

Fines and Forfeitures:
Court Collected Fines

Fund/Account Number:

110 5513 100

Legal Authority:

F.S. 943.25(13)

Fund/Department/Program:

Law Enforcement Training Fund
Police
695 Law Enforcement Training

General Information

- * **Description:** Revenue used for criminal justice education degree programs and training courses. The revenue is based on a \$2.00 assessment for each traffic citation collected by Orange County issued within the City.
- * **Method and Frequency:** Distribution is received monthly.
- * **Comments:** See General Fund 100, Account 5511 300 – Traffic Violations.

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	\$238,616	\$223,453	\$244,658	\$218,500	\$223,751

REVENUE MANUAL

Revenue Description:

Fines and Forfeitures:
Vehicle Repair Fines

Fund/Account Number:

110 5513 200

Legal Authority:

F.S. 318.18.2C

Fund/Department/Program:

Law Enforcement Training Fund
Police
695 Law Enforcement Training

General Information

- * **Description:** Penalties required for non-criminal traffic citations.
- * **Fee Schedule:** If the defect is corrected within two days from the date of issue, the fine will be reduced to \$9.00, of which \$2.00 shall be distributed to the Clerk of the Court for administrative costs, \$4.00 to the Law Enforcement Agency, \$1.00 to the Department of Highway Safety and \$2.00 to the Department of Health and Rehabilitative Services.
- * **Method and Frequency:** Upon issuance of a traffic citation, the fee is collected by the courts and distributed to the respective agencies on a weekly basis from the Clerk of the Court.

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>
Vehicle Repair Fines	\$5,481	\$4,987	\$5,545	\$5,000	\$3,000

REVENUE MANUAL

Revenue Description:

Intergovernmental Revenues
Federal Grant-HUD

Fund/Account Number:

111 5354 128

Legal Authority:

U.S. Department of Housing &
Urban Development, Title I of the
Housing & Community Development Act
Of 1974, as amended

Fund/Department/Program:

Community Development Block
Grant
Housing
832 CDBG Administration

General Information

- * **Description:** The Community Development Block Grant Program was established by the Housing and Community Development Act of 1974. These grant funds were awarded annually to entitlement communities, of which the City of Orlando is one. The award is based on a formula utilizing legislative measures of needs. In Orlando, the overall goal of the program is to stabilize and revitalize low and moderate income neighborhoods through the provision of housing assistance, commercial and residential rehabilitation, infrastructure, public facilities, and assistance to public services.
- * **Method and Frequency:** After execution of a grant agreement, the funding is added to a Letter of Credit. The City accrues expenditures as it implements projects and programs developed locally each grant year. Expenditures are reimbursed when a drawdown is made from the Letter of Credit. No draws can be made prior to the expenditures having actually been incurred.

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	\$1,923,299	\$2,780,311	\$1,527,579	\$2,460,000	\$2,711,000

REVENUE MANUAL

Revenue Description:

Intergovernmental Revenues:
Federal Grant-HUD

Fund/Account Number:

113 5354 128

Legal Authority:

U.S. Dept of Housing and Urban
Development, Title II of Cranston-
Gonzales Nat'l Affordable Housing
Act of 1990, as amended

Fund/Department/Program:

HOME Investment Partnership
Program
Housing
3268 HOME Administration

General Information

- * **Description:** The HOME Program was established by the Cranston-Gonzalez Act of 1990. These grant funds are awarded annually based on a legislated formula and allocation. The purpose of the program is to expand the supply of decent, safe, sanitary, and affordable housing, with primary attention to rental housing, for very low and low income persons. In Orlando, the goal is to expand the supply of affordable single-family home ownership opportunities, as well as rental.
- * **Method and Frequency:** After HUD accepts the City's Program Description and a Grant Agreement is extended, the City commits funds to projects within 24 hours. Funds are drawn from a Letter of Credit. All funds under any one annual grant must be expended within five years.
- * **Comments:** A separate program is established for each HOME grant 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>
Federal Grant-HUD	\$ 792,279	\$1,341,894	\$1,198,232	\$1,241,000	\$1,474,151

REVENUE MANUAL

Revenue Description:

Intergovernmental Revenues:
Federal Grant-HUD

Fund/Account Number:

114 5354 128

Legal Authority:

U.S. Dept. of Housing and Urban
Development, AIDS Housing Opportunity
Act, as amended by the Housing Community
Development Act of 1992

Fund/Department/Program:

Housing Opportunities for
Persons with AIDS (HOPWA)
Grant
Housing
3273 HOPWA

General Information

- * **Description:** The HOPWA Program was established by the AIDS Housing Opportunities Act as amended by the Housing and Community Development Act of 1992. Grant funds are to provide the Orlando metropolitan area (Lake, Orange, Osceola and Seminole Counties) with the resources and incentives to devise long-term comprehensive strategies for meeting housing needs of low-income persons with AIDS or related diseases and their families. The City, as the lead agency, and Orange County have executed an inter-local agreement for Orange County to administer the HOPWA grant. This is based on the desire to not duplicate existing planning efforts and to utilize an existing service delivery system. Funding is provided through the U.S. Department of Housing and Urban Development.
- * **Method and Frequency:** The City prepares an application for HOPWA funds. Once the application is approved by HUD, the Local Health Council of East Central Florida (LHC) implements the programs described in the application. LHC requests reimbursement from the City for funds expended by participating project sponsor organizations in the HOPWA program. LHC may also be reimbursed for administrative costs. The City, in turn requests reimbursement from HUD through the City's HOPWA account.
- * **Comments:** A separate program is established for each HOPWA grant 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>
Federal Grant - HUD	\$1,025,847	\$1,222,250	\$1,507,501	\$2,711,000	\$2,520,000

REVENUE MANUAL

Revenue Description:

Intergovernmental Revenues:
Emergency Shelter Grant-HUD

Fund/Account Number:

116 5354 129

Legal Authority:

U.S. Dept of Housing and Urban
Development, Stewart McKinney
Homeless Assistance Act

Fund/Department/Program:

HUD Homeless Grants
Housing
3291 ESG Grant

General Information

- * **Description:** This program was established by the McKinney Homeless Assistance act. These grant funds are awarded annually based on a legislated formula. The purpose of the program is to provide funding for the rehabilitation, and provision of support services and operating expenses of emergency shelters and activities for the homeless population.
- * **Method and Frequency:** A grant agreement is executed. The City accrues expenditures as it implements projects locally each grant year. Receipt of funds is on a reimbursement basis. No draw down of grant funds can be made prior to the expenditures having actually been incurred.

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>
Emergency Shelter Grant-HUD	\$56,798	\$72,541	\$65,944	\$17,000	\$84,000

REVENUE MANUAL

Revenue Description:

Fund/Account Number:

Miscellaneous Revenues:
 Interest-Investments
 Interest-Investments
 Interest-Investments

126 5711 350
 127 5711 350
 128 5711 350

Legal Authority:

F.S. 166.261
 City Code, Sec.2.07

Fund/Department/Program:

Trans. Impact Fee-N. Fund
 Trans. Impact Fee-SE Fund
 Trans. Impact Fee-SW Fund
 Public Works
 816 North Collection Area
 813 Southeast Collection Area
 818 Southwest Collection Area

General Information

- * **Description:** Interest earned on the investment portfolio of pooled City funds.
- * **Fee Schedule:** Interest varies with current market rates.
- * **Method and Frequency:** The timing on interest payments vary according to maturity schedules of the investment securities. Monthly interest allocations are made to the various funds which comprise the City portfolio based on their percentage of the portfolio.
- * **Special Requirements:** Investments of funds are for time periods, amounts and in security types developed by the Chief Financial Officer and are subject to approval by the City Council. For a complete listing of permitted investments, consult F.S. 166.261.

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
Interest-Investments:					
North Fund	\$ 261,825	\$ 440,473	\$ 280,984	\$ 200,000	\$ 140,583
Southeast Fund	300,644	445,281	299,960	210,000	165,033
Southwest Fund	641,950	1,031,248	667,945	500,000	298,995

REVENUE MANUAL

Revenue Description:

Intergovernmental Revenues:
Gas Tax Revenue

Fund/Account Number:

142 5354 600

Legal Authority:

F.S. 366.025, 206.41(1)(d)(c)
206.87(1)(b)(c), 336.021
Interlocal Agreement

Fund/Department/Program:

Gas Tax
704 Gas Tax Program

General Information

- * **Description:** The City's share, as stipulated by Interlocal Agreement with Orange County, of the Local Option Gas Tax levied on each gallon of motor and diesel fuel sold at retail in Orange County.
- * **Fee Schedule:** Orange County levies six cents on each gallon of motor and diesel fuel sold. In accordance with the Interlocal Agreement with Orange County, the City's share will be based upon the City percentage of County population.
- * **Method and Frequency:** The tax is collected and remitted by retail fuel vendors. The Department of Revenue distributes the taxes, after appropriate service charges are assessed, to counties and municipalities according to distribution factors determined at the local level.
- * **Comments:** The proceeds must be used for transportation expenditures.

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>
Gas Tax Revenue	\$7,517,410	\$7,698,638	\$7,346,845	\$7,400,466	\$7,501,256

REVENUE MANUAL

Revenue Description:

Miscellaneous Revenues:
Interest-Investments

Fund/Account Number:

142 5711 350

Legal Authority:

F.S. 166.261
City Code, Sec.2.09

Fund/Department/Program:

Gas Tax
704 Gas Tax Program

General Information

- * **Description:** Interest earned on the investment portfolio of pooled City funds.
- * **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 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Interest-Investments	\$1,023,014	\$1,576,744	\$ 849,548	\$ 750,477	\$ 345,366

REVENUE MANUAL

Revenue Description:

Non-Operating Revenues:
Contribution-Transportation Impact Fee-SE

Fund/Account Number:

142 6950 127

Legal Authority:

Approved Through the Annual Budget

Fund/Department/Program:

Gas Tax
704 Gas Tax Program

General Information

* **Description:** Contribution from the Southeastern Region Transportation Impact Fee fund to pay the debt service on the Narcoossee Road 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>
Contribution-Trans Impact Fee- SE	\$ 750,000	\$ 846,709	\$ 850,000	\$2,721,576	\$ 850,000

REVENUE MANUAL

Revenue Description:

Non-Operating Revenues:
Contribution-CRA Trust

Fund/Account Number:

222 6950 656

Legal Authority:

Bond Resolution F.S. 166.11

Fund/Department/Program:

CRA Debt Service -
2002 Refunding Bonds
Economic Development
906 Debt Service –
2002 Refunding Bonds

General Information

* **Description:** This fund will be used to record the principal and interest payments and other bond costs resulting from the issuance of the CRA Refunding Bonds, Series 2002.

