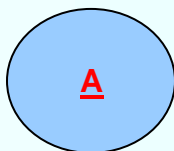


# Finance And Budget Glossary

Every human endeavor has its own words, phrases, and acronyms that are somewhat unique and that help its practitioners in conducting business. Unfortunately, government is prolific user of such language. Unfortunately, too often these terms are used with unindoctrinated audiences leading to confusion as well as frequently obscuring the message trying to be conveyed.

The following glossary of terms, phrases and acronyms commonly used primarily in municipal finance and budgeting, but also included are terms, phrases and acronyms used in related municipal endeavors such as planning, engineering, public safety and others, as you will find reference to them throughout the full budget document. This glossary is designed to help the reader as they encounter an unfamiliar statement.



**Abatement** – A complete or partial waiver of taxes, fees or service charges imposed by the City. **Also:** Reducing the degree or intensity of, or eliminating, pollution.

**Account** – A term used to identify an individual asset, liability, expenditure control, revenue control, encumbrance control, or fund balance.

**Account Groups** - Account groups are used to establish accounting control of general fixed assets and the unmatured principal of general long-term obligations. Assets and liabilities of these funds are neither spendable resources nor do they require current appropriation. Therefore, they are accounted for separately from the governmental fund types.

**Accountability** - Monitoring, measuring and evaluating the performance and progress of policies, plans and programs to ensure that results are achieved.

**Accounting Period** – A period of time where the City determined its financial position and results of operations. The City of Miami Gardens' accounting period is October 1<sup>st</sup> through September 30<sup>th</sup> each year. The State of Florida's accounting period is July 1 through June 30.

**Accounting System** – The total structure or system of records and procedures which discover, record, classify, summarize, and report information on the financial position and results of operations of a government or any of its funds, balanced account groups, or organizational components.

**Across-the-Board** — This phrase usually refers to a percent increase/decrease in the budget spread equally across government appropriations or within an agency across bureaus or programs.

**Accrued Interest** – Coupon interest accumulated on a bond or note since the last interest payment or, for a new issue, from the dated date to the date of delivery. Since interest on municipal bonds is payable semi-annually, every six months, when you buy a bond in mid-term you

are only entitled to the interest the bond earns after you buy it. The interest earned previously, the accrued interest, belongs to the seller. Some first-time bond buyers think this payment is a hidden charge or fee, not realizing that they will get it back in full at the next interest payment date as tax-free interest.

**Accrual Basis of Accounting** – The method of accounting which records revenues when earned (whether or not cash is then received) and records expenditures when goods or services are received (whether or not cash is disbursed at that time).

**Accumulated Depreciation (credit)** - The accumulation of systematic and rational allocations of the estimated cost of a capital item (Machinery, equipment, buildings, certain improvements other than buildings, infrastructure) on a historical cost basis, over the useful life of the item. This account is not used for any networks or subsystems of infrastructure that are reported using the modified approach.

**Advanced Refunded Bonds** - A municipality may sell a second bond issue at a lower interest rate cost, placing the proceeds of the issue in an escrow account from which the first issue's principal and interest will be repaid when due.

**Aquifer** - An underground geologic formation capable of storing water.

**AICPA** - American Institute of Certified Public Accountants.

**Air Quality Testing** - Third party testing programs for low emitting products and materials. Testing certifies that chemical and particle emissions meet acceptable Indoor Air Quality (IAQ) pollutant guidelines and standards. Scientific Certification Systems' (SCS) Indoor Advantage program is an example of this.

**Air Quality Standards** - The level of pollutants prescribed by regulations that are not to be exceeded during a given time in a defined area.

**Activity** – A specific and distinguishable service performed by one or more organizational components of a government to accomplish a function for which the government is responsible.

**Activity Based Costing** – Assembling and recording all elements of an activity that incur costs in order to determine the unit cost of the activity. Activities are specific services as performed by a program or division.

**Actual** - Reflects the actual financial activity for the fiscal year on the cash basis of accounting.

**Actuarial** - A method in the mathematics of risk, especially as it relates to insurance calculations such as premiums, reserves, dividends, and insurance and annuity rates. They work for insurance companies to evaluate applications based on risk.

**Actuary** - A person who performs actuarial services.

**Ad Valorem** - A major revenue category reflecting the value of both real and personal property. Property taxes are determined by multiplying the rate of taxation, expressed in mills (\$0.001) times the non-exempt value of property.

**ADA** – See: *Americans with Disabilities Act*.

**Administrative Services Charges or Fees** – See: *Cost Allocation Plan*.

**Adopted Budget** – The City Council approved budget establishing the legal authority for the expenditure of funds as set for in the adopting Council budget Ordinance.

**Advance Refunding Bonds** - A financing structure under which new bonds are issued to repay an outstanding bond issue prior to its first call date. Generally, the proceeds of the new issue are invested in government securities, which are placed in escrow. The interest and principal repayments on these securities are then used to repay the old issue, usually on the first call date.

**AFIS** – See: *Automated Fingerprint Identification System*.

**A.I.A.** – American Institute of Architects. When used after a person's name, it signifies that the individual is a professional architect as recognized by the state licensing authority.

**Aquifer** - An underground water-bearing rock formation or group of formations, which supplies groundwater, wells or springs.

**Alcoholic Liquor Tax** - A tax on gross receipts from the sale of liquor at retail. The tax is collected by the State of Florida and remitted back to the City.

**Allocation** - The expenditure amount planned for a particular project or service, but an amount that requires additional Council action or "appropriation" before expenditures will be authorized.

**Alternative Energy** - Usually environmentally friendly, this is energy from uncommon sources such as wind power or solar energy, not fossil fuels.

**Alternative Fuel Vehicle** – A car or other vehicle or piece of equipment that is powered by either a non-fossil or a mix of fuels that lower polluting emissions. It is often called a Hybrid Vehicle. Common alternative fuel sources are methanol, propane, E-85 gas, bio-diesel, Compressed National Gas, and electric.

**Alternative Energy** - Usually environmentally friendly, this is energy from uncommon sources such as wind power or solar energy, not fossil fuels.

**Amended Budget** – The adopted budget as formally adjusted as provided for in law.

**American Recovery and Reinvestment Act** (ARRA) - An act of Congress passed in 2009 providing for grants and other allocations of Federal funds for projects to help put Americans back to work. Also Called Stimulus Grants.

**Americans With Disabilities Act** (ADA) - A Federal law which addresses discrimination against individuals with disabilities. It requires that governments, among others, take certain actions to ensure access to employment, housing, voting, public facilities and transportation resources for persons with disabilities.

**Amortization** – The reduction of debt through regular payments of principal and interest sufficient to retire the debt instrument at a predetermined date known as maturity.

**Annualization** – For Revenues, the extrapolation of a revenue stream for an annual period based on a partial year collection. For expenditures, the cost of funding a budget issue for one complete fiscal year based on partial year expenditures.

**Annuity** - A contract between an insurance company and an individual which generally guarantees lifetime income to the individual or whose life the contract is based in return for either a lump sum or periodic payment to the insurance company. Interest earned inside an annuity is income tax-deferred until it is paid out or withdrawn.

**Appraiser** – One who is trained and educated in the methods of determining the value of property (appraised value) (See: *Property Appraiser*).

**Appreciation** - Appreciation is the increase in value of an asset. The term "appreciation" may be applied to real estate, stocks, bonds, etc.

**Appropriated Fund Balance** – The amount of surplus funds available to finance operations of that fund in a subsequent year or years.

**Appropriation** - An authorization granted by the governing body to make expenditures and to incur obligations for specific purposes. Appropriations are usually made for fixed amounts and set time periods.

**APWA** – American Public Works Association.

**Arbitrage** – A reference to the difference between the yield (interest) on governmental obligations exempt from Federal tax under Section 103 of the Internal Revenue Code and the yield on securities and obligations that are not exempt from Federal tax in which the proceeds of the governmental obligations are invested.

**ARRA** – See: *American Recovery and Reinvestment Act*.

**Arterial Roads** – The main traffic corridors that are within the city. They are fed by collector roads which pick up the traffic from local roads that provide a more localized service within specific neighborhoods.

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

**Assessed Valuation** - For property taxation purposes, the County's Property Assessor establishes a market value for all real and for certain personal property within the County. In Florida, property is assessed at full market value using appraisal techniques based upon comparable sales or construction cost data. The value established for the real property is used as a basis in levying property taxes. Under Florida law, annual increases in valuation are limited to a maximum of 3%. However, increases to full value are allowed for property improvements, upon change in ownership, and 5% for non-homestead property. Homeowners and certain veterans and senior citizens can qualify for exemptions under state code.

**Asset** - Resources owned or held by a government, which have monetary value.

**Attrition** - A method of achieving a reduction in personnel by not refilling the positions vacated through resignation, reassignment, transfer, retirement, or means other than layoffs.

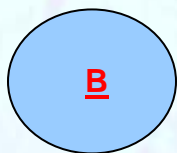
**Audit** - An audit is a review of the City's financial records prepared by an independent Certified Public Accountant (CPA). The primary objective of an audit is to determine if the City's Financial Statements present fairly the City's financial position and results of operations in conformity with GAAP. In conjunction with their performance of an audit, it is customary for an independent auditor to issue a Management Letter stating the adequacy of the City's internal controls as well as recommending improvements to the City's financial management practices.

**Authorized Positions** - Employee positions which are authorized or funded in the adopted or amended budget.

**Automated Fingerprint Identification System** - A biometric identification methodology that uses digital imaging technology to obtain, store, and analyze fingerprint data. The AFIS was originally used by the U.S. Federal Bureau of Investigation (FBI) in criminal cases.

**Available Fund Balance** - The annual dollar amount of available reserves a municipality has in its operating and reserve funds at fiscal year-end.

**Average life** - The average length of time an issue of serial bonds and/or term bonds with mandatory sinking funds and/or estimated prepayments is expected to be outstanding. It also can be the average maturity of a bond portfolio.



**Backflow** - The undesirable reversal of flow of water or mixtures of water and other liquids, gases, or other substances into the distribution pipes of the potable water supply from any source.