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>
Contribution-CRA Trust	\$ 0	\$ 0	\$ 0	\$1,152,191	\$1,150,191

REVENUE MANUAL

Revenue Description:

Non-Operating Revenues:
Contribution-CRA Trust

Fund/Account Number:

225 6950 656

Legal Authority:

Bond Requirement

Florida Community Redevelopment Act
F.S. 166.111

Fund/Department/Program:

CRA Debt Svc 1993 Rev.
Refunding Bonds
Economic Development
927 CRA Debt Svc 1993 Rev.
Refunding Bonds

General Information

- * **Description:** This fund is used to account for the principal and interest payments on the 1993 Revenue Refunding bonds which funded capital improvement projects and programs in areas for which redevelopment plans had been adopted by City Council in accordance with the Florida Community Redevelopment Act. Streetscapes, parking and other improvements were funded. The tax increment funds received by the CRA on property within the redevelopment area are pledged to secure the outstanding bonds of this issue. The interest income earned on the reserve investments will be swept to Fund 225.
- * **Comments:** All CRA debt related funds will roll into Fund 223 and will be reported in CAFR as CRA Revenue bonds. The principal and interest for the current fiscal year will be fully funded as tax increment dollars are received.

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>
Contribution-CRA Trust	\$1,634,889	\$1,584,893	\$1,531,249	\$1,681,171	\$1,682,321

REVENUE MANUAL

Revenue Description:

Non-Property:
Fund Balance Allocation

Fund/Account Number:

231 5640 300

Legal Authority:

Approved Through the Annual Budget

Fund/Department/Program:

Conroy Rd. Cap Int/Res Series B
902 Conroy Rd. Cap Int/Res
Series B

General Information

* **Description:** Budget allocation from the fund's reserve accounts, resulting from prior years' operations to balance of the fund's annual estimated revenues against planned expenditures.

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>
Fund Balance Allocation	\$ 0	\$ 0	\$ 0	\$100,800	\$ 64,312

REVENUE MANUAL

Revenue Description:

Non-Operating Revenues:
Contribution-CRA III Trust

Fund/Account Number:

232 6950 657

Legal Authority:

F.S. 163.387

Fund/Department/Program:

CRA Debt-Conroy 1998A
903 CRA Debt-Conroy 1998A

General Information

- * **Description:** Tax increment revenues, which are deposited to the Redevelopment Trust Fund by the City and County, will be transferred from the Trust Fund to the Debt Service account to be used for principal and interest payments on the series 1998A bonds.
- * **Method and Frequency:** Deposits to the Redevelopment Trust Fund are supposed to be made on or before each January 1. Debt service payment dates are May 1 and November 1.
- * **Comments:** Surplus tax increment revenues (i.e., tax increment revenues in excess of required debt service payments) will be returned proportionately to the City and County.

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>
Contr. CRA III Trust	\$ 0	\$ 0	\$ 522,909	\$1,610,690	1,610,690

REVENUE MANUAL

Revenue Description:

Non-Operating Revenues:
 Contribution-Conroy Rd. Trans.
 Contribution-Conroy Rd. Cap. Int.

Fund/Account Number:

233 6950 229
 233 6950 231

Legal Authority:

F.S. 163.387
 Section 159.11

Fund/Department/Program:

CRA Debt-Conroy 1998B
 904 CRA Debt-Conroy 1998B

General Information

* **Description:** Prepaid transportation impact fees that are deposited to the Conroy Road Prepayment Account and transferred to the Debt Service account to pay a portion of the Conroy Road Series 1998B bonds.

Bond proceeds that were deposited to the Conroy Road Capitalized Interest Series 1998B account are transferred to the Debt Service account to make the interest payments on the Series 1998B bonds.

* **Method and Frequency:** Interest payment dates are May 1 and November 1.

* **Comments:** Prepaid transportation impact fees will be used to pay the principal on the Series 1998B bonds until the principal balance reaches the reserve account balance. The reserve account will then be used to pay off the series 1998B bonds.

Money in the Capitalized Interest Series 1998B account will be used to pay the interest on the Series 1998B bonds until approximately May 2003.

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>
Contr-Conroy Rd. Trans	\$ 675,000	\$1,750,000	\$ 695,000	\$ 0	\$ 0
Contr-Conroy Rd. Cap Int	228,113	184,931	95,550	100,800	64,312

REVENUE MANUAL

Revenue Description:

Non-Operating Revenues:
Parking Fine-Surcharge

Fund/Account Number:

395 5665 110

Legal Authority:

City Code, Chap. 89, Art. V, Div. 3,
Sec. 39.82, 39.83

Fund/Department/Program:

OCPS-Crossing Guard Fund
Public Works
074 School Crossing Guard

General Information

- * **Description:** A surcharge enacted 9/26/96 by city Council for the purpose of supporting the School Crossing Guard program.
- * **Fee Schedule:** A \$5.00 surcharge on all parking fines.
- * **Method and Frequency:** The surcharge is collected by Parking Bureau when parking fines are paid.
- * **Comments:** The Parking Bureau has an annual contract with the Orange County Sheriff's Office to provide school crossing guards.

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>
Parking Fine Surcharge	\$101,610	\$290,370	\$300,000	\$450,000	\$455,000

REVENUE MANUAL

Revenue Description:

Non-Operating Revenues:
 Contribution-General Fund
 Contribution-Parking Revenue Fund

Fund/Account Number:

397 6950 100
 397 6950 401

Legal Authority:

Approved Through the Annual Budget

Fund/Department/Program:

Parking Facility Revenue Bonds
 Public Works
 072 Parking Facility Revenue
 Bonds Series 1994 A&B

General Information

- * **Description:** Contribution from the General Fund, representing a secondary commitment from occupational license revenue, is required per the bond documents. It is returned to the General Fund if not used for debt service. Contribution from the Parking Revenue Fund to make principal and interest payments on borrowings used to finance the expansion of the Parking System.
- * **Method and Frequency:** Transfer from the Parking Revenue Fund is made on a monthly basis. The transfer from the General Fund is made in its entirety at the beginning of the fiscal year. It is returned to the General Fund in monthly increments if not used for debt service.
- * **Comments:** Any time at or after the end of the fiscal period that is 18 months after the opening of the Courthouse Garage, the City meets the release requirements then the secondary commitment from the General Fund can be eliminated. The release test requires two consecutive years of meeting an extraordinary 150% debt service coverage test.

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>
Contribution:					
General Fund	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000
Parking Revenue Fund	2,238,085	2,238,485	2,239,305	2,241,470	2,239,650

REVENUE MANUAL

Revenue Description:

Fund/Account Number:

Charges for Services:

Parking-Garage=Monthlies	399 5575 355
Parking-Garage-Monthlies-Tx.	399 5575 360
Parking-Garage-Transient	399 5575 370
Parking-Garage-Transient-Tx.	399 5575 375
Rental-Garage Office Space-Tx.	399 5575 390
Event Parking-Tx.	399 5575 410

Legal Authority:

City Code, Chap. 39
 Art. V, Div. 3, Sec. 39.49-39.67

Fund/Department/Program:

Centroplex I & II Garage Fund
 Public Works
 771 Centroplex Parking Garage I
 Operations
 772 Centroplex Parking Garage II
 Operations

General Information

* **Description:** Monthly, event and rental revenues collected from the Centroplex I and II parking garages.

* **Fee Schedule:**

Monthly tenant rate (per space)	\$ 25.00
Monthly rate (per space)	40.00
Event rate (per space)	5.00
Average rental rate (per sq. ft.)	5.00
Transient Rate	
Per ½ hour (first ½ hour only)	.50
Per hour (0-6 hours)	1.00
Maximum rate	10.00

* **Method and Frequency:** The Division Manager shall provide for the administration, collection, safeguarding and accountability of revenues and shall deposit such revenues as directed by the Chief Financial Officer.

* **Special Requirements:** Rates are set by the Division Manager and are subject to approval by City Council.

Revenue Collection History and Current Budget:

	Actual 1999/2000	Actual 2000/2001	Actual 2001/2002	Revised 2002/2003	Budget 2003/2004
Parking-Garage-Monthly	\$297,678	\$320,558	343,957	386,200	432,000
Parking-Garage-Monthly-Tx.	117,441	92,813	87,075	83,000	72,000
Parking-Garage-Transient	159	14,330	3,359	6,000	3,000
Parking-Garage-Transient-Tx.	22,489	15,983	31,751	51,000	50,000
Rental-Garage Office Sp-Tx.	2,310	3,333	3,870	5,000	0
Event Parking-Tx.	490,367	490,036	467,016	560,000	565,000

REVENUE MANUAL

Revenue Description:

Charges for Services:
Reimbursable City Services

Fund/Account Number:

399 5575 440

Legal Authority:

F.S. 166.201
City Code Ch. 39

Fund/Department/Program:

Centroplex I & II Garage Fund
Public Works
772 Centroplex Garage II
978 Non-departmental

General Information

- * **Description:** Reimbursement from tenants for rubbish disposal and other operational and maintenance costs associated with their use of the garage.
- * **Method and Frequency:** The Parking System bills the tenants quarterly.

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	\$ 7,297	\$ 6,094	\$55,596	\$55,072	\$50,000

REVENUE MANUAL

Revenue Description:

Non-Operating Revenues:

Contribution-Parking System Revenue Fund
 Contribution-CRA

Fund/Account Number:

399 6950 401
 399 6950 640

Legal Authority:

Approved Through the Annual Budget

Fund/Department/Program:

Centroplex I & II Garage Fund
 Public Works
 978 Non-department
 Centroplex I & II Fund

General Information

- * **Description:** Contribution for Parking system Revenue Fund which provides supplemental funds for operating and administrative expenses of the Centroplex I & II Garage Fund.
- * **Fee Schedule:** The annual contribution is inversely related to the amount of revenue generated by the Centroplex I & II Garage Fund.
- * **Method and Frequency:** Unless specified differently in individual contracts and agreements, payments are made on a quarterly basis.

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>
Contribution-Parking	\$ 14,554	\$ 0	\$ 14,554	\$ 24,705	\$ 14,554
Contribution-CRA	644,978	662,925	920,076	796,974	724,043

REVENUE MANUAL

Revenue Description:

Charges for Services:
 Parking Meters-Off Street

Fund/Account Number:

401 5575 280

Legal Authority:

City Code, Chap. 39, Art. V,
 Div. 3, Sec. 39.49-39.67

Fund/Department/Program:

Parking system Revenue
 Public Works
 763 Surface Parking

General Information

* **Description:** Revenues from off-street parking meters located in the five indicated municipal off street parking lots.

* **Fee Schedule:**

Hourly	Hourly <u>Rate</u>
Lot # 2	\$.75
Lot #'s 6,10,12	.50
Daily	
Lot # 2	4.00
Lot #'s 6,10,12	3.50

* **Method and Frequency:** The Division Manager shall provide for the administration, collection, safeguarding and accountability of parking meter revenues and shall deposit such revenue as directed by Chief Financial Officer.

* **Special Requirements:** Rates are set by the Parking Division Manager subject to the approval of 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>
Parking Meters-Off Street	\$229,768	\$234,328	\$221,969	\$200,000	\$200,000

REVENUE MANUAL

Revenue Description:

Charges for Services:
 Parking Spaces- I-4-Off Street-Tx.

Fund/Account Number:

401 5575 295

Legal Authority:

City Code, Chap. 39, Art. V,
 Div. 3, Sec. 39.49-39-67

Fund/Department/Program:

Parking System Revenue
 Public Works
 763 Surface Parking

General Information

- * **Description:** Revenues from the rental of lots to various groups for special events and transient revenue from lot #9 (I04).
- * **Fee Schedule:**

Rentals	Negotiated
Lot #9	\$.75/hr.
- * **Method and Frequency:** For lot #9, the Division Manager shall provide for the administration, collection, safeguarding and accountability of meter revenues and shall deposit such revenue as directed by the Chief Financial Officer.
- * **Special Requirements:** Rates are set by the Parking Division Manager subject to the approval of City Council.
- * **Comments:** Projections include anticipated revenue for periodic daily rental of lots to groups for various reasons during special events.

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>
Parking Spaces I-4 Off Street-Tx.	\$789,507	\$542,733	\$342,807	\$350,000	\$325,000

REVENUE MANUAL

Revenue Description:

Charges for Services:
 Parking Meters-On Street

Fund/Account Number:

401 5575 315

Legal Authority:

City Code, Chap. 39, Art. IV
 Div. 2, Sec. 34

Fund/Department/Program:

Parking System Revenue
 Public Works
 763 Surface Parking

General Information

* **Description:** Revenues from all on-street, hourly parking meters.

* **Fee Schedule:**

	<u>Per hour</u>	<u>Daily</u>
High demand	\$.75	\$3.50
Low demand	.50	2.50

* **Method and Frequency:** The Division Manager shall provide for the administration, collection, safeguarding and accountability of parking meter revenues and shall deposit such revenue as directed by the Chief Financial Director.

* **Special Requirements:** Rates are set by the Division Manager subject to approval by City Council. Areas applicable to low and high demand are determined by the Division Manager every six months.

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>
Parking Meters-On Street	\$939,654	\$824,970	\$879,715	\$815,000	\$850,000

REVENUE MANUAL

Revenue Description:

Charges for Services:
 Parking Spaces-On Street-Tx.

Fund/Account Number:

401 5575 330

Legal Authority:

City Code, Chap. 39, Art. IV, Div. 2

Fund/Department/Program:

Parking System Revenue
 Public Works
 763 Surface Parking

General Information

- * **Description:** Daily rental of on-street metered parking by construction companies and non-profit organizations.
- * **Fee Schedule:**
 Daily meter rental (bagging) \$10.00
- * **Method and Frequency:** The Division Manager shall provide for the administration, collection, safeguarding and accountability of parking meter revenues and shall deposit such revenue as directed by the Chief Financial Officer.
- * **Special Requirements:** Rates are set by the Division Manager subject to approval by City Council. Areas applicable to low and high demand are determined by the Division Manager every six months.

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>
Parking Spaces-On Street-Tx.	\$73,328	\$50,695	\$42,093	\$32,000	\$32,000

REVENUE MANUAL

Revenue Description:

Charges for Services:
Meter Debit Cards

Fund/Account Number:

401 5575 331

Legal Authority:

City Code, Chapter 39

Fund/Department/Program:

Parking System Revenue
Public Works
763 Surface Parking

General Information

- * **Description:** Meter debit cards are used on parking meters located in the municipal off-street parking lots and on-street hourly meters.
- * **Fee Schedule:** Debit cards are sold in denominations of \$10, \$20, and \$50.
- * **Method and Frequency:** Debit cards are sold on a walk-in basis. The Division manager shall provide for the administration, collection, safeguarding and accountability of parking meter revenues and shall deposit such revenue as directed by the Chief Financial Officer.

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>
Meter Debit Cards	\$20,411	\$20,813	\$16,742	\$16,000	\$14,000

REVENUE MANUAL

Revenue Description:

Charges for Services:
Valet Parking

Fund/Account Number:

401 5575 332

Legal Authority:

Agreements with tenants

Fund/Department/Program:

Parking System Revenue
Public Works
763 Surface Parking

General Information

- * **Description:** Revenues are generated through agreements with vendors that provide valet services.
- * **Fee Schedule:**
 - \$2.50 per space utilized for valet parking.
 - \$1,000 per space per year for on-street valet parking
- * **Method and Frequency:** Payable monthly to the Parking Division.

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>
Valet Parking	\$ 0	\$33,833	\$24,196	\$20,000	\$10,000

REVENUE MANUAL

Revenue Description:

Charges for Services:
Parking Permit-Truck-On-Street-Tx.

Fund/Account Number:

401 5575 340

Legal Authority:

City Code, Chap. 39, Art. VI,
Div. 3, Sec. 39.68

Fund/Department/Program:

Parking System Revenue
Public Works
763 Surface Parking

General Information

* **Description:** Fees for permits for on-street parking in freight loading zones.

* **Fee Schedule:**

Annual Permits

First permit, per vehicle	\$70.00
Each additional permit, per vehicle	30.00
Daily permit, per vehicle	10.00

* **Method and Frequency:** Payable to Fines Unit, Parking Division, prior to issuance of permit.

* **Comments:** A charge of \$10.00 will be made for replacement of misplaced, lost or stolen permits.

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>
Park-Permit-Truck-On-Street-Tx	\$63,185	\$52,759	\$55,298	\$54,000	\$55,000

REVENUE MANUAL

Revenue Description:

Charges for Services:
 Parking Permit-Program-Tx.

Fund/Account Number:

401 5575 350

Legal Authority:

City Code, Chap 39

Fund/Department/Program:

Parking System Revenue
 Public Works
 763 Surface Parking

General Information

* **Description:** Fees for monthly parking permits in municipal lots.

* **Fee Schedule:**

	<u>Per Month</u>
Lot # 6, 9,10	\$55.00
Lot # 12. 12A	35.00
Lot #2	65.00
Additional vehicles on same permit (1 car per day)	5.00
More than one vehicle parked on same permit (same day) per day	20.00

* **Method and Frequency:** Payable to the Parking Division before the first day of each month.

* **Comments:** Permit fees are subject to State sales tax, if 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
Parking Permit-Program Tx.	\$364,925	\$325,617	\$307,159	\$400,000	\$400,000

REVENUE MANUAL

Revenue Description:

Charges for Services:
 Parking-Garage-Monthlies
 Parking-Garage-Monthlies-Tx.

Fund/Account Number:

401 5575 355
 401 5575 360

Legal Authority:

City Code, Chap. 39, Art. V, Div. 3

Fund/Department/Program:

Parking System Revenue
 Public Works
 765 Central Blvd. Garage Oper.
 766 Church St. Garage Operations
 767 Market Garage Operations
 768 Admin. Garage Operations
 769 Courthouse Garage Oper.
 770 Library Garage Operations

General Information

* **Description:** Monthly rates for parking in City operated garages.

* **Fee Schedule:**

	Central Blvd	Church St	Market	Admin.	Courthouse	Library
Monthly-day	\$ 85.00	\$ 45.00	\$ 85.00	\$ 55.00	\$90.00	\$ 85.00
Monthly-night	40.00	--	40.00			
Combined	100.00		100.00			100.00
Tenant	60.00	35.00				60.00
Roof Level	45.00					45.00

* **Method and Frequency:** Fees are payable in advance to the Parking Division.

* **Comments:** Rates are set by the Division Manager subject to the approval of City Council. All garages are attended.

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>
Parking-Garage Monthlies	\$ 270,954	\$ 281,302	\$ 349,745	\$ 385,800	\$ 551,400
Parking-Garage Monthlies-Tx	1,376,050	1,243,350	1,180,038	1,217,500	1,334,100

REVENUE MANUAL

Revenue Description:

Charges for Services:
 Parking-Garage-Transient
 Parking-Garage-Transient-Tx.
 Evening Revenue Parking

Fund/Account Number:

401 5575 370
 401 5575 375
 401 5575 411

Legal Authority:

City Code, Chap. 39, Art. V,
 Div. 3, Sec. 39.49-39/67

Fund/Department/Program:

Parking System Revenue
 Public Works
 765 Central Blvd Garage Oper.
 766 Church St. Garage Oper.
 767 Market Garage Oper.
 768 Admin Garage Oper.
 769 Courthouse Garage Oper.
 770 Library Garage Oper.

General Information

* **Description:** Transient rates for parking in City operated garages.