**Backflow Prevention Device** - A physical device placed on all connections to a public water system that prevents water from flowing backwards from a user back into the potable water line.

**Balance Sheet** - The basic financial statement which discloses the assets, liabilities, and equities of an entity at a specified date in conformity with GAAP.

**Balanced Budget** - A budgetary state in which planned expenditures equal anticipated revenues. In Florida, it is a requirement that governmental budgets submitted and approved be balanced.

**Balloon Maturity** - An inordinately large amount of bond principal maturing in any single year. Also called a Term Bond.

**B.A.N.** - See *Bond Anticipation Note*

**Basis of Accounting** - A term used to refer to when revenues, expenditures, expenses, and transfers--and the related assets and liabilities--are recognized in the accounts and reported in the financial statements. The City of Miami Gardens uses the modified accrual basis of accounting for accounting and budgeting. (See: *Modified Accrual Accounting*).

**Basis Point** - One basis point is calculated as 1/100th of a percentage point.

**Beacon Council** - An organization charges with bringing new, job generating business to the communities within Miami-Dade County, while assisting existing businesses in their efforts to expand. It markets Miami-Dade County worldwide as a viable, attractive business location and provides a variety of free services to companies interested in relocation.

**Bearer Bond** - A bond that has no identification of the owner of the security. It is presumed to be owned by the bearer or the person who holds it. It was much sought after because of the ease of transferring or gifting. All bonds issued prior to June 1983 were bearer bonds; since then, they have been issued in Registered Bond form.

**Beginning Balance** - The beginning balance is the residual non-restricted funds brought forward from the previous fiscal year. (Also see: *Fund Balance, Carry-Over and Cash Forward*).

**Benchmark(ing)** - A standard or point of reference in measuring or judging quality, value, etc. For municipalities to identify appropriate benchmarks, these are two issues to address: The availability of data and the suitable comparability of data.

**Best Management Practices (BMPs)** - In environmental regulation, Best Management Practices are defined as "source control" and "that practice which is used for a given set of conditions to achieve satisfactory water quality and quantity enhancement at a minimum cost." More simply put, BMPs refers to many practices or types of controls, for example: a silt fence or staked hay bales during construction to prevent erosion; limiting the removal of vegetation and limiting the time bare land is exposed to rainfall; sweeping streets to keep pollutants and litter from being washed into the storm sewer system; fertilizer and pesticide application control; and structural controls such as physical containment of

stormwater in ponds to allow settling, filtration and percolation.

**Bid** - An offer submitted by a vendor in response to a Request for Bid.

**Bid Bond** - An insurance agreement, accompanied by a monetary commitment, by which a third party (the surety) accepts liability and guarantees that the vendor will not withdraw the bid or proposal, and that the vendor will accept the contract as bid or proposed, or else the surety will pay a specific amount.

**Biennial Budgeting** - A process that estimates revenues and expenditures for a two-year period.

**Bio-Degradable** - A material or substance capable of decomposing quickly and without harmful effects to the environment when left exposed to nature.

**Bio-Fuels** - Fuels that are made from renewable raw materials, such as plant biomass or vegetable oils; considered to burn cleaner than petroleum-based fuels that pollute the environment. (Also see: *Alternative Fuel Vehicles*)

**Biomass** - Biomass refers to living and recently dead biological material that can be used as fuel or for industrial production. Most commonly, biomass refers to plant matter grown for use as bio-fuel, but it also includes plant or animal matter used for production of fibers, chemicals or heat. Biomass may also include biodegradable wastes that can be burnt as fuel. It excludes organic material which has been transformed by geological processes into substances such as coal or petroleum.

**Block Grant** - Allocation of Federal money to a state or its subdivision in accordance with a distribution formula prescribed by law or administrative regulations, for activities of a continuing nature within a restricted subject area. (Also see: *CDBG*)

**BMP** – See: *Best Management Practices*.

**Boilerplate** - Refers to the standardized or pro forma language that is used at the front of a bill, ordinance, bid, request for proposal or other document that states findings or conditions common to all such documents (i.e. on bids: Bid procedure, disclaimers, standard requirements, insurance require-ments, etc).

**Bond** – A bond is a written promise to pay a specified sum of money (called face value or principal amount) at a specified date or dates in the future (called maturity) together with interest at a specified rate

**Bond, A** - A unit of debt, \$1000 of principal or par amount. For 200 years municipal bonds were sold in \$1000 denominations. Since the mid-1970s the minimum bond denomination has been \$5000; nevertheless, "A Bond" is bought, sold, referred to and priced as if it were \$1000.

**Bond Anticipation Notes** – Short-term interest-bearing notes issued by a government in anticipation of bonds to be issued at a later date. The notes are retired from the proceeds of the bond issue to which they are related.

**Bond Counsel** - A specialized attorney with primary role to certify both that the issuer has legal authority to issue the bonds and that the securities qualify for applicable tax exemption (See: *Bond Counsel's Opinion*).

**Bond Counsel's Opinion** – Opinion which usually addresses (1) whether the Bonds are valid and binding obligations of the Issuer; (2) the source of payment or security for the Bonds; and (3) whether and to what extent interest on the Bonds is exempt from Federal income taxes and from taxes, if any, imposed by the state of Issue.

**Bond Covenant** - A legally enforceable promise made by an issuer of bonds to the bondholders, normally contained in the bond resolution (e.g., pledged revenues).

**Bond Funds** – Resources derived from issuance of bonds for specific purposes, usually to finance capital expenditures.

**Bond Insurance** - Insurance issued by a private insurance company for either an entire issue or specific maturities that guarantees to pay principal and interest when due. This will provide a credit rating of triple-A and thus a lower borrowing cost for the issuer.

**Bond Issued** – Bond sold.

**Bond Premium** - The amount at which a bond or note is bought or sold above its par value or face value without including accrued interest.

**Bond Rating** – A rating made by an established bond rating company from a schedule of grades indicating the worthiness or the probability of repayment of principal and interest on bonds issued. The three principle bond rating agencies for municipalities are: Standard & Poors, Moodys Investor Service, and Fitch.

|                    | Moody's              | Standard & Poor's   | Fitch               |
|--------------------|----------------------|---------------------|---------------------|
| Best Quality       | Aaa                  | AAA                 | AAA                 |
| High Quality       | Aa1<br>Aa2<br>Aa3    | AA+<br>AA<br>AA-    | AA+<br>AA<br>AA-    |
| Upper Medium Grade | A1<br>A2<br>A3       | A+<br>A<br>A-       | A+<br>A<br>A-       |
| Medium Grade       | Baa1<br>Baa2<br>Baa3 | BBB+<br>BBB<br>BBB- | BBB+<br>BBB<br>BBB- |

**Bonded debt** - The portion of an issuer's debt structure represented by outstanding bonds, sometimes limited by constitutional or legislative restraints.

**Bonded Debt Per Capita** – The amount of City indebtedness represented by outstanding bonds divided by the City's population, used to indicate the City's credit position by referring to the proportionate debt per resident.

**Brownfield** - Brownfields are abandoned or idle properties where real or perceived contamination hinders redevelopment. Most brownfields have a history of

industrial use and many are found in distressed communities. Fear of environmental contamination is a serious disincentive to redevelopment and hampers reinvestment in the urban core.

**Budget** - A plan of financial operation embodying an estimate of proposed expenditures for the fiscal year and the proposed means of financing such expenditures. The term also denotes the officially approved expenditure ceiling under which the City and its departments operate.

**Budget Amendment** - The Council has the sole responsibility for adopting the City's budget, and may amend or supplement the budget at any time after adoption. The budget must be amended by Ordinance and include a public hearing. The City Manager has the sole authority to approve budget adjustments to the budget as outlined in the budget ordinance.

**Budget Calendar** - The schedule of key dates or milestones that a government follows in the preparation and adoption of the budget.

**Budget Document** (Program and Financial Plan) - The official written statement prepared by the City staff reflecting the decisions made by City Council in their budget deliberations.

**Budget Hearing** - A public meeting at which any citizen may appear and be heard regarding the increase, decrease or omission of any item in the proposed budget as presented in writing by the City Manager to the City Council.

**Budget Message** - Included in the opening section of the budget, the City Manager's budget message provides the City Council and the public with a general summary of the most important aspects of the proposed/adopted budget.

**Budget Ordinance** - A law which establishes the schedule of revenues and expenditures for the upcoming fiscal year by fund, which is adopted by City Council each year.

**Budget Policies** - General and specific guidelines adopted by the City that govern the financial plan's preparation and administration.

**Budget Schedule** - The schedule of key dates which a government follows on the preparation and adoption of the annual budget.

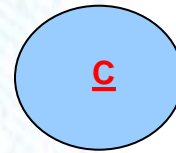
**Budget Transfer** - The movement of funds between accounts or funds within the adopted budget.

**Budgetary Basis** - The method of accounting applied to the budgetary accounts and process.

**Budgetary Control** - The control or management of an entity in accordance with the approved budget for the purpose of keeping expenditures within the limitations of available appropriations and resources.

**Building Permits** - The City requires that building permits be obtained for most construction activity to ensure that structures meet specific standards. The City requires various construction permits for activities such as the installation of electric, plumbing, and sewage facilities. The City charges a fee for issuing these permits in order to recover only the costs incurred. These fees are collected into the Development Services Fund.

**Business Tax Receipt** - A subcategory of Licenses and Permits which reflects revenue derived from the issuance of occupational or professional licenses. Formerly called Occupational Licenses or Tax.



**CAD** - See: *Computer Aided Dispatch System*.

**CADD** - Computer Aided Design & Drafting, a component of the Public Works design software.

**CAFR** - See: *Comprehensive Annual Financial Report*.

**Call** - An option that gives the holder the right to buy an underlying security at a preset price within a specified time.

**Cap** - A "cap" is a legal limit on total annual discretionary spending.

**Capital Expenditures** - Amounts expended for fixed asset acquisitions and improvements thereto. Generally, an asset is considered a capital expenditure if over \$10,000 with an expected life of 5 years or more.

**Capital Improvement Fund** - An account used to segregate a portion of the government's equity to be used for future capital program expenditures.