* **Fee Schedule:**

Hours	Daily Rate	Weekend Holiday Rate
0-1/2	\$.50	\$.25
1-1/2-1	1.00	.50
1-2	2.00	1.00
2-3	3.00	1.50
3-4	4.00	2.00
4-5	5.00	2.50
5-6	6.00	3.00
6 and over	10.00	5.00
Lost Ticket	10.00	5.00
Early Bird (entry before 7 am)	4.50	
Evening (after 5 pm)	3.50	max
Central Blvd (Evening Pre-sell)	4.00	max

* **Method and Frequency:** The Division Manager shall provide for the administration, collection, safeguarding and accountability of revenues and shall deposit such revenues as directed by the Chief Financial Officer.

* **Comments:** Rates are set by the Division Manager subject to approval by City Council.

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>
Parking-Garage-Transient	\$ 113,148	\$ 70,265	\$ 66,395	\$ 87,825	\$ 97,500
Parking-Garage Transient-Tx	2,085	2,002,732	1,662,593	1,753,500	1,622,000
Evening Revenue Parking	0	0	318,818	425,500	675,000

REVENUE MANUAL

Revenue Description:

Charges for Services:
 Rental-Garage Office Space
 Rental-Garage Office Space-Tx.

Fund/Account Number:

401 5575 385
 401 5575 390

Legal Authority:

Agreements with tenants
 City Charter Ch. 9, Sec. 9

Fund/Department/Program:

Parking System Revenue
 Public Works
 765-770 Garage Operations

General Information

- * **Description:** Rental income collected for leasing a portion of the City Garages for commercial use and use by functions of other City funds.
- * **Fee Schedule:**

Central Blvd.	\$8.00 per sq. ft.
Church Street	6.00 per sq. ft.
Library	5.00 per sq. ft.
- * **Method and Frequency:** Payable monthly to the Parking Division.
- * **Comments:** Rental rates are adjusted annually to reflect change in the Consumer Price Index.

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
Rental-Garage Office Space	\$ 59,144	\$ 4,454	\$ 9,203	\$ 95,500	\$ 25,000
Rental-Garage Office Space-Tx	108,956	187,918	204,789	113,500	200,000

REVENUE MANUAL

Revenue Description:

Charges for Services:
Event Parking-Tx.

Fund/Account Number:

401 5575 410

Legal Authority:

City Code, Chap. 39, Art. V,
Div. 3, Agency Agreements

Fund/Department/Program:

Parking System Revenue
Public Works
774 Event Parking

General Information

* **Description:** Revenues are generated at the gate during special events as customers enter the parking areas.

* **Fee Schedule:**

Event parking	\$ 5.00/day
Campers/RV's	15.00/day
Event parking (major event with shuttle)	10.00/day
Campers/RV's (major event with shuttle)	25.00/day

* **Method and Frequency:** Fees are collected at the gate as customers enter the parking facilities.

* **Comments**

All revenue for Event Parking is retained by the Division.
For Lot 8 and Recreation Center Parking, the Division retains only the amount for expenses incurred.
For Jones High Parking Citrus Bowl events, the Parking Division retains 26% of revenues. For Jones High School events, the revenues are split 50/50 after expenses.

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>
Event Parking-Tx.	\$ 87,061	\$113,095	\$ 8,148	\$ 35,000	\$ 17,500

REVENUE MANUAL

Revenue Description:

Charges for Services:
Reimbursable City Services

Fund/Account Number:

401 5575 440

Legal Authority:

F.S. 166.201
City Code Ch. 39

Fund/Department/Program:

Parking System Revenue
Public Works
765-770 Garage Operations
773 Centroplex Parking
774 Event Parking

General Information

- * **Description:** Reimbursement from other City departments for operational and maintenance costs associated with their use of the Parking Fund facilities and services.
- * **Method and Frequency:** The Parking System bills the using department.
- * **Comments:** Beginning in FY 95/96, Parking System revenue Fund charged Centroplex Fund for operating Centroplex and Citrus Bowl surface lots.

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	\$ 657,565	\$ 842,034	\$ 894,759	\$1,122,812	\$1,208,099

REVENUE MANUAL

Revenue Description:

Changes for Services:
Rent-Antenna Tower

Fund/Account Number:

401 5655 500

Legal Authority:

Agreement with Tenants

Fund/Department/Program:

Parking System Revenues
Public Works
765 Central Garage
770 Library Garage

General Information

- * **Description:** Rental income collected for leasing of space at the Central Garage and Library Garage for a Cell Tower.
- * **Fee Schedule:** \$18,000 per year.
- * **Method and Frequency:** Payable annually to the Parking Division.

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	\$ 0	\$18,900	\$43,545	\$45,200	\$39,000

REVENUE MANUAL

Revenue Description:

Fines and Forfeitures:
 Parking Fines

Fund/Account Number:

401 5665 100

Legal Authority:

City Code, Chap. 30 Div. 3,
 Art. VI, Sec. 39.68-39.73

Fund/Department/Program:

Parking System Revenue
 Public Works
 764 Parking Violations

General Information

* **Description:** Revenues from civil penalties for parking violations occurring within the City of Orlando.

* **Fee Schedule:**

<u>Violation</u>	<u>Fine</u>
Blocking fire lane	\$50.00
Blocking fire hydrant	50.00
Disabled permit only	250.00
Permit parking only	50.00
Improper parking	40.00
Parking over line	15.00
No parking zones (See City Code, Chap. 39, Article V for details)	40.00
Overtime parking	15.00
Delinquent fee	15.00

* **Method and Frequency:** Fine is due within 14 days of issuance of notice by either hand delivery to the Parking Fines Section or by mailing in the envelope provided.

* **Special Requirements:** A person may elect to request a hearing rather than pay the civil penalty. In his case, said person shall be deemed to have waived his right to pay the civil penalty. After the hearing, if the commission of a violation has been proven, the judge may impose a fine not to exceed \$100.00 plus court costs.

* **Comments:** All rules and regulations made or issued by the Division Manager may be revoked, modified, suspended or reinstated by the 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>
Parking Fines	\$1,852,449	\$1,667,214	\$1,952,467	\$1,999,381	\$1,800,000

REVENUE MANUAL

Revenue Description:

Miscellaneous Revenues:
Interest-Investments

Fund/Account Number:

401 5711 350

Legal Authority:

F.S. 166.261
City Code, Sec. 2.09

Fund/Department/Program:

Parking Systems Revenue Fund
Public Works
979 Non-departmental Parking
Systems Fund

General Information

- * **Description:** Interest earned on the investment portfolio of pooled City funds.
- * **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 which comprise the City portfolio based on their percentage of the portfolio.
- * **Special Requirements:** Investment of funds are for time periods, amounts and in security types developed by the Chief Financial Officer and are 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 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Interest-Investments	\$524,522	\$842,523	\$564,594	\$403,607	\$314,161

REVENUE MANUAL

Revenue Description:

Miscellaneous Revenues:
Fees-Arena Club Dues

Fund/Account Number:

411 5445 295

Legal Authority:

Set by Centroplex Director
With approval by City Council
F.S.166.201

Fund/Department/Program:

Orlando Centroplex
Economic Development
572 Arena

General Information

- * **Description:** Membership fees generated from the Arena Club.
- * **Fee Schedule:** New membership is \$3,000 per person per year, or \$2,528 per year for charter year members.
- * **Method and Frequency:** Memberships are renewed annually at beginning of each basketball season.
- * **Special Requirements:** State Sales Tax is added to fees, when applicable.
- * **Comments:** The Arena Club is open for all Orlando Magic NBA basketball, as well as a few selected other events. Prior to FY 1994/95 Arena Club memberships were recorded in the Arena Concessionaire fund, account number 413 588 1699 300.

NOTE: The NBA strike during the 1998/99 Magic season resulted in 58 percent of season games played; therefore, the Arena Club membership dues were prorated and reflect less income than in prior 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-Arena Club Dues	\$215,000	\$255,981	\$245,453	\$250,000	\$250,000

REVENUE MANUAL

Revenue Description:

Charge for Services
Event Parking-Tx.

Fund/Account Number:

411 5575 410

Legal Authority:

City Code, Chap. 39

Fund/Department/Program:

Orlando Centroplex
Economic Development
570 Centroplex Operations

General Information

- * **Description:** Fees collected by the Parking from patrons using the Centroplex surface lots.
- * **Fee Schedule:** Two dollars per vehicle for daytime parking; five dollars per vehicle for evening parking.
- * **Method and Frequency:** The Parking deposits gross revenue (less taxes) after each event.
- * **Special Requirements:** Rates to be charged shall be determined and set by the Director of the Orlando Centroplex Department, subject to the approval of the City Council.
- * **Comments:** Prior to FY 1995/96, revenues for surface lot parking were deposited in account 1475 175 and proceeds were split between the Parking and the Centroplex Department. Beginning FY 1995/96, all proceeds, after taxes, were deposited in account 1445 831, and the Centroplex Department was billed quarterly for expenses incurred by the Parking on behalf of Centroplex parking operations.

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.	\$1,094,563	\$1,058,217	\$ 844,502	\$1,017,400	\$ 945,699

REVENUE MANUAL

Revenue Description:

Charges for Services:
Parking-Centroplex Lots-Tx

Fund/Account Number:

411 5650 175

Legal Authority:

City Code, Chap. 39, Art. V
Div. 3, Sec. 39.49-39.67

Fund/Department/Program:

Orlando Centroplex
Economic Development
571 Performing Arts Centre
572 Arena
573 Expo Centre

General Information

- * **Description:** Fees collected for monthly, seasonal and event parking passes at the TD Waterhouse Centre, Bob Carr Performing Arts Centre and Expo Centre.
- * **Fee Schedule:** Monthly, seasonal and event passes are usually purchased by the promoter or client. Rates are stipulated by individual contracts. In the Arena, these parking passes include season parking passes sold to Orlando Magic, Orlando Predators and Orlando Seals.
- * **Method and Frequency:** Monthly, seasonal and event parking fees are paid upon settlement of the event or season.

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>
Parking-Centroplex Lots-Tx.	\$185,694	\$160,593	\$125,464	\$155,500	\$162,500

REVENUE MANUAL

Revenue Description:

Charges for Services:
Rent-Bob Carr Performing Arts Centre-Tx.