**Capital Improvement Program** (CIP) - A formal long-term (multiyear) plan for the acquisition and improvement of major assets, such as land, buildings, machinery and equipment, and infrastructure.

**Capital Lease** - A Capital Lease is a lease that meets one or more of the following criteria, meaning it is classified as a purchase by the lessee: the least term is greater than 75% of the property's estimated economic life; the lease contains an option to purchase the property for less than fair market value; ownership of the property is transferred to the lessee at the end of the lease term; or the present value of the lease payments exceeds 90% of the fair market value of the property.

**Capital Outlay** - Expenditures which result in the acquisition of or addition to fixed assets. Includes the cost of land, buildings, improvements other than buildings, machinery, furniture and equipment. Miami Gardens defines a capital outlay as any item with a cost or value of at least \$5,000 and an expected lifespan of less than 5 years (Also see: *Capital Expenditure*).

**Capital Project** - Major construction, acquisition, or renovation activity, which adds value to a government's physical assets or significantly increases their useful life.

**Capital Project Budget** - A fiscal year budget adopted for the programming of items or projects with a life of five years and a value over \$10,000.

**Capitalized Interest** - When interest cost is added to the cost of an asset and expensed over the useful life of an asset.

**Carbon Footprint** - The total amount of greenhouse gas emissions released into the environment. There are many recognized methods to calculate a carbon footprint. Kimball Office has chosen the World Resources Institute (WRI) Greenhouse Gas Protocol as the guideline to calculate our corporate carbon footprint. This protocol is well respected and has been adopted by the International Standards Organization (ISO). Greenhouse gas emissions from all sources are added up and changed into units of CO2 equivalent which is used to standardize greenhouse gas emissions and allow comparisons from year-to-year and across industries. The total amount of carbon emissions, usually in metric tones per year (1 metric ton equals 2204lbs), is then reported both internally and to the public as an indication of the amount of greenhouse gas the company produces.

**Carbon Neutral** - A company, person or action either not producing any carbon emissions or, if it does, having been offset elsewhere.

**Carbon Offset** - Carbon offsetting is the act of reducing greenhouse gas emissions by allowing company's to do emissions trading. For example, a factory or production facility may be unable to reduce its own carbon footprint through its own actions, so it may voluntarily purchase credits from another party to offset their actions. The goal of carbon offsets is to attain a carbon neutral overall balance.

**Carpooling** - The shared use of a car by the driver and one or more passengers, usually for commuting. Carpooling reduces the costs involved in repetitive or long distance driving by sharing cars, reducing the number of cars on the road, decreases pollution, the need for parking space and, in a global perspective, reduces greenhouse gas emissions.

**Carry-Over** - Appropriated funds that remain unspent at the end of a fiscal year and are allowed to be retained in the appropriating budget and expended in subsequent fiscal years for the purpose designated. (Also See: *Fund Balance, Beginning Balance and Cash Forward*).

**Cash Basis of Accounting** – A basis of accounting in which transactions are recorded when cash is either received or expended for goods and services.

**Cash Equivalents** - Equivalents are defined as highly liquid investments with original maturities of three months or less, which include the State Board of Administration's investment pool and overnight repurchase agreements.

**Cash Flow Budget** - A projection of the cash receipts and disbursements anticipated during a given period.

**Cash Forward** - Reflects the balance of cash brought forward from the previous fiscal year. In the terms of the budget, this balance together with current year budgeted revenues and other financing sources equals the total available financial resources for the budget year. (Also see: *Fund Balance, Beginning Balance and Carry-Over*).

**Cash Management** - The management of cash necessary to pay for governmental services, while investing temporary cash excesses in order to earn interest revenue. Cash management refers to the activities of forecasting the inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing, and maintaining banking relationships.

**C.C.N.A.** – See: *Consultants Competitive Negotiation Act*.

**Centerline Miles** - The length of a road, in miles.

**CERCLA** - Refers to the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), commonly known as Superfund. CERCLA addresses abandoned or historical waste sites and contamination. It was enacted in 1980 to create a tax on the chemical and petroleum industries and provided federal authority to respond to releases of hazardous substances.

**Certificate of Occupancy** - Official certification that a premise conforms to applicable ordinances and may be used or occupied. A certificate of occupancy is granted upon completion of new construction or completion of alterations or additions to existing structures.

**Certificates of Participation (COPs)** - A Form of lease-purchase financing used to construct or acquire capital facilities and equipment. Certificates of participation a debt instrument and are typically secured by lease payments from the government entity using a facility. A COP issue is often used to finance projects such as prisons or courthouses necessary to provide government services but that may not enjoy sufficient public support to be financed through a voter approved general obligation bond issue. In many cases, payments by the municipality are subject to annual legislative appropriations. Interest earned on the Certificates by the private lender is tax exempt.

**Certificate of Use** – An official certification that business property is located and/or operates within a zoning district which allows such use. It is an annual process that requires a site inspection to ensure compliance with the zoning code.

**Certificate of Re-Occupancy** - A certificate ensuring that a building is consistent with zoning and nuisance codes prior to resale.

**Certificate of Zoning Compliance** - A written statement issued by the Development Services Department authorizing building uses, accessory building and structures, or consistent use for the purpose of carrying out and enforcing its provisions. Usually issued to a prospective buyer of property to ensure that they can carry out the intended use.

**Certified Green Local Government** - The Florida Green Building Coalition's Green Local Government Standard designates Green Cities and Green Counties for outstanding environmental stewardship.

**Certified Public Accountant (CPA)** - A professional license granted by a state board of accountancy to an individual who has passed the Uniform CPA Examination (administered by the American Institute of Certified Public Accountants) and has fulfilled that state's educational and professional experience requirements for certification.

**Certificate of Deposit (CD)** – An interest-bearing negotiable certificate representing a time deposit of fixed maturity issued by a commercial bank which is traded on a yield basis with interest computed for the actual number of days held on the basis of a 360-day year.

**CD** – See: *Certificate of Deposit*.

**CDBG** – See: *Community Development Block Grant*.

**CDBG Operating Fund** - A special revenue fund for projects funded by the Community Development Block Grant (CDBG) program of the U.S. Department of Housing and Urban Development (HUD), but not accounted for within the *capital projects fund*. The fund includes administrative costs, housing rehabilitation costs, pass-through project costs, and other costs of a non-capital improvement nature.

**CDBG Recipient** - Individuals or organizations that receive grants from Community Development funds.

**CDD** – See: *Community Development District*.

**CDMP** – See: *Comprehensive Development Master Plan*.

**Chain of Custody** - Chain-of-Custody (COC) is the documentation of the path taken by raw materials harvested from an FSC-certified source through processing, manufacturing, distribution, and printing until it is a final product ready for sale to the end consumer. **Also:** Documentation of the path taken crime-related evidence from crime scene to trial.

**Change Order** - A written order amending a purchase transaction previously formalized by a purchase order.

**Charges for Service** - A major revenue category reflecting all revenues from charges for current services, excluding revenues of intergovernmental service funds. Includes revenues related to services performed whether received from private individuals or from other governmental units, utility provision, parks and recreation fees, etc.

**Charrette** – A public input and design workshop used by planners in project design and formulation. The charrette provides a forum for ideas and offers the unique advantage of giving immediate feedback to the planners while giving mutual authorship to the plan by all those who participate.

**Chart of Accounts** - A chart of revenue and expenditure accounts (line items) used to record each type of transaction incurred by City operations.

**Charter** – See: *City Charter*.

**CIP** – See: *Capital Improvement Program*.

**City Charter** - The document of incorporation of a City, similar to a constitution, which establishes the City's government structure and provides for the distribution of powers and duties among various branches of government

**City Council** – The legislative and policy making body of the City consisting of the Mayor and six Council members collectively.

**Client-Server** – A computing platform where desktop personal computers (PC), known as clients, access large pools of information stored on high-speed data servers. User interaction takes place at the PC, typically through graphical interfaces such as Windows. The server manages information storage. This approach combines the PC's innovation and ease-of-use with access to large pools of data traditionally associated with mainframe computers.

**CO<sub>2</sub>** - Carbon Dioxide, a chemical compound composed of one carbon and two oxygen atoms. Carbon dioxide absorbs many infrared wavelengths of the sun's light.

**CO<sub>2</sub>e** - CO<sub>2</sub> equivalent- the quantity of a given

greenhouse gas (GHG) multiplied by its global warming potential. Carbon dioxide equivalents are computed by multiplying the weight of the gas being measured (for example, methane) by its estimated global warming potential (which is 21 for methane). This is the standard unit for comparing the degree of harm that can be caused by emissions of different GHGs.

**COBRA** - The Consolidated Omnibus Budget Reconciliation Act is a federal law requiring employers with more than 20 employees to offer terminated or retired employees the opportunity to continue their health insurance coverage for 18 months at the employee's expense. Coverage may be extended to the employee's dependents for 36 months in the case of divorce or death of the employee.

**COLA** – See: *Cost of Living Adjustment*.

**Collateral** – Securities or other property pledged by a borrower to secure payment of a loan.

**Communications Service Tax (CST)** – Also known as the "Unified" or "Simplified" tax, became operative October 1, 2001, and is meant to create a simplified tax structure for communications services statewide. It is collected by the state and remitted to the local taxing jurisdictions. It replaced the utility taxes on telephone and other communications services, the cable television franchise fee, the telecommunications franchise fee and communications permit fees.

**Community Development Block Grant (CDBG)** - A Federal grant for community development, redevelopment and housing programs, provided certain eligibility requirements are met and maintained.

**Community Development District (CDD)** – A local unit of Special-purpose government. A Community Development District may charge separate non-ad valorem special assessments for satisfying the debt obligations of the District related to financing, constructing, maintaining and servicing the District's improvements and/or services.

**Community Rating System (CRS)** – A program under National Flood Insurance Program which sets the rate schedule for flood insurance.

**Community Redevelopment Agency (CRA)** - A separate local agency providing housing and economic development funding and programs within portions of the City known as the project area. The City Council may serve as the Board of Directors of the CRA.

**Compensated Absences** – In accordance with GASB Statement 16 (GASB 16), *Accounting for Compensated Absences*, the City accrues a liability for compensated absences, as well as certain other salary related costs associated with the payment of compensated absences. Vacation leave is accrued as a liability as the benefits are earned by the employees. Sick leave is accrued as a liability as the benefits are earned by the employees, but only to the extent that it is probable that the City will compensate the employees for unused leave.

**Component Units** - Legally separate organizations for which the elected officials of the primary government are accountable; or if the primary government is not accountable, the nature and significance of the component unit's financial relationship is such that to exclude it would cause the primary government's financial statements to be misleading or incomplete.

**Compost** - The relatively stable humus material that is produced from a composting process in which bacteria in soil mixed with garbage and degradable trash break down the mixture into organic fertilizer.

**Comprehensive Annual Financial Report (CAFR)** - The official financial report of a government. It includes the State Auditor's audit opinion as well as basic financial statements and supporting schedules necessary to demonstrate compliance with finance related legal and contractual provisions.

**Comprehensive Development Master Plan (CDMP)** - The State of Florida requires all municipal and county jurisdictions to develop a Comprehensive Plan for future growth and development within three years of incorporation. This plan should address virtually every aspect of City life and development and should reflect the local community's vision for future development. Some of the required elements of this plan include: Land Use, Parks and Recreation; Stormwater Management; Transportation, Inter-governmental Coordination; and Housing among others.

**Comprehensive Planning** - A general governmental services expenditure that includes the cost of providing master planning and development for the local unit. Also includes zoning, if applicable.

**Computer Aided Dispatch (CAD)** - a computer-based system of broadcast used to allocate police and fire response to public need.

**Concurrency** - Growth management requirement that public infrastructure improvements needed by public or private development are in place at the same with that development.

**Connection fees** - Fees charged to join or to extend an existing utility system. Often referred to as *tap fees* or *system development fees*.

**Consistency** - The principle according to which once an accounting principle or reporting method is adopted, it will be used for all similar transactions and events. The concept of consistency in financial reporting extends to many areas such as valuation methods, basis of accounting, and determination of the financial reporting entity. [SGAC 1].

**Consultants Competitive Negotiation Act (CCNA)** - A Florida law prescribing the procedure those governmental entities must follow to acquire certain professional services such as Architects, Engineers, and Surveyors.

**Consumer Price Index (CPI)** - A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in cost of living (i.e., economic inflation).

**Contingency** - An appropriation of funds which are set aside to cover unforeseen events that occur. Examples would include federal mandates, shortfalls in revenue, and unanticipated expenditures.

**Contractual Services** - Services rendered to a government by private firms, individuals, or other governmental agencies such as operational or maintenance agreements.

**Contributions and Donations** - A miscellaneous revenue subcategory that includes gifts, pledges, grants, or bequests from private, non-governmental sources.

**COPs** - See: *Certificates of Participation*.

**Cost Allocation Plan or System** - A System methodology used to allocate those charges that are performed in support of an activity but are accounted for in other departmental or fund budgets. A percentage of these costs are charged back to the operating department based on a cost allocation system. Such costs include personnel, finance administration, purchasing assistance, legal assistance, oversight, record keeping and other such general support areas.

**Cost Center** - A section of the total organization having a specialized function or activity, and segregated cost and revenue data.

**Cost of Living Adjustment (COLA)** - The cost of living adjustment is a yearly across-the-board salary increase for all employees based on the increase in the general cost increase experienced by our local economy during the previous year. While the Consumer Price Index is one measure used to determine the amount of the COLA, the final determination is based upon the recommendation of the City Manager taking into account costs and funds available.

**Countywide Service Area** - As the area wide government, Miami-Dade County has the responsibility to provide certain services to all residents. The countywide services include: public health, sheriff, jails, courts, mass transportation, environmental protection, certain parks and recreational areas, certain public works activities, elections, tax collection, property appraisal and social services. In addition, in some municipalities, the following services are also performed: solid waste collection and disposal, libraries, fire and rescue services.

**County Property Appraiser** - See: *Property Appraiser*.

**County Road System** - Roads under the jurisdiction of one of the 67 counties of Florida. Does not include roads maintained by a county for a city under a maintenance agreement.

**County Tax Collector** - See: *Tax Collector*.

**Coupon** - The part of a Bond that denotes the amount of interest due, and on what date and were the payment is to be made. Coupons are presented to the Issuer's designated paying agent or deposited in a commercial bank for collection.

**Covenant** - A legally binding commitment by the issuer of municipal bonds to the bondholder. An impairment of a covenant can lead to a Technical Default.

**Coverage** - This is the margin of safety for payment of debt service on a revenue bond that reflects the number of times the actual and/or estimated project earnings or income for a 12-month period of time exceeds debt service that is payable.

**CPA** - See: *Certified Public Accountant*.

**CPI** - See: *Consumer Price Index*.

**C.P.P.O.** - *Certified Public Purchasing Official*.

**CRA** - See: *Community Redevelopment Agency*.

**Cradle-to-Cradle** - A design protocol that advocates the elimination of waste by recycling a material or product



into a new or similar product at the end of its intended life, rather than disposing of it. At the end of their useful life, all materials become either a biological or technical nutrient.

**Cradle-to-Grave** - A manufacturing model, dating to the onset of the Industrial Revolution, which describes the process of disposing of a material or product via landfill, incineration, etc., at the end of its presumed useful life.

**Cross Connection** - Any actual or potential connection between a drinking water system and any other source or system through which it is possible to introduce any used water, industrial fluid, sewerage, gas or substance other than intended for drinking water.

**CRS** – See: *Community Rating System*.

**CST** – See: *Communications Service Tax*.

**Culture and Recreation** - A major expenditure category that includes the costs of providing libraries, parks and recreational facilities, cultural services, special events, and special recreational facilities.

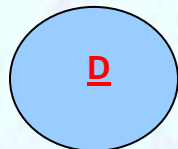
**CRA** (Community Redevelopment Agency) – See: *Redevelopment Agency*.

**Current Liabilities** - Liabilities that will be due within a short time (usually one year or less) and that are to be paid out of current assets. Includes all amounts owed on the basis of invoices or other evidence of receipt of goods and services, other amounts owed for the purchase of goods and services even if not "due and payable", and deferred income (received but not earned). (Also See: *Liabilities*)

**Current Yield** - The ratio of the coupon rate on a bond to the dollar purchase price expressed as a percentage. Thus if you pay par or 100 cents on the dollar for your bond and the coupon rate is 6%, the current yield is 6%; however, if you paid 97 for your 6% discount bond the current yield is 6.186%. (.06 divided by 97). If you paid 102 for a 6% bond the current yield is 5.88% (.06 divided by 102).

**Cushion Bonds** - Bonds selling at a premium are called "cushion" bonds because they cushion the price volatility in an up and down market. By definition, a premium bond has a higher-than-market coupon interest rate. The dollar price movement of a high interest rate bond is less than that of a lower interest rate bond of the same maturity when general interest rates move up or down a few basis points.

**CUSIP** – The Committee on Uniform Security Identification Procedures, which was established under the auspices of the American Bankers Association to develop a uniform method of identifying municipal, United States government, and corporate securities.



**Daily Vehicle Miles Traveled (DVMT)** - A measure of the total traffic on a road. It is the product of the average daily traffic count and the length of the road.

**D.A.R.E.** – See: *Drug Awareness Resistance Education*.

**Dated Date (dtd.)** - The date carried on the face of a bond or note from which interest normally begins to accrue.

**Day Lighting (and views)** - Provide the occupants with a connection between indoor spaces and the outdoors through the introduction of daylight and views into the regularly occupied areas of the tenant space.

**Debarment** - The exclusion of a person or company from participating in a procurement activity for an extended period of time, as specified by law, because of previous illegal or irresponsible action.

**Debentures** - A long-term loan usually repayable at a fixed date, with a fixed rate of interest. Most debentures are secured on the borrower's assets.

**Debt Burden** - The amount of debt carried by an issuer usually expressed as a measure of value (i.e., debt as a percentage of assessed value, debt per capita, etc.). Sometimes debt burden refers to debt service costs as a percentage of the total annual budget.

**Debt Financing** - Borrowing funds as needed and pledging future revenues to make current expenditures.

**Debt Issuance** – The sale or issuance of any type of debt instrument, such as bonds.

**Debt Limit** – The internal policy, statutory or constitutional maximum debt that as issuer can legally incur.

**Debt Ratios** – There are several key debt ratios used by the national credit rating agencies to assess a City's creditworthiness.

1. **Debt as a Percentage of Assessed Value:** This ratio indicates the relationship between a City's debt and taxable value of property in the City. It is an important indicator of the City's ability to repay debt, because property taxes are the primary source of City revenues used to repay debt. A smaller ratio is an indication that the City will be better able to withstand possible future economic downturns and continue to meet its debt obligations. Generally, ratios less than 3% are considered low. Ratios between 3%-6% are medium, and ratios over 6% are considered high.
2. **Debt Service as a Percentage of General Government Expenditures:** Net bonded debt service costs are the costs for debt to be paid out of general public revenues, as opposed to Enterprise Fund revenues. This ratio is a measure of a City's ability to repay debt without hampering other City services. A smaller ratio indicates a lesser burden on the City's operating budget. A ratio of 8% to 10% is considered reasonable.
3. **Debt Payout Ratio:** This ratio is a measure of how quickly the City retires its outstanding indebtedness. A higher payout ratio preserves the City's capacity to borrow for future capital needs. A ratio of at least 65% is desirable.

The City will maintain its annual net bonded debt service costs at a ceiling of ten percent of the General Fund expenditures, with a target ratio of eight percent.

The City will maintain a ten-year payout ratio (ie; rate of principal amortization) for its net bonded debt of not less than 65%.

**Debt Service** - Payment of principal and repayment to holders of the debt instruments (bonds, etc). This includes charges paid to the fiscal agents.

**Debt Service as a Percentage of Expenditures** - The portion of operating expenditures consumed by debt service costs.

**Debt Service Fund** – An accounting entity used to account for the accumulation of resources for and payment of general long term debt principal and interest on borrowed funds.