Fund/Account Number:

411 5650 201

Legal Authority:

Police and Procedure
Sec. 581.2, F.S. 166.201
Orlando City Council
Item 4A, December 12, 1994

Fund/Department/Program:

Orlando Centroplex
Economic Development
571 Performing Arts Centre

General Information

- * **Description:** Rental fees for the use of the Bob Carr Performing Arts Centre.
- * **Fee Schedule:** Rates and contract fees as approved by City Council.
- * **Method and Frequency:** Facility use agreements require a deposit to be paid in advance of occupancy.
- * **Special Requirements:** No person may use the facility without first having obtained a written permit.

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-Performing Arts Ctr-Tx.	\$342,671	\$261,280	\$289,782	\$350,000	\$475,000

REVENUE MANUAL

Revenue Description:

Charges for Services:
 Box Office Ticket Service Charge

Fund/Account Number:

411 5650 230

Legal Authority:

Contract with Ticket Master
 F.S. 166.201

Fund/Department/Program:

Orlando Centroplex
 Economic Development
 571 Performing Arts Centre
 572 Arena

General Information

* **Description:** A service charge is assessed on all advance ticket sales for Orlando Centroplex events which are purchased through the Ticket Master outlets including Ticket Master phone orders. Centroplex receives revenue from a per ticket rebate.

* **Fee Schedule:** January 1, 2003 through December 31, 2003

<u>TICKET PRICE</u>	<u>Convenience Fee</u>	<u>Royalty Fee</u>
\$125.00 and over – outlet	\$7.25	\$1.30
phone/internet	7.25	2.60
\$65.00-\$124.99 – outlet	6.75	1.20
phone/internet	6.75	2.46
\$25.99-\$64.99 – outlet	6.25	.110
phone/internet	6.25	2.05
\$24.99-\$12.00 – outlet	5.00	.90
phone/internet	5.00	1.75
\$11.99-\$7.00 – outlet	4.00	.65
phone/internet	4.00	1.25
\$6.99 and below	2.75	.15
phone/internet	2.75	.50

Per order handling fee:

phone/internet - only 3.55 .75

A minimum guarantee for Royalty Fees paid to the City of an annual term will be no less than \$250,000. In addition, Ticketmaster guarantees \$75,000 in advertising money per annum to the City. In total, Ticketmaster guarantees \$325,000 to the City each year of the contract. This amount will be guaranteed for the term of the contract, although the overall Royalty Fees earned will increase annually relative to increases in the Convention Fee.

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>
Box Office Ticket Service Charge	\$381,352	\$296,915	\$393,668	\$331,650	\$425,000

REVENUE MANUAL

Revenue Description:

Charges for Services:
Box Office Charge

Fund/Account Number:

411 5650 232

Legal Authority:

Orlando City Council
Item 14-A-4, December 28, 1987
Contract with Ticket Master

Fund/Department/Program:

Orlando Centroplex
Economic Development
571 Performing Arts Centre
572 Arena

General Information

- * **Description:** A percentage charge paid for advance sales by the Permittee for all tickets sold by Centroplex Box Office and a reimbursement fee charged for ticket printing.
- * **Fee Schedule:** Three percent of gross ticket sales or 25 cents per ticket, whichever is greater, with a minimum charge of \$200 and 2.5 percent credit card fee for tickets sold at the box office.
- * **Comments:** The City is charged 2.25 percent of the face value of all phone and internet sales. The charges are then offset by the fees received from promoters. The lessee of a ticketed event may be subject to pay a percentage of gross Box Office receipts at time of settlement.

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>
Box Office Charge	\$102,972	\$52,183	\$112,667	\$112,700	\$195,000

REVENUE MANUAL

Revenue Description:

Charges for Services:
Electric Service Charge

Fund/Account Number:

411 5650 260

Legal Authority:

Concession Agreement
F.S. 166.201

Fund/Department/Program:

Orlando Centroplex
Economic Development
573 Expo Centre

General Information

- * **Description:** Approved electrical contractors fee for the servicing of electrical distribution to permittees.
- * **Fee Schedule:** City receives 20% of gross revenue collected by electrical contractor on behalf of permittees.
- * **Method and Frequency:** Payable within seven days of an event.

NOTE” Electrical contractors must have a \$500 deposit held in escrow before providing services in the Expo Centre.

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>
Electric Service Charge	\$25,951	\$19,915	\$19,400	\$15,000	\$20,000

REVENUE MANUAL

Revenue Description:

Charges for Services:
Rent-Arena-Tx.

Fund/Account Number:

411 5650 411

Legal Authority:

Policy and Procedure
Sec.581.2, F.S. 166.201
Orlando City Council
Item 4-A, December 12, 1994

Fund/Department/Program:

Orlando Centroplex
Economic Development
572 Arena

General Information

- * **Description:** Rental fees for the use of the TD Waterhouse Centre.
- * **Fee Schedule:**
 - Admission Events \$5,000
 - Or 12 percent of gross receipts, after applicable taxes, whichever is greater, plus expenses.
 - Or all-inclusive rent of \$15,000 vs 20 percent (whichever is greater) of the gross receipts after taxes with a cap determined by contract.
 - Non-admission events Negotiated by management
 - Non-ticketed community events Negotiated by management
- * **Method and Frequency:** Facility use agreements require a deposit be paid in advance of occupancy. When the rental charge involves payment of a stipulated percentage of gross receipts, the Director shall determine the amount of the advance deposit. In no case shall the permittee occupy the facility unless the deposit has been paid in full.
- * **Special Requirements:** No person may use the facility without first having obtained a written permit.
- * **Comments:** Rates and contract fees are subject to change as requests are submitted to and approved by 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>
Rent-Arena-Tx.	\$2,637,880	\$2,747,180	\$2,367,272	\$2,875,000	\$2,620,000

REVENUE MANUAL

Revenue Description:

Charges for Services:
Advertising

Fund/Account Number:

411 5650 450

Legal Authority:

Orlando City Council
Item 14-A-4, December 28, 1987
F.S. 166.201

Fund/Department/Program:

Orlando Centroplex
Economic Development
571 Bob Carr Performing Arts Ctr
572 Arena

General Information

- * **Description:** Revenues generated by Centroplex for providing in-house advertising/publicity services.
- * **Fee Schedule:** Fees shall be determined by the scope of services required.
- * **Method and Frequency:** Promoters will be contracted individually with invoice and payment terms stipulated therein.

Ticket Master reimburses up to a maximum of \$75,000 for print advertising costs for each year. Ticket Master is billed in January for prior calendar year, as per contract with Ticket Master.

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>
Advertising	\$ 73,395	\$ 81,992	\$101,482	\$ 83,000	\$ 51,000

REVENUE MANUAL

Revenue Description:

Charges for Services:
Parking – Other

Fund/Account Number:

411 5650 610

Legal Authority:

Approved Through the Annual Budget

Fund/Department/Program:

Orlando Centroplex
Economic Development
572 Arena

General Information

- * **Description:** Reimbursement for Votech Garage police detail.
- * **Fee Schedule:** Parking Bureau reimburses the Arena quarterly via an intracity invoice.

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>
Parking – Other	\$1,700	\$8,100	\$7,700	\$7,000	\$7,200

REVENUE MANUAL

Revenue Description:

Charges for Services:
Labor Revenue

Fund/Account Number:

411 5650 650

Legal Authority:

Contracts w/lessees
Orlando City Council
Item 14-A-4, December 28, 1987

Fund/Department/Program:

Orlando Centroplex
Economic Development
571 Performing Arts Centre
572 Arena
573 Expo Centre
575 Centroplex Grounds Maint.

General Information

* **Description:** Labor costs for any personnel provided by the City for events as well as a mark-up charged to promoters on any outside contracted help which may be necessary. Clean up fee based on attendance.

* **Fee Schedule:**

	<u>Hourly</u>		<u>Hourly</u>
Event Supervisor	\$18.00	Guest Relations	\$ 10.00
Police	36.00	Door Guards	12.00
Police Supervisor	48.00	Door Guards Supervisor	14.50
Dispatcher	27.00	Switchboard Operator	10.00
Community Service Officer	27.00	Scoreboard Operator	20.00
First Aid (EMT)	35.00	Piano Tuner (per piano)	varies
First Supervisor	38.00	Electrician	25.00
Uniform Security	17.00	House Lights	20.00
Uniform Security Supervisor	19.00	House Sound	25.00
Peer Group Security	17.00	Porters/matrons (Theatre)	11.00
Peer Group Security Supervisor	19.00	Stagehand	varies
Ticket Sellers	12.00	Rigger	varies
Ticket Seller Supervisor	14.50	CLEAN-UP FEES – Arena:	
Box Office Manager	20.00	0-2,500	3,000.00
Ticket Takers	12.00	2,501-5,000	3,500.00
Ticket Takers Supervisor	14.50	5,001-10,000	4,500.00
Usher	12.00	10,001-15,000	5,000.00
Usher Supervisor	14.50	15,000-17,000	5,500.00
Head Usher	18.00		

* **Special Requirements:** Orlando Centroplex contracts stipulate when the lessee will be charged for event-related staffing. All event requirements must be coordinated with, and approved by the Centroplex Management at least ten days prior to the beginning of the term of the lease agreement.

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>
Labor Revenue	\$234,151	\$210,678	\$264,665	\$276,000	\$366,000

REVENUE MANUAL

Revenue Description:

Charges for Services:
Novelties

Fund/Account Number:

411 5650 660

Legal Authority:

Agreement for Professional
Merchandising and Sale of Novelties

Fund/Department/Program:

Orlando Centroplex
Economic Development
570 Management Operations
571 Performing Arts Centre
572 Arena

General Information

* **Description:** Revenues generated by the merchandising and novelties concessions at the Centroplex Facilities. The concessions are operated by Facility Merchandising, Inc./Southeast Sports Connection (FMI/SESC), a Florida joint venture.

* **Fee Schedule:**

Annual Incentive Payment – 11/1/2002 – 11/10/2005 with option of two 12 month periods \$2,500

Percentage payment varies with event and depends on contractual division of gross receipts between the merchandiser, FMI/SESC and the City.

<u>Merchandiser</u>	<u>City</u>	<u>FMI/SESC</u>
60%	27%	13%
65%	22%	13%
70%	17%	11%
75%	12%	10%

* **Method and Frequency:** Annual incentive payment is due on or before December 15 of each contract year. Percentage payment of gross receipts is due within five business days of the conclusion of each event.

* **Special Requirements:** The contractor must obtain all permits and licenses required by law and all bonds and/or insurance required by agreement.

* **Comments:** Centroplex Facilities, as it pertains to this agreement, includes the TD Waterhouse Centre, Bob Carr Performing Arts Centre, Citrus Bowl Complex and Tinker Field. The contractor cannot operate novelty concessions during excluded events (as stated in the agreement) and is not entitled to any share of proceeds at excluded events.

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>
Novelties	\$284,703	\$242,817	\$171,222	\$233,000	\$182,500

REVENUE MANUAL

Revenue Description:

Charges for Services:
Equipment Rental-Tx.

Fund/Account Number:

411 5650 671

Legal Authority:

Orlando City Council
Item 14-A-4, December 28, 1987

Fund/Department/Program:

Orlando Centroplex
Economic Development
571 Performing Arts Centre
572 Arena
573 Expo Centre

General Information

* **Description:** Reimbursement by event promoters and other City entities to the Bob Carr Performing Arts Centre, Expo Centre and the TD Waterhouse Centre to cover the cost of equipment rental.

* **Fee Schedule:**

<u>Arena/Theatre</u>		<u>Expo Centre</u>			
Follow Spots (show_	\$100.00	Risers (section)	\$10.00	Geni-Lift (hr)	\$20.00
Promoter Phone (+calls)	75.00	Microphones	35.00	4 Channel Mixer (day)	15.00
Stage (flat)	500.00	Podiums/Easels (day)	10.00	Pipe & Drape (ft)	5.00
Barricade (flat)	300.00	Twist Locks (ea)	25.00	Hubbell Adapter (ea)	75.00
Risers (section-ea)	10.00	Tables (ea)	6.00	Promoter Phone (+calls)	75.00
Forklift (day)	150.00	Skirting (ea)	6.00	Tablecloths (ea)	5.00
Towels (doz)	45.00	Dance Floor (ea)	350.00	Chairs-plastic (ea)	.50
				Chairs-padded (ea)	1.00

* **Method and Frequency:** The cost of any special facility charges or extra services, such as those stated above, which can be determined in advance may require payment in advance of occupancy.

* **Comments:** Event promoters for Centroplex facilities will be charged an additional fee if it is necessary to procure rental equipment from outside 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>
Equipment Rental-Tx.	\$318,908	\$366,440	\$291,498	\$356,500	\$315,000

REVENUE MANUAL

Revenue Description:

Charges for Services:
 Rent-Expo Centre-Tx.
 Rent-Intracity

Fund/Account Number:

411 5650 711
 411 5650 780

Legal Authority:

Orlando City Council
 Item 3-A-12, June 18, 1990
 Item 3-A-10, July 16, 1990
 Item 4-A-21, April 15, 1991
 Item 4-A, December 12, 1994
 F.S. 166.201

Fund/Department/Program:

Orlando Centroplex
 Economic Development
 573 Expo Centre

General Information

* **Description:** Rental fees for the use of the Expo Centre.

* **Fee Schedule:**

Exhibit Hall Rental

Hall #200, per day	
Non-show day	\$225.00
Show day	450.00
Hall #300, per day	
Non-show day	\$400.00
Show day	800.00
Hall #400, per day	
Non-show day	\$200.00
Show day	400.00
Hall #500, per day	
Non-show day	\$250.00
Show day	500.00
Hall #600, per day	
Non-show day	\$175.00
Show day	350.00
Hall #700, per day	
Non-show day	\$300.00
Show day	600.00

Meeting Room Rentals

Lake Adair	\$300.00
Lake Beauty	250.00
Lake Cherokee	300.00
Lake Dot	200.00
Lake Eola	150.00
Lake Fairview	150.00
Lake Giles	150.00
Board Room	100.00

* **Method and Frequency:** All facility use charges shall be paid in advance of occupancy.

* **Special Requirements:** No person may use the facility without first having obtained a written permit.

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-Expo Centre-Tx.	\$455,898	\$417,736	\$294,625	\$450,000	\$350,000
Rent-Expo-Intracity	38,900	30,725	21,951	15,000	20,000

REVENUE MANUAL

Revenue Description:

Charges for Services:
 Concessions-Expo Centre
 Catering-Expo Centre

Fund/Account Number:

411 5650 730
 411 5650 740

Legal Authority:

Concession Agreement

Fund/Department/Program:

Orlando Centroplex
 Economic Development
 573 Expo Centre

General Information

* **Description:** Commissions paid by Marriott Downtown Orlando, comprised of gross receipts, for catering services and concession operations at the Expo Centre.

* **Fee Schedule:**

	% of
	<u>Gross</u>
Concessions and vending machines	20
Catering:	
Alcoholic beverages	15
Food and non-alcoholic beverages	10

* **Method and Frequency:** Commissions are due on or before the twenty-fifth day of each month for the immediately preceding calendar month.

* **Special Requirements:** Marriott Downtown Orlando shall pay all license fees and taxes and shall have insurance coverage as specified in the concession agreement.

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
Concessions-Expo Centre	\$ 15,361	\$ 10,821	\$ 8,413	\$ 12,000	\$ 12,000
Catering-Expo Centre	173,015	147,111	91,396	125,000	100,000

REVENUE MANUAL

Revenue Description:

Miscellaneous Revenues:
 Rent-Other
 Rent-Other-Tx.

Fund/Account Number:

411 5655 300
 411 5655 301

Legal Authority:

Agreement with Orlando Magic
 Lease Agreement

Fund/Department/Program:

Orlando Centroplex
 Economic Development
 572 Arena
 573 Expo Centre

General Information

- * **Description:** Non-taxable revenue received from sky box rental at the TD Waterhouse Centre. Taxable revenue is from season use payment for additional seating by the Orlando Magic and office space leased at the Expo Centre.
- * **Fee Schedule:** TD Waterhouse Centre: Skybox rental payment, per agreement as approved by City Council. The payment in 1999 and 1998 was \$50,000. In 1997 the annual payment was \$35,000. For FY 2003 until end of contract, \$50,000 due annually.
- * **Method and Frequency:** Skybox rent of \$50,000 is remitted to the Centroplex at the beginning of each season.
 CSC lease expires on 9/30/03 with option for renewal
 AVI lease expires on 4/30/03 with option for renewal
 Nap Ford Community School (8/1/03 – 7/31/04) Billed by Real Estate

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-Other	\$48,000	\$48,000	\$52,77	\$44,849	\$50,000
Rent-Other-Tx.	12,000	13,220	14,835	14,885	15,192

REVENUE MANUAL

Revenue Description:

Miscellaneous Revenues:
Interest-Investments

Fund/Account Number:

411 5711 350

Legal Authority:

F.S. 166.261
City Code Sec. 209

Fund/Department/Program:

Orlando Centroplex
Economic Development
985 Non-departmental
Orlando Centroplex

General Information

- * **Description:** Interest earned on the investment portfolio of pooled City funds.
- * **Fee Schedule:** Interest varies with current market rates.
- * **Method and Frequency:** The timing on interest payments vary according to maturity schedules of the investment securities. Monthly interest allocations are made to the various funds which comprise the City portfolio based on their percentage of the portfolio.
- * **Special Requirements:** Investment of funds are for time periods, amounts and in security types developed by the Chief Financial Officer and are subject to approval by the City Council. For a complete listing of permitted investments, consult F.S. 166.261.

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-Investments	\$56,148	\$34,850	\$ 7,846	\$ 0	\$20,964

REVENUE MANUAL

Revenue Description:

Miscellaneous Revenues:
Interest-Sweeps Pooled Cash Investment

Fund/Account Number:

411 5711 359

Legal Authority:

F.S. 166.261
City Code, Sec. 2.09

Fund/Department/Program:

Orlando Centroplex
Economic Development
985 Non-departmental-Centroplex

General Information

- * **Description:** Interest earned on the investment portfolio of pooled City funds.
- * **Fee Schedule:** Interest varies with current market rates.
- * **Method and Frequency:** The timing on interest payments varies according to maturity schedules of the investments.
- * **Comments:** This account is the same as 5711 350, although this account is for interest that is earned by one fund, but credited to another.

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-Sweeps Pooled Cash Investment	\$ 0	\$ 0	\$91,400	\$65,000	\$60,000

REVENUE MANUAL

Revenue Description:

Miscellaneous Revenues:
 Other Revenue
 Other Revenue – Tx.

Fund/Account Number:

411 5760 300
 411 5760 301

Legal Authority:

F.S. 166.201

Fund/Department/Program:

Orlando Centroplex
 Economic Development
 570 Management Operations
 571 Bob Carr
 572 Arena
 573 Expo Centre

General Information

* **Description:** Novelty revenue received from contractors other than FMI and other small miscellaneous revenues.

* **Fee Schedule:**

Management Operations – Calendar sales, vendor listings and other miscellaneous revenue as collected.

TD Waterhouse Centre – Novelty revenue (Non FMI); annual payment from SunBank for the ATM usage in the amount of \$10,000, plus tax and turnstile advertising.

Bob Carr – Novelty revenue (Non FMI)

* **Frequency:** Deposits are made as they occur and are infrequent. Turnstile advertising and SunBank revenue is submitted once per year.

SunBank ATM agreement expires 12/4/04.

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>
Other Revenue	\$26,957	\$33,092	\$70,653	\$12,500	\$14,500
Other Revenue-Tx.	6,000	5,031	16,108	22,000	45,000

REVENUE MANUAL

Revenue Description:

Charges for Services:
Restroom Signage

Fund/Account Number:

411 5760 304

Legal Authority:

Agreement with Orlando Magic 3/6/99

Fund/Department/Program:

Orlando Centroplex
Economic Development
572 Arena

General Information

* **Description:** Revenue received from advertisements place in TD Waterhouse Centre restrooms.