**Default** – The inability to pay scheduled payments on debt.

**Defeasance** – An advanced refunding procedure whereby a new debt issue provides funds for an interest-bearing escrow account to repay the old debt issue at its maturity dates, and the new debt replaces the old debt on the City's Statement of Net Assets. (Also see: *Advanced Refunding Bonds and Refunding*).

**Default** - Failure to pay in a timely manner principal and/or interest when due, or a Technical Default, the occurrence of an event as stipulated in the Indenture of Trust resulting in an abrogation of that agreement. A Technical Default can be a warning sign that a default on debt service is coming, but in reality actual debt service interruption does not always occur if the problems are resolved in time. A Technical Default will almost always drive down the price of a bond in secondary market trading.

**Deferred Revenue** - Resource inflows that do not yet meet the criteria for revenue recognition. Unearned amounts are always reported as deferred revenue. In governmental funds, earned amounts also are reported as deferred revenue until they are available to liquidate liabilities of the current period.

**Deficit** - The excess of an entity's liabilities over its assets or the excess of expenditures or expenses over revenues during a single accounting period.

**Defined Benefit Plan** - A defined benefit plan pays participants a specific retirement benefit that is promised (defined) in the plan document. Under a defined benefit plan benefits must be definitely determinable. For example, a plan that entitles a participant to a monthly pension benefit for life equal to 30 percent of monthly compensation is a defined benefit plan.

**Defined Contribution Retirement Plan** - A retirement plan under which the annual contributions made by the employer or employee are generally stated as a fixed percentage of the employee's compensation or company profits. The amount of retirement benefits is not guaranteed; rather, it depends upon the investment performance of the employee's account

**Delinquent Taxes** - Taxes that remain unpaid on and after the date on which a penalty for non-payment is attached.

**Density** - The number of dwelling units (houses, apartments, townhouses, duplexes, etc.), or buildings per unit of land. Density is often expressed as dwelling units per acre or du/ac.

**Department** - A separate organizational unit designated by the City Council to define and organize City operations and functions.

**Depreciation** - Depreciation - Charges made against earnings to write off the cost of a fixed asset over its estimated useful life. Depreciation does not represent a cash outlay. It is a bookkeeping entry representing the decline in value of an asset over time.

**Design for the Environment**) - A design concept that focuses on reducing environmental and human health impacts through thoughtful design strategies and careful materials selection.

**Development of Regional Impact (DRI)** - These are developments which are large enough to meet a threshold established by Florida law to require review by both the County and South Florida Regional Planning Council. Requirements for the DRI review process are contained in Section 380.06, Florida Statutes.

**Direct Costs** - A cost item that can be identified specifically with a single cost objective in an economically feasible manner.

**Direct Deposit** - A means of authorizing payment made by governments or companies to be deposited directly into a recipient's account. Used mainly for the deposit of salary, pension and interest checks.

**Disadvantaged Business Enterprise (DBE)**  
A business that meets the criteria to be certified as a disadvantaged business entity.

**Disbursement** – The expenditure of monies from an account.

**Discount** – Literally, a reduction in price. In municipal bonds, the amount (stated in dollars or a percent) by which the selling or purchase price of a security is less than the principal amount or par value.

**Distinguished Budget Presentation Awards Program**  
- A voluntary awards program administered by Government Finance Officers Association to encourage governments to prepare effective budget documents that serve as a policy document, a communications device, a financial plan, and an operations guide.

**Division** - A separate organizational activity whose line of authority is under one of the City's operating departments.

**DOJ** – The United States Department of Justice.

**Double-barreled Bond** - A bond with two distinct pledged sources of revenue, such as earmarked monies from a specific enterprise or aid payment, as well as the general obligation taxing powers of the issuer.

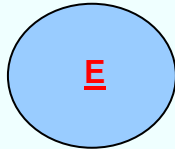
**DRI** – See: *Development of Regional Impact*.

**Drug Awareness Resistance Education (D.A.R.E.)** – A police department-based program to teach kids how to recognize and resist the direct and subtle pressures that influence them to experiment with alcohol, tobacco, marijuana, and other drugs

**Due Diligence** – An thorough investigation conducted by a person responsible for approval or recommendation of a particular action prior to taking that action with the purpose of uncovering any flaws, misstatement, fraud, irregularities and other item material to the transaction are known. In municipal bond work it means an

investigation conducted by the bond's underwriters and their counsel and, in some cases also by bond counsel and Issuer's counsel to determine whether all material items in connection with the Issuer, the Issue and the security for the Issue have been accurately disclosed in the Official Statement (or if a Private Placement in the Placement Memorandum) and that no material disclosure has been omitted.

**DVMT** - See: *Daily Vehicle Miles Traveled*.



**E-government** – See: *Electronic Government*.

**Earmark** — To set aside funds for a specific purpose, use, or recipient. The term is often applied as an epithet for funds set aside in particular congressional districts or States or for certain specified organizations for such purposes as research projects, demonstration projects, parks, laboratories, academic grants, construction or other contracts.

**Earth Day** - One of two observances, intended to inspire awareness of and appreciate the Earth's environment.

**Easement** - A property right to enter, utilize and maintain another's property for a specific purpose. For example, often utility lines are located in an easement on private property.

**Ecosystem** - The interacting system of a biological community and its non-living environmental surroundings.

**EEO** – See: *Equal Employment Opportunity*.

**EEOC** – See: *Equal Employment Opportunity Commission*.

**Effective Buying Income** - Effective buying income measures income after taxes. Household EBI measures income on a household basis, regardless of the number of family members and compares it on a ratio basis to the national average. Per Capita EBI measures the same on a per person basis.

**Effectiveness Measure** - Term used in connection with the evaluation of internal controls and performance measurement. The degree to which an entity, program, or procedure is successful at achieving its goals and objectives.

**Efficiency Measures** – Data that provides information about how well an organization uses available resources. Usually written as a ratio, these measures may include cost per unit of service provided, cost per unit of output, or the units of service provided per full time equivalent employee. An example of an efficiency measure is the cost per ton of garbage collected.

**E.I.** – Engineering Intern. A professional level of engineering attained through testing. Precedent to becoming a Professional Engineer (P.E.)

**Embodied Energy** - Refers to both the energy required to make a product and the molecular energy that exists in a product's material content.

**Electronic Government (e-government)** – A government's use of technology as an enabling strategy to improve services to its citizens and businesses including such services as internet payments, voice response systems, interactive kiosks, and other emerging technologies.

**Electronic Transfer** - The electronic trans-mission of payments from one bank to another through a wire.

**Emergency Operations Center (EOC)** - Command center for coordination and inter-vention for citywide or regional emergencies.

**Emission** - The release of any gas, particle, or vapor into the environment from a commercial, industrial, or residential source including smokestacks, chimneys, and motor vehicles.

**Employee Benefits** - Amounts paid by the City on behalf of employees. These amounts are not included in the gross salary. They are also called fringe benefits, and while not paid directly to employees, they are part of the cost of operating the City. Employee benefits include the City's cost for health insurance premiums, dental insurance, life and disability insurance, Medicare, retirement, social security and tuition reimbursement.

**EMS** - Emergency Medical Service.

**EMT** – Emergency Medical Technician.

**Encumbrances** – Commitments against an approved budget for unperformed contracts for goods or services. They cease to be encumbrances when the obligations are paid or otherwise terminated.

**Endangered Species Act** - Legislation passed by the federal government in 1973 to conserve the ecosystems upon which endangered species depend and to conserve and recover listed species.

**Energy Recovery** - Obtaining energy from waste through a variety of processes (e.g. combustion). Kimball Office uses wood scrap as a source of energy in many of its manufacturing plants.

**Energy Star** - Program administered by the Environmental Protection Agency that evaluates products based on energy efficiency. ENERGY STAR Rating is the rating a building earns using the ENERGY STAR Portfolio Manager to compare building energy performance to similar buildings in similar climates. A score of 50 represents average building performance.

**Enterprise Fund** - A fund established to account for operations that are financed and operated in a manner similar to private business. The intent is that the full cost of providing the goods or services be financed through charges and fees, thus removing the expense from the tax rate (for example, Water and Sewer, Stormwater, Electric).

**Entitlements** - Payments to which local governmental units are entitled by law, pursuant to an allocation formula determined by the agency providing the monies, usually the state or the federal government.

**Entitlement Community** - A federal designation that guarantees a municipality or county a portion of HUD appropriations within a specified formula based on census reporting.

**Environmental Aspect** - An element of industries or manufacturer's activities, products, or services that can interact positively or negatively with the environment used in the ISO 14001 EMS protocol.

**Environmental Audit** - An independent assessment of the current status of a party's compliance with applicable environmental requirements or of a party's environmental compliance policies, practices, and controls.

**Environmental Impact** - Any change to the environment, good or bad, that wholly or partially results from industrial/manufacturing activities, products or services.

**Environmental Impact Statement** - A document required of federal agencies by the National Environmental Policy Act for major projects or legislative proposals significantly affecting the environment. A tool for decision making, it describes the positive and negative effects of the undertaking and cites alternative actions.

**Environmental Footprint** - The environmental impact any company or entity makes as it performs any activity. A footprint is determined by how well raw materials or by-products are (or aren't) absorbed by the surrounding environment.

**Environmental Management System (EMS)** - A series of activities designed to monitor and manage the environmental impacts of manufacturing activities. (See ISO 14001).

**Environmental Protection Agency (EPA/USEPA)** - A federal agency which monitors and oversees various entities to make sure federal environmental laws and regulations are being followed.

**EOC** - See: *Emergency Operations Center*.

**EPA** - See: *Environmental Protection Agency*.

**Equipment** - Expenditures for durable goods such as computers, desks, chairs, or cars.

**ERISA** - The Employee Retirement Income Security Act is a federal law covering all aspects of employee retirement plans. If employers provide plans, they must be adequately funded and provide for vesting, survivor's rights, and disclosures.