* **Fee Schedule:** The TD Waterhouse Centre receives a minimum of **20%** of:

- Year 1 \$90,000 (2/1/99-1/31/00)
- Year 2 \$95,000 (2/1/00-1/31/01)
- Year 3 \$100,000 (2/1/01-1/31/02)
- Year 4 \$105,000 (2/1/02-1/31/03)
- Year 5 \$110,000 (2/1/03-1/31/04)

* **Method and Frequency:** Revenues to be received at end of Magic season.

* **Comments:** This agreement began February 1, 1999 and with options exercised, will run through February 1, 2004.

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>
Restroom Signage	\$18,315	\$19,026	\$20,580	\$21,500	\$22,500

REVENUE MANUAL

Revenue Description:

Charge for Services:
Interior Fascia Signage

Fund/Account Number:

411 5760 305

Legal Authority:

Agreement with RDV Sports

Fund/Department/Program:

Orlando Centroplex
Economic Development
572 Arena

General Information

- * **Description:** Geico TV signage and Interior Fascia signage.
- * **Fee Schedule:** The Club shall have the right to sell to its advertisers and sponsors additional signage in the interior fascia and soffits of the TD Waterhouse Centre facility. The City shall be entitled to receive twenty percent (20%) of the net revenue derived by the club from its sales. For this purpose, the Club's net revenue is defined as the gross amount paid by the purchaser for the signage less sales commissions and other direct costs of selling the signage (brochures, sales materials, etc.) and the cost attributable to producing and emplacing the signage in the TD Waterhouse Centre Facility.
- * **Method and Frequency:** Interior fascia signage revenue is received annually at the end of the Magic season. Geico signage is received annually at 20 percent of revenue.

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>
Interior Fascia Signage	\$136,687	\$203,886	\$186,006	\$150,000	\$200,000

REVENUE MANUAL

Revenue Description:

Charge for Services:
Concourse Signage (red wall)

Fund/Account Number:

411 5760 306

Legal Authority:

Agreement with Orlando Magic

Fund/Department/Program:

Orlando Centroplex
Economic Development
572 Arena

General Information

- * **Description:** Agreement with Magic for concourse signs.
- * **Fee Schedule:** Cost of fabrication and installation of signage. Minimum of \$100,000.
- * **Method and Frequency:** Due on January 15 of 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>
Concourse signage (red wall)	\$100,000	\$ 54,167	\$100,000	\$100,000	\$100,000

REVENUE MANUAL

Revenue Description:

Charge for Services:
Naming Rights

Fund/Account Number:

411 5760 307

Legal Authority:

Agreement with Orlando Magic
And TD Waterhouse Group, Inc.

Fund/Department/Program:

Orlando Centroplex
Economic Development
572 Arena

General Information

- * **Description:** Revenue received from the naming rights sponsor, TD Waterhouse Group, Inc.
- * **Fee Schedule:** Based upon a formula, the City will receive \$438,100 annually through June 1, 2004.

The City and the Club agree to divide the revenues received annually from the naming rights sponsor on the following basis: 50/50 percent of the first \$350,000 of gross revenues; revenues between \$350,000.01 and \$700,000 will be divided 25 percent to the City and 75 percent to the Club; and revenues above \$700,000 will be split 20 percent to the City and 80 percent to the Club. The City agrees to spend a portion of its naming rights revenues on Arena capital improvements as outlined in the Fourth Amendment to the Use Agreement. Note: Capital improvements have an annual cap of \$135,000 and are in project #2357.

- * **Method and Frequency:** Due on January 15 of each year. One-half due January 1 and balance due June 1 to Orlando Magic. Payment to City well within reasonable time of the dates.

NOTE: The \$438,000 is allocated as project #2357 \$135,000; project #2363 \$28,000 and the remainder is TD Waterhouse budgeted revenue of \$275,000.

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>
Naming Rights	\$ 85,000	\$275,000	\$410,000	\$410,000	\$410,000

REVENUE MANUAL _____

Revenue Description:

Non-Operating Revenues:
Contribution-Concessionaire Fund

Fund/Account Number:

411 6950 413

Legal Authority:

Agreement with concessionaire

Fund/Department/Program:

Orlando Centroplex
Economic Development
571 Performing Arts Centre
572 Arena

General Information

- * **Description:** Revenue from concessionaire fund based on net sales from operations of refreshment stands and catering less expense and consideration paid to Orlando Food Services.
- * **Fee Schedule:** The Arena concession revenue is based upon the net operating revenue less consideration to Orlando Food Services. Bob Carr Performance Arts Centre revenue is approximately 86 percent of net operating margin.
- * **Method and Frequency:** Statements of Revenue and Expense are required under the management agreement by the 15th day after each month end.

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>
Contribution Concessionaire Fund	\$2,803,205	\$3,215,762	\$2,683,616	\$2,521,678	\$2,960,265

REVENUE MANUAL

Revenue Description:

Non-Operating Revenues:
Transfer From General Fund

Fund/Account Number:

411 6960 100

Legal Authority:

City Council

Fund/Department/Program:

Orlando Centroplex
Economic Development
985 Non-departmental –
Centroplex Orlando

General Information

- * **Description:** Contribution received from General Fund to pay debt service on loans used to finance the construction of the TD Waterhouse Centre.
- * **Fee Schedule:** Principal and interest payments are amortized over the life of the loan.
- * **Method and Frequency:** Debt service requirements are calculated by the Accounting and Control Bureau and incorporated into the annual budget development.

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>
Transfer from General Fund	\$1,945,816	\$1,774,121	\$ 0	\$1,795,320	\$1,757,049

REVENUE MANUAL

Revenue Description:

Charges for Services:
 Concession Sales
 Concession Reserve

Fund/Account Number:

413 5655 100
 413 5655 200

Legal Authority:

Agreement with Concessionaire

Fund/Department/Program:

Arena Concessionaire
 Economic Development
 586 Arena Concession
 587 Bob Carr Concession

General Information

- * **Description:** All revenue from concession sales during TD Waterhouse Centre and Bob Carr Performing Arts Centre events.
- * **Fee Schedule:**
 Concession Sales – 95 percent of gross revenues from concession net sales.

 Reserve Proceeds – Five percent of net revenues for a reserve account for replacement, repair and maintenance, and promotional purposes of concession facilities and equipment.
- * **Method and Frequency:** All net (of sales tax) revenue from sales of concessions and catering are deposited daily by the concessionaire to City accounts.
- * **Comments:** The concessionaire provides a financial operating statement by the 15th day of each month. The distribution of net profit is based on this report.

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>
Concession Sales	\$6,443,627	\$ 0	\$6,171,429	\$6,213,050	\$6,762,768
Concession Reserve	339,137	0	324,793	327,003	321,052

REVENUE MANUAL

Revenue Description:

Miscellaneous Revenues:
Interest-Investments

Fund/Account Number:

413 5711 350

Legal Authority:

F.S. 166.261
City Code, Sec. 2.09

Fund/Department/Program:

Arena Concessionaire
Economic Development
586 Arena Concession
587 Bob Carr Concession

General Information

- * **Description:** Interest earned on the investment portfolio of pooled City funds.
- * **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 which comprise the City portfolio based on their percentage of the portfolio.
- * **Special Requirements:** Investment of funds are for time periods, amounts and in security types developed by the Chief Financial Officer and are 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 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Interest Investments	\$114,468	\$ 0	\$ 11,682	\$ 65,000	\$ 60,000

REVENUE MANUAL

Revenue Description:

Franchise, Utility and Other Taxes
Franchise Tax-Roll-off Containers

Fund/Account Number:

426 5150 412

Legal Authority:

City Code, Sec. 28.04

Fund/Department/Program:

Solid Waste
Public Works
362 Solid Waste Services &
Billing

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 pickup \$25.00
- * **Method and Frequency:** Fees are payable to the Solid Waste Management Division by the 25th day of the month following the month for which said fees are applicable. Solid Waste Management keeps the first \$75,000 of this revenue for administrative and inspection expenses.
- * **Special Requirements:** Franchises 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 Tax- Roll-off Containers	\$65,360	\$70,000	\$73,000	\$75,000	\$75,000

REVENUE MANUAL

Revenue Description:

Charges for Services:
Refuse Service Charge-Residential

Fund/Account Number:

426 5550 110

Legal Authority:

City Code, Sec. 28.07(I)

Fund/Department/Program:

Solid Waste
Public Works
366 Residential and
Recycling

General Information

* **Description:** Fees for refuse and trash collection services for residential customers within City limits.

* **Fee Schedule:**

	<u>Per Month</u>
Backyard pickup	\$19.00
Backyard pickup-disabled	13.00
Curbside pickup	13.00

* **Method and Frequency:** Refuse service charge is included on the monthly invoice mailed to City residents by the Orlando Utilities Commission. Customers must send payments to OUC within 30 days of receipt. If an account is not paid within 30 days, refuse collection will cease until accumulated fees plus a 10 percent late charge are paid.

* **Special Requirements:** For specific requirements as to the type, size and weight of garbage containers; preparation of refuse for collection; and location of containers for collection, please consult City Code, Sec.28.07(I).

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>
Refuse Service Charge- Residential	\$5,475,435	\$5,586,950	\$5,620,625	\$5,809,876	\$5,926,074

REVENUE MANUAL

Revenue Description:

Charges for Services:
 Refuse Service Charge
 Apt1
 Apt2

Fund/Account Number:

426 5550 115
 426 5550 120

Legal Authority:

City Code, Sec. 28.07(I)

Fund/Department/Program:

Solid Waste
 Public Works
 366 Residential and Recycling

General Information

* **Description:** Fees for refuse and trash collection services for any multi-family unit consisting of an efficiency or one or more bedroom unit and which is individually billed and certified.

* **Fee Schedule:**

	<u>Per Month</u>
Multi-family unit – efficiency or one bedroom	\$10.00
Multi-family unit – two or more bedrooms	12.00

* **Method and Frequency:** Refuse service charge is included on the monthly invoice mailed to City residents by the Orlando Utilities Commission. Customers must send payment to OUC within 30 days of receipt. If an account is not paid within 30 days, refuse collection will cease until accumulated fees plus a 10 percent late charge are paid.