**ERU** - See: *Equivalent Residential Unit*.

**Escrow** - A deed, bond, money, or piece of property held in trust by a third party until fulfillment of a condition.

**Estimate** - A general calculation or judgment based on historical data or previous performance.

**Estimated Revenues** - Projections of funds to be received during the fiscal year.

**Equal Employment Opportunity (EEO)** - policies, programs, and legislation designed to affirm or provide equal access to initial employment and to occupational benefits, promotions, and other opportunities during employment for traditionally disadvantaged groups

**Equal Employment Opportunity Commission (EEOC)** - A federal agency concerned with the enforcement and compliance of fair employments practice.

**Equivalent Residential Unit (ERU)** - A unit of measure equal to 1,548 square feet of impervious surface used to determine stormwater impact (and fee) on a particular piece of property. All single family structures are one REU. Non-residential parcels are measured in ERUs at the 1,548 square feet standard. (See: *Impervious Surface*). For Miami Gardens, the charge is \$4/mo per ERU.

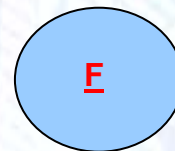
**Excel** - A Microsoft program that is used to perform calculations, analyze information, and manage lists in spreadsheets or Web pages.

**Executive** - A general government services expenditure that includes the costs of providing executive management and administration of the affairs of the local government including the coordination, guidance, and support of the development of effective programs, and the planning, evaluation, analysis, control, and overall supervision of such programs.

**Expenditure** - The outflow of funds paid, or to be paid, for goods and services received during the current period.

**Expenses** - The incurrence of liabilities or the consumption of assets arising from the delivery or production of goods, rendering services, or carrying out other activities of the City.

**External Audit** - See: *Audit*.



**Façade** - The exterior walls of a building that can be seen by the public.

**Fair Labor Standards Act (FLSA)** - A federal law establishing certain employment standards and procedures to which local units of government, among others, must comply with regards to hiring, pay and other employment practices.

**Fair Market Value (FMV)** - Fair Market Value is the price that property would sell for on the open market. It is the price that would be agreed on between a willing buyer and a willing seller, with neither being required to act, and both having reasonable knowledge of the relevant facts.

**False Alarm** - An alarm signal causing a response by police or fire when a situation requiring a response did not exist at or about the time of the response. The burden of proving that such an alarm signal was not a false alarm is on the alarm user.

**FASB** - Financial Accounting Standards Board.

**FCIC** - See: *Florida Crime Information Center*.

**FDEP** - Florida Department of Environmental Protection.

**FDOT** - See: *Florida Department of Transportation*.

**Feasibility Study** - A financial study that estimates service needs, construction schedules, and most importantly, future project revenues and expenses used to determine the financial feasibility and creditworthiness of the project to be financed.

**Federal Emergency Management Agency (FEMA)** - A federal agency which provides regulation on flood plain management and disaster assistance.

**Federal Empowerment Zone** - A geographic area designated by the U.S. Secretary of Housing and Urban Development (Urban Zone) or by the U.S. Secretary of Agriculture (Rural Zone) as meeting criteria for selection and being eligible for tax incentives and credits and for special consideration for programs of federal assistance.

**Federal Employer Identification Number (FEIN)** - A Federal Employer Identification Number (FEIN) is a nine-digit number that IRS assigns to identify a business entity. The IRS uses the number to identify taxpayers that are required to file various business tax returns. FEINs are used by employers, sole proprietors, corporations, partnerships, nonprofit associations, trusts, estates of decedents, government agencies, certain individuals, and other business entities.

**Federal Transit Administration (FTA)** - An operating administration under the United States Department of Transportation that assists in development and improving mass transportation system for cities and communities countywide.

**Felony** - The most serious category of criminal offenses. With penalties of imprisonment ranging from a year and a day to life, or in some states, punishable by death.

**FEMA** - See: *Federal Emergency Management Administration*.

**FGBC** - See: *Florida Green Building Coalition*.

**Fiber Optic** - Thin transparent fibers of glass or plastic that transmit light through their length by internal reflections, used for transmitting data, voice, and images. Fiber-optic technology has virtually replaced copper wire in long distance telephone lines and is used to link computers in local area networks, with digitized light pulses replacing the electric current formerly used for the signal.

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

**Fiduciary Funds** - Funds used to report assets held in a trustee or agency capacity for others and which therefore cannot be used to support the government's own programs. The fiduciary fund category includes pension (and other employee benefit) trust funds, investment trust funds, private-purpose trust funds, and agency funds.

**FIHS** - See: *Florida Intrastate Highway System*.

**Final Budget** - Term used to describe revenues and expenditures for the upcoming fiscal year beginning October 1 and ending September 30 as adopted by the City Council.

**Finance Department** - A general government services department that includes the cost of providing financial and administrative services to the local government as a whole. Includes budgeting, accounting, billing, internal and

external auditing, revenue collection, personnel, property control, grants development and other support services.

**Financial Accounting Standards Board (FASB)** - The authoritative accounting and financial reporting standard-setting body for business enterprises and not-for-profit organizations. The FASB is the direct successor of the Committee on Accounting Procedure and the Accounting Principles Board. The GASB and its predecessors have elected to apply a number of the FASB's standards, as well as those of its predecessors, to state and local governments.

**Financial Policy** - A government's policies with respect to revenues, spending, investments, and debt management as these relate to government services, programs and capital investments. Fiscal policy provides as agreed-upon set of principles for the planning and programming of government budgets and their funding.

**Fines and Forfeitures** - A major revenue category reflecting the revenues received from fines and penalties imposed for the commission of statutory offenses and violation of lawful rules and regulations. Forfeitures include those revenues resulting from confiscation of deposits or bonds held as performance guarantees.

**FIRM** - See: *Flood Insurance Rate Map*.

**Fiscal Agent** - A bank or other corporate fiduciary that performs the function of paying, on behalf of the governmental unit, or other debtor, interest on debt or principal of debt when due.

**Fiscal Policy** - See: *Financial Policy*.

**Fiscal Year** - The 12 month period to which the annual operating budget applies, and at the end of which, the government determined its financial position and the results of its operations. For the City, this period is October 1<sup>st</sup> to the following September 30<sup>th</sup>. For the State of Florida, this period runs from July 1<sup>st</sup> to the following June 30<sup>th</sup>. (Also see: *Accounting Period*).

**Fitch** - An independent financial advisory firm that rates organizations such as cities and companies as to their financial viability. The highest rating an organization can receive is AAA. (See: *Bond Rating*).

**Fixed Asset** - A long-lived, tangible asset or system of assets obtained or controlled as a result of past transactions, events or circumstances. Fixed assets include land, buildings, equipment, improvements other than buildings, and infrastructure. Miami Gardens requires that an asset have a current value of at least \$5,000 in order to be classified as a fixed asset.

**Fixed Charges** - Repetitive expenditures of which the amounts are more or less constant or that must be paid from time-to-time. These may repeat at various intervals, weekly, monthly, annually, etc. and are generally not discretionary. (Examples are insurance premiums, utilities, contributions to pensions, and land and building rentals).

**Flood Elevation** - The elevation floodwaters reach at a particular site during the occurrence of a specific flood (usually referred to as a 100-year flood line).

**Flood Insurance Rate Map (FIRM)** - The map produced by the Federal Insurance Administration showing, within the City of Clive, expected flood areas, and such other

notations as are necessary to establish actuarial rates for the sale of flood insurance within the community. (Also See: *One-Hundred Year Flood*).

**Florida Crime Information Center** – A State Agency that acts as a clearinghouse for crime information. Local police departments can access this information electronically to assist in investigations of crime and criminals.

**Florida Department of Transportation (FDOT)** - This is a state agency responsible for state and federal roadways within the county. It provides and/or regulates state roadway development, inspection, testing, surveying, mapping, and planning.

**Florida Green Building Coalition (FGBC)** - A nonprofit Florida corporation dedicated to improving the built environment. Their mission is "to provide a statewide green building program with environmental and economic benefits.

**Florida Friendly Plantings** – Trees and plants that conserve water and protect the environment by using drought-tolerant land-scaping, according to design standards and any amendments thereto developed pursuant to F.S. 373.228

**Florida Intrastate Highway System (FIHS)** - Highway system created by the Florida Legislature in 1990 to be a statewide transportation network that provides for high-speed and high-volume traffic movements within the state.

**Florida Recreation Development Assistance Program (FRDAP)** – This is a State program that provides annual grants for the capital development of recreation in Florida. Municipalities can apply for up to \$400,000 two separate grants) in financial assistance each year.

**Florida State Retirement System (FRS)** – A statewide retirement/pension system in which local governments may participate.

**Florida Statute (F.S.)** - This is a written Florida state law.

**Fluorocarbon** - A non-flammable, heat-stable hydrocarbon liquid or gas. Traditionally used as propellants, notably in spray cans, fluorocarbons are classified as ozone-depleting substances. Many industries are seeking to reduce, and even eliminate, the use of fluorocarbons in the manufacture and operation of their products.

**FMV** – See: *Fair Market Value*.

**Forrest Stewardship Council (FSC)** - It's purpose is to coordinate the development of forest management standards throughout the different biogeographic regions of the U.S., to provide public information about certification and FSC, and to work with certification organizations to promote FSC certification in the U.S. The certification body for sustainable forests offering chain of custody documentation required by LEED.

**Fossil Fuel** - The nation's principal source of electricity, largely due to their low costs. Fossil fuels come in three major forms: coal, oil and natural gas. They are finite resources and cannot be replenished once they are extracted and burned and non-renewable.

**457 Plan** – A non-qualified deferred compensation plans available to employees of state and local governments and tax-exempt organizations.

**Foreclosure** – A legal process in which mortgaged property is sold to pay the loan of the defaulting borrowers.

**Franchise** – A special privilege granted by a government permitting the continuing use of public property, such as city streets and rights-of-way. It may involve the elements of a monopoly and regulation.

**Franchise Fees** - A major revenue category reflecting the fees levied on a corporation or individual by the local government in return for granting a privilege, sanctioning a monopoly, or permitting the use of public property.

**FRDAP** – See: *Florida Recreation Development Assistance Program*.

**Fringe Benefits** - See: *Employee Benefits*.

**FRS** – See: *Florida Retirement System*.

**FLSA** – See: *Fair Labor Standards Act*.

**FTA** – See: *Federal Transit Administration*.

**FTE** – See: *Full-Time Equivalent*.

**Fringe Benefits** – See: *Employee Benefits*.

**Frontage** - The dimension of a front lot line as measured along the public street.

**Full Faith And Credit** - A pledge of the general taxing power of the city for the payment of debt obligations. Bonds carrying such pledges are referred to as general obligation bonds or full faith and credit bonds.

**Full-Time Equivalent (FTE)** - Full-time Equivalent which is an employee position number based on the hours for which a position is budgeted during the accounting year: 1 FTE = 2,080 hrs, 0.5 FTE = 1,040hrs, etc.

**Function** - Any one of several major purposes addressed by City government, including general government, public safety, physical environment, transportation, economic environment, human services, culture and recreation, internal services, and non-expenditure disbursement.

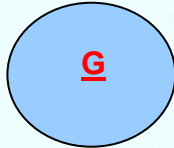
**Functional Classification** - A description of how a road functions, using definitions and processes specified by the Federal Highway Administration. A road may be classified as a principal arterial (including Interstates, Other Freeways and Expressways, or others), a minor arterial, a collector (major or minor), or a local road. Principal arterials have a *mobility* function: they provide for movement from one general area to another. Local roads have an *access* function: they provide direct access to homes, businesses, and other destinations. The other classifications have both mobility and access functions, with minor arterials providing more mobility, and collectors providing more access.

**Fund** - An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives. The City of Miami Gardens has four Funds: The General Fund, the Transportation Fund, The Development Services Fund, and the Capital Projects Fund.

**Fund Balance** - The excess of fund assets over liabilities. These unspent funds can be included as revenue in the following year's budget. It also represents the accumulated net resources of a Fund available for reservation, designation, or for appropriation. A negative fund balance is sometimes referred to as a deficit.

**Funded Agencies** - Nonprofit agencies who provide community services which supplement and support City programs and for which City dollars are made available.

**FY** - See: *Fiscal Year*.



**GAAP** - See: *Generally Accepted Accounting Principles*.

**Garbage/Solid Waste** - A physical environment expenditure to account for costs relative to providing for the collection and disposal of garbage, refuse, and solid waste by the local government. Miami Gardens' charter reserves this activity exclusively to Miami-Dade County.

**GASB** - See: *Governmental Accounting Standards Board*.

**GASB 34** - The acronym used for Governmental Accounting Standards Board Statement #34: "Basic Financial Statements- Management's Discussion and Analysis - For State and Local Governments".

**GASB 45** - Government Accounting Standards Board's statement 45 which dictates that governments must fully account for the liability related to post retirement benefits offered to current employees.

**Gasoline Tax** - A tax on the use, sale, or delivery of all motor vehicle fuels used, sold, or delivered in this state. These taxes are collected by the State and remitted to the various units of local government based on statutory formulas established for each tax.

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

**General Government Services** - A major expenditure category that represents the costs of services provided by the legislative and administrative branches of the City for the benefit of the public and the governmental body as a whole.

**General Ledger** - A file that contains a listing of the various accounts necessary to reflect the financial position of the government.

**General Obligation Bonds** - Bonds for which the City pledges its full faith and credit for repayment. In other words, the City agrees to raise sufficient property taxes to repay the obligations. Such bonds require a vote of the public in order to issue.

**General Purpose Funds** - Includes all sources of funds including ad valorem taxes when no specific source is designated for funding. For activities having charges for services or other identifiable sources, the general purpose

funds are the difference between the total budgetary requirement and the other identifiable sources of funds.

**Generally Accepted Accounting Principles (GAAP)** - Uniform minimum standards and guidelines for accounting and reporting. These standards govern the form and content of the annual financial statements of the City. The primary authoritative body on the application of GAAP to state and local governments is the Governmental Accounting Standards Board (GASB).

**Geographic Information System (GIS)** - A computerized map and data base used by the City. This system contains property data, roadways, utilities, and other useful information to be utilized by the City and general public.

**GFOA** - See: *Government Finance Officers Association*.

**GHG** - See: *Greenhouse Gas*.

**GIS** - See: *Geographic Information System*.

**Global Positioning System (GPS)** - A constellation of twenty-four satellites, developed by the United States Department of Defense, that orbit the earth at an altitude of 20,000 kilometers. These satellites transmit signals that allow a GPS receiver anywhere to calculate its current location. The Global Positioning System is used in navigation, mapping, surveying, and other application where precise positioning is necessary.

**G.O. Bonds** - See: *General Obligation Bonds*.

**Goal** - A single, broad statement of the ultimate purpose for existence of an organization, organizational unit, or program.

**Governing Body** - Any board, commission, council or individual acting as the executive head of a unit of local government. For Miami Gardens it is the Mayor and City Council.

**Governmental Accounting Standards Board (GASB)** - This organization was established as an arm of the Financial Accounting Foundation in April 1984 to promulgate standards of financial accounting and reporting with respect to activities and transactions of state and local government.

**Governmental Finance Officers Association of the United States and Canada (GFOA)** - The Government Finance Officers Association of the United States and Canada is a professional organization of public officials united to enhance and promote the professional management of governmental financial resources by identifying, developing and advancing fiscal strategies, policies and practices for the public benefit.

To further these objectives, all government finance officers are enjoined to adhere to legal, moral and professional standards of conduct in the fulfillment of their professional responsibilities. Standards of professional conduct as set forth in this code are promulgated in order to enhance the performance of all persons engaged in public finance.

**Governmental Fund** - The funds through which most government functions are financed. The City's governmental funds are the General Fund, Capital Projects, And Special Revenue Funds.

**GPS** – See: *Global Positioning System*.

**Grant** - A grant is a contribution of cash or other assets from another governmental or private agency, corporation or individual to be used for a specific purpose.

**Graywater** - Defined by the Uniform Plumbing Code (UPC) in its Appendix G, titled “Gray water Systems for Single-Family Dwellings,” as “untreated household wastewater which has not come into contact with toilet waste. Grey water includes water from bathtubs, showers, bathroom wash basins, and water from clothes-washer and laundry tubs. It shall not include wastewater from kitchen sinks or dishwashers.” The International Plumbing Code (IPC) defines graywater in its Appendix C, titled “Graywater Recycling Systems,” as “wastewater discharged from lavatories, bathtubs, showers, clothes washers, and laundry sinks.” Some states and local authorities allow kitchen sink wastewater to be included in graywater. Other differences with the UPC and IPC definitions can probably be found in state and local codes. Project teams should comply with the graywater definitions as established by the authority having jurisdiction in their areas.

**Green Building** - The practice of increasing the efficiency with which buildings use resources, such as energy, water, and building materials or land. Green buildings may use one or more renewable energy systems for heating and cooling, such as solar electric, solar hot water, geothermal biomass or any combination of these.

**Green Building Certification Institute (GBCI)** – The organization which administers and provides third-party project certification for commercial and institutional buildings and tenant spaces under the U.S. Green Council’s Leadership in Energy and Environmental Design (See: LEED) Green building rating system.

**Green Building Council** – See: *U.S. Green Building Council*.

**Green Design** - A term used in the building, furnishings and product industries to indicate design sensitive to environmentally-friendly, ecological issues, while reducing building impacts on human health and the environment, through better seating, design, construction, operation, maintenance, and removal, the complete building life cycle.

**Green Development** - Development that minimizes energy consumption and minimizes pollution and the generation of wastes, while maximizing the re-use of materials and creating healthful indoor/ outdoor environments.

**Green Energy** - Refers to the use of environmentally friendly power and energy that comes from renewable and non-polluting energy sources. Primary green energy sources include solar, wind, geothermal, hydropower, and biomass (wood and animal waste, landfill mass).

**Green Technology** - Systematic knowledge and application to production processes making efficient use of natural resources, while reducing or recycling waste and controlling and minimizing the risks of chemical substance while reducing pollution.

**GREENGUARD®**: The GREENGUARD Certification Program is an independent, third-party testing program for low-emitting products and materials. To qualify for certification, products and materials are regularly tested to ensure that their chemical and particle emissions meet acceptable indoor air quality (IAQ) pollutant guidelines and standards. GREENGUARD Certification is a voluntary

program available to all manufacturers and their suppliers. Source: [www.greenguard.org](http://www.greenguard.org).

**Greenhouse Gas (GHG)** - gaseous components of the atmosphere that contribute to the “greenhouse effect” i.e. absorbs infrared radiation in the atmosphere.

**Greenways** - Natural areas that take the form of corridors, often following streams or rivers, and provide opportunities for trails and bike paths connecting scenic areas and other destinations

**Greywater** – See: *Graywater*.

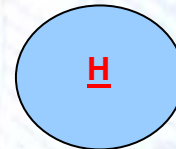
**Gross Debt** - The sum total of a state's or local government's debt obligations.

**Gross Bonded Debt** – The total amount of direct debt of a government represented by outstanding bonds before deduction of any assets available and earmarked for their retirement.

**Gross Revenues** (For bond purposes) - Generally, all annual receipts of a revenue bond issuer prior to the payment of all expenses. Normally only Net Revenues are pledged to the repayment of bonds.

**Growth Management** – State requirements related to development and its impact on public infrastructure.

**Guaranteed Maximum Price (GMP)** – In construction, the amount beyond which a client (project owner) is not obligated to compensate the contractor.



**HAZMAT** - First Responder Operational level of trained HAZMAT response that generally handles simple, straightforward HAZMAT incidents.

**HOA** – See: *Homeowners’ Association*.

**HOME** – See: *Home Investment Partnership Program*.

**Home Investment Partnership Program (HOME)** - A federal program dedicated to expand affordable housing opportunities for local government. It consists of numerous housing programs resultant from the Housing and Community Development Act of 1992.

**Homeowners’ Association (HOA)** – A governing board that establishes rules and regulations for homeowners within its jurisdictional boundaries.

**Homestead Exemption** - Pursuant to the Florida State Constitution, the first \$50,000 of assessed value of a home, which the owner occupies as principal residence, is exempt from the property tax.