* **Special Requirements:** For specific requirements as to the type, size and weight of garbage containers, preparation of refuse for collection and location of containers for collection, please consult City Code, Sec.28.07(I).

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>
Refuse Service Charge-					
Apt1	\$205,794	\$204,427	\$199,732	\$212,605	\$216,857
Apt2	420,033	409,735	401,560	426,124	434,646

REVENUE MANUAL

Revenue Description:

Charges for Services
Refuse Service Charge-Commercial

Fund/Account Number:

426 5550 125

Legal Authority:

City Code, Sec. 28.05, 28.0-7

Fund/Department/Program:

Solid Waste
Public Works
365 Commercial Collection/
Transportation

General Information

* **Description:** Fees for refuse and trash collection services for commercial customers within City limits. Fee is based on container type, size and frequency of collection.

* **Fee Schedule:**

	<u>Per Month</u>
User furnished containers	
Minimum charge	\$16.00
City furnished containers	
Minimum charge	16.00
Per cubic yard, per collection	4.75

* **Method and Frequency:** Refuse service charge is included in the monthly invoice mailed to commercial customers by the Orlando Utilities Commission. Customers shall send payments to OUC within 30 days of receipt. If an account is not paid within 30 days, refuse collection shall cease until accumulated fees plus a 10 percent late charge are paid.

* **Special Requirements** For specific requirements as to the type, size and weight of garbage containers; preparation of refuse for collection; and location of containers for collection, please consult City Code, Sec. 28.05 28.07.

* **Comments:** Collection is available six days per week and City-furnished containers are available in 2,3,4,6 or 8 cubic yard sizes.

Establishments with City-furnished containers shall pay charges based on container size and frequency of collection.

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>
Refuse Service Charge Commercial	\$5,781,007	\$8,252,240	\$8,754,901	\$8,976,818	\$9,156,354

REVENUE MANUAL

Revenue Description:

Charges for Services:
 Refuse Service Charge
 Residential-Non-Standard

Fund/Account Number:

426 5550 130

Legal Authority:

City Code, Sec. 28.05, 28.07

Fund/Department/Program:

Solid Waste
 Public Works
 366 Residential and Recycling

General Information

- * **Description:** Fees for refuse collection services for residential customers utilizing dumpsters (apartments and condos) within City limits. Fees are based on container size and frequency of pickups. Fees for special services (claw truck) for residential customers within City limits.
- * **Fee Schedule:**

City furnished containers	
Per cubic yard, per collection	\$ 4.75
City furnished claw truck service	
Per full load	220.00
- * **Method and Frequency:** Refuse charge is included in monthly Orlando Utilities Commission billing. In the case of individually billed units, each residential customer pays a flat rate. In the case of complexes supplying said service, the management of apartment or condominium pays the standard fee scheduled rates. Where it is not feasible to bill a complex on an Orlando utilities Commission account number, a City invoice is mailed. Claw truck service is provided on an “on call”, first call – first served basis and is pro-rated per portion of load.
- * **Special Requirements:** For specific requirements as to type, size and weight of waste containers; preparation of waste for collection; location and site preparation for containers; please consult City Code, Sec. 2805, 2807.
- * **Comments:** The residential fee structure was changed in FY 94/95 and two new accounts were established resulting in the decline in revenues shown here. See accounts 426 5550 115 and 426 5550 120.

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
Refuse Service Charge- Residential Non-Standard	\$564,375	\$575,992	\$577,536	\$603,786	\$615,862

REVENUE MANUAL

Revenue Description:

Charges for Services:
Sanitation Fees-Commercial

Fund/Account Number:

426 5550 135

Legal Authority:

City Code, Sec. 28.05, 28.08

Fund/Department/Program:

Solid Waste
Public Works
365 Commercial Collection/
Transportation

General Information

* **Description:** Fees for special collections of refuse and trash for commercial customers within City limits.

* **Fee Schedule:**

Extra dumps per yard	\$ 6.00
Commercial construction containers	
Per cubic yard (not to exceed 4 cu. yds.)	10.00
Compacted garbage, commercial	
Per cubic yard (privately owned containers)	10.00
Steam cleaning of commercial containers	55.00
Temporary containers, one month or less	130.00
Large volume collections	
Garbage, trash etc.	
Claw truck, per load	220.00
Rear end loader, per load, curbside	190.00
Tires	
Claw truck, per load (plus applicable county landfill differential disposal charge)	220.00
Roll-off Container pull charge	125.00

* **Method and Frequency:** Customer is billed by the Solid Waste Management Division and payment is remitted to the office of the Chief Financial Officer.

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>
Sanitation Fees - Commercial -	\$ 76,404	\$ 76,313	\$ 90,534	\$475,790	\$508,810

REVENUE MANUAL

Revenue Description:

Miscellaneous Revenues:
Interest-Investments

Fund/Account Number:

426 5711 350

Legal Authority:

F.S. 166.261
City Code, Sec. 2.09

Fund/Department/Program:

Solid Waste
Public Works
977 Non-departmental
Solid Waste Fund

General Information

- * **Description:** Interest earned on the investment portfolio of pooled City funds.
- * **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 which comprise the City portfolio based on their percentage of the portfolio.
- * **Special Requirements:** Investment of funds are for time periods, amounts and in security types developed by the Chief Financial Officer and are subject to approval by the City Council. For a complete listing of permitted investments see F.S. 166.251, and City Code, Sec. 2.09.

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 Investments	\$277,361	\$398,026	\$243,376	\$320,001	\$263,019

REVENUE MANUAL

Revenue Description:

Fines and Forfeitures:
 Fines-Illicit Discharge

Fund/Account Number:

428 5530 200

Legal Authority:

City Code 31.24
 City Code 1.08
 City Code 5.12, 5.19

Fund/Department/Program:

Stormwater Utility
 Public Works
 965 Non-departmental
 Stormwater Utility

General Information

- * **Description:** Fine for violation of ordinance 31.05, 31.09 and 31.19
- * **Fee Schedule:** Violations are subject to a civil penalty of up to \$1,000 per day for each day in violation.
- * **Method and Frequency:** The Stormwater Utility Division Manager recommends fines upon being advised of violation.

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>
Fines-Illicit Discharge	\$1,750	\$ 250	\$1,500	\$ 0	\$3,000

REVENUE MANUAL

Revenue Description:

Charges for Services:

Fees-Stormwater Utility
 Less Discount-Stormwater Fee
 Interest-Delinquent SW Fee

Fund/Account Number:

428 5575 250
 428 5575 255
 428 5575 260

Legal Authority:

F.S. 403.0893
 City Code 31.13
 F.S. 197.162

Fund/Department/Program:

Stormwater Utility
 Public Works
 965 Non-departmental
 Stormwater Utility

General Information

* **Description:** Fee charged every parcel within the corporate limits based on each parcel's contribution of stormwater runoff to the City system and its use and benefit from the system. Funds raised can only be expended for the operation, maintenance and construction of the City's stormwater management system.

* **Fee Schedule:**

Vacant Parcels - \$34.32 per year, per acre.

Single Family Residential Parcels - \$46.20 to \$75.90 per year, based on lot size/impervious area.

Multi Family Residential Parcels and Non-Residential Parcels - \$66.00 per year, per ERU (2000 sq. ft. of impervious area) less site mitigation factor, if any.

Condo Parcels - # of ERU's per unit times \$66.00 per year, less site mitigation factor, if any.

Discount:

November (or 30 days after mailing of notice)	4%
December	3%
January	2%
February	1%
March (or 30 days prior to delinquency)	0%
Delinquent charge (per annum)	12%

* **Method and Frequency:** The Stormwater Utility service charge is included annually on the property tax bill as a method of billing and collection. Fee is due on November 1 each year and becomes delinquent on April 1 or 60 days from the mailing of the original notice, whichever is later; discounts are given for early payment.

* **Comments:**

ERU (equivalent residential unit) is a unit of measure which provides a basis for comparing the runoff generated by one parcel with that generated by another. An ERU is defined as the weighted average of impervious area for all single family and multifamily residential units of the City. The weighted average impervious area is determined to be 2000 sq. ft., and the weighted average shall be used for the purpose of all such computations. To compute the ERU's for any parcel, divide the parcel's impervious area by 2000. The ERU shall be used as the basis for computing monthly charges on residential and non-residential properties.

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-Stormwater Utility	\$10,151,990	\$10,469,088	\$10,975,248	\$10,979,582	\$11,500,489
Less Discount-Stormwater Fee	(336,371)	(350,516)	(368,573)	(373,305)	(391,016)
Interest-Delinquent SW Fee	25,609	25,680	27,778	21,959	23,001

REVENUE MANUAL

Revenue Description:

Miscellaneous Revenues:
Interest-Investments

Fund/Account Number:

428 5711 350

Legal Authority:

F.S. 166.261
City Code Sec. 2.09

Fund/Department/Program:

Stormwater Utility
Public Works
965 Non-departmental
Stormwater Utility

General Information

- * **Description:** Interest earned on the investment portfolio of pooled City funds.
- * **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 which comprise the City portfolio based on their percentage of the portfolio.
- * **Special Requirements:** Investment of funds are for time periods, amounts and in security types developed by the Chief Financial Officer and are 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 1999/2000</u>	<u>Actual 2000/2001</u>	<u>Actual 2001/2002</u>	<u>Revised 2002/2003</u>	<u>Budget 2003/2004</u>
Interest-Investments	\$1,014,486	\$1,512,909	\$ 711,619	\$ 799,314	\$ 356,881

REVENUE MANUAL

Revenue Description:

Non-Operating Revenues:
Contribution-General Fund

Fund/Account Number:

435 6950 100

Legal Authority:

Bond Requirement
F.S. 166.111

Fund/Department/Program:

Sports Complex Facility Revenue
Fund
Economic Development
976 Special-Sports Complex
Facility

General Information

- * **Description:** General Fund contribution for the Civic Facility Bonds flows through this fund. The City funds the difference between the CFA's revenues and total debt service and operating requirements. The City's payments that are required by these bonds and made on behalf of the CFA shall be regarded as loans to the CFA.

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>
Contribution-General Fund	\$200,134	\$201,586	\$202,464	\$202,776	\$202,424