**HOPWA** - Acronym for “Housing Opportunities for Persons with Aids”.

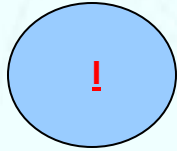
**Housing and Urban Development (HUD)** – The United States Department of Housing and Urban Development.

**HUD** – See: *Housing and Urban Development*.



**HVAC** – Heating, Ventilation, and air conditioning equipment.

**Hybrid** – See: *Alternative Fuel Vehicle*.



**I-net** – Institutional network. The I-net is a fiber optic network linking key City facilities to enable/enhance telephone, data and video communications.

**ICMA** – See: *International City and County Management Association*

**I/I** – See: *Inflow and infiltration*.

**Illegal Dumping** - Is disposal of waste in a non-permitted area, such as a back area of a yard, a stream bank, or some other off-road area? Illegal dumping can also be the pouring of liquid wastes or disposing of trash down storm drains. It is often called "open dumping", "fly dumping", and "midnight dumping" because materials are often dumped in open areas, from vehicles along roadsides, and late at night. Illegally dumped wastes are primarily nonhazardous materials that are dumped to avoid paying disposal fees or expending the time and effort required for proper disposal.

**Impact Fee** – A payment of money imposed by the City upon development activity as a condition of issuance of a building permit to pay for public facilities needed to serve new growth and development, and to mitigate the impacts of the development activity on the existing public facilities.

**Impervious Surface** - Surface through which water cannot easily penetrate, such as a roof, road, sidewalk, or paved parking lot.

**Incremental Budget** - A budget which is arrived at by either decreasing or increasing last year's budget. It is based on projected changes in operations and conditions. (Also See: *Zero-Based Budget, Program Budget and Line-Item Budget*).

**Indenture of Trust** - A legal document describing in specific detail the terms and conditions of a bond offering, the rights of the bondholder, and the obligations of the issuer to the bondholder; such document is alternatively referred to as a bond resolution.

**Indoor Air Quality (IAQ)** - Indoor pollution sources that release gases or particles into the air are the primary cause of indoor air quality problems in buildings. Inadequate ventilation can increase indoor pollutant levels by not bringing in enough outdoor air to dilute emissions from indoor sources and by not carrying indoor air pollutants out of the home. High temperature and humidity levels can also increase concentrations of some pollutants.

**Industrial Development Bonds (IDBs)** - Also called Industrial Revenue Bonds (IRBs). Used to finance facilities for private enterprises, water and air pollution control, ports, airports, resource-recovery plants, and housing, among others. The bonds are backed by the credit of the private corporation borrower rather than by the credit of the issuer. Also known as Conduit Bonds. Private purpose

bonds are limited by federal law to \$50 times the state's population on an annual basis.

**Industrial Waste** - Unwanted materials from an industrial operation; may be liquid, sludge, solid, or hazardous waste.

**Infill Development** - Development on relatively small vacant or underutilized sites in urbanized areas, making use of existing infrastructure and community facilities. Infill development in the urban core of a metropolitan area is one means of reducing urban sprawl

**Infrastructure** – Infrastructure - Roads, bridges, utilities, rail lines and similar physical facilities that support and service urban development. More broadly defined, the term can also include the schools, libraries, fire stations and other community facilities that support neighborhoods.

**Inflow and infiltration (I/I)** - A field condition where ground water seeps into sanitary sewer lines.

**Incorporated Area** - Those areas of Miami-Dade County which are within municipalities. (Also See: *UMSA*).

**Indenture** – A deed or contract which may be in the form of a Bond resolution and sets forth the legal obligations of the Issuer with respect to the securities and names a Trustee who holds funds and security under the Indenture, makes payment of principal and interest to the security holders and acts on behalf of the holders in the event of a default.

**Information Technology (IT)** - The City division that manages and operates the City's computer assets, telephone communications, and data communications support to City's departments and divisions, and the public.

**Infrastructure** - The physical assets or foundation of the City, including buildings, parks, streets, sidewalks, electric systems, stormwater systems, hospitals, airports, seaports, and water and sewer systems.

**Insurance Services Office (ISO)** - An insurer supported organization that provides advisory insurance underwriting and rating information to insurers. ISO rates municipalities in two major areas – Fire Departments and Building Departments. Miami Gardens does not have a fire department. Its building department received an ISO rating of Class 4.

**Interest Revenue** - Revenue derived from the proper management of the City's assets, through investment of public funds being held until expended or distributed to other units of government.

**Interfund Transfer** - Budgeted amounts transferred from one fund to another for work or services provided.

**Intergovernmental Revenue** - A major revenue category that includes all revenues received from federal, state and other local government sources in the form of grants, shared revenues, and payments in lieu of taxes.

**Interlocal Agreement** - A contractual agreement between two or more governmental agencies.

**Internal Controls** - Processes designed to ensure that specific accounting objectives are achieved (e.g., financial reporting, compliance, and operations).

**Internal Service Charges** - Revenue for charges generated from the goods and services furnished by service departments of the City, which are accounted for as Internal Service Funds, to other City departments.

**Internal Service Fund** – An accounting entity established to service the internal city organization. Such services as purchasing, fleet maintenance and information technology may be accounted for within an internal service fund. This for of accounting provides for an easy identification of expenditures on such common items and provides a vehicle for an effective charge-back system for their use.

**International City and County Management Association** (I.C.M.A. or ICMA) – The professional and educational organization representing appointed managers and administrators in local government throughout the world.

**Intrafund transfers** – Internal transfers of monies between accounts in the same accounting fund.

**Intranet** – Internal network, similar to the internet, except access is limited to an organization’s internal members.

**Investment Earnings** - Revenue earned on investments with a third party. (See: *Investments* and *Pooled Cash Investments*).

**Investment Grade** - Bond issues that the three major bond rating agencies, Moody's, Standard & Poor's, and Fitch rate BBB or Baa or better. Many fiduciaries, trustees, some mutual fund managers can only invest in securities with an investment grade rating.

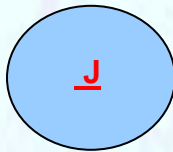
**Investments** - Securities, bonds, and real property (land or buildings) held for the production of revenues in the form of interest, dividends, rentals, or lease payments – The term does not include fixed assets used in the normal course of governmental operations.

**ISO** – See: *Insurance Services Office*.

**ISO 14001** - An internationally accepted specification for an Environmental Management System (EMS). It specifies requirements for establishing an environmental policy, determining environmental aspects and impacts of products, activities, and services, planning environmental objectives and measurable targets, implementation and operation of programs to meet objectives and targets, checking and corrective action, and management review. (Also see: *Insurance Services Office*.)

**IT** – See: *Information Technology*.

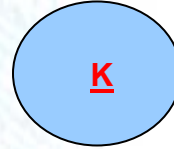
**ITE** – *Institute of Transportation Engineers*.



**Junk Bonds.** Most non-rated bonds and bonds rated below investment grade.

**Joint Participation Agreement (JPA).** A JPA is formed when it is to the advantage of two or more public entities

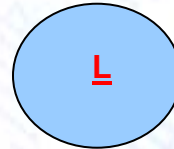
with common powers to consolidate their forces to acquire or construct a project.



**Keep Miami Gardens Beautiful (KMGB)** – This City division is responsible for various beautification program throughout the City. It is affiliated with Keep America Beautiful. It is also responsible for maintaining the City as a Tree City, U.S.A.

**Key Workload Measures** – Data that express the amount or level of service provided. An example of a key workload measure is total ton of garbage collected (Also See: *Workload indicators*).

**KMGB** – See: *Keep Miami Gardens Beautiful*.



**Land Development Regulations (LDR)** – A set of ordinances and policies that determine permissible activity on property throughout a city’s jurisdiction, to include land use, development criteria, requirements and restrictions, and development fees associated with the land development process. (Also see: *Zoning*).

**Land Use** - The type of activity or development that occupies a parcel of land. Common land uses include residential, retail, industrial, recreation, and institutional.

**Land Use Plan** - A guide for the location and intensity of future development in a community. A land use plan typically separates uses that are incompatible with each other (such as residential and industrial uses), while bringing together land uses that can be complementary (such as residential and small-scale retail uses). A land use plan also locates uses in proximity to supportive infrastructure, such as placing industrial development along rail lines. Zoning is one means of implementing a land use plan.

**LAP Certification** – Local Agency Certification Program is a process through which a local jurisdiction can become certified to manage construction activities in state and Federal rights-of-way.

**Law Enforcement** – A public safety expenditure to account for the cost of providing police services for the local government’s jurisdiction; including local police services and specialized services. By City charter, Miami-Dade Police Department provides these services to the City for three years beyond initial incorporation. At that time, the City may choose to provide its own local police services; however, specialized services will be provided in perpetuity by the County.

**Law Enforcement Impact Fee Fund** -To account for the proceeds and expenditures associated with law enforcement impact fees charged against new construction and used to fund the equipment and capital needs of new police officers required as a result of community growth.

**Law Enforcement Trust Fund** (L.E.T.F.) – A fund or account established to separately account for asset seizures and forfeitures resulting from police investigations and court decisions. (Also See: *Special Revenue Fund*).

**LDR** – See: *Land Development Regulations*.

**Lease-Purchase Agreement** - An agreement that conveys the right to property or equipment for a stated period of time. It allows the City to spread the cost of the acquisition over several budget years.

**LEED®**: Leadership in Energy and Environmental Design; a certification program administered by the U.S. Green Building Council to recognize leadership in environmental design for commercial and residential construction and renovation. Source: [www.usgbc.org](http://www.usgbc.org).

**LEED AP:** LEED® Professional Accreditation distinguishes building professionals with the knowledge and skills to successfully steward the LEED® certification process. LEED® Accredited Professionals (LEED® AP's) have demonstrated a thorough understanding of green building practices and principles and the LEED® Rating System.

**LEED® 2009 Green Building Rating System** – A rating system for new construction and major renovations consisting of a set of performance standards for certifying the design and construction of commercial or institutional buildings and high-rise residential buildings. The intent of the system is to promote healthful, durable, affordable, and environmentally sound practices in building and construction. Certifications are awarded according to points received on a set of criteria as follows:

|           |              |
|-----------|--------------|
| Certified | 40-49 points |
| Silver    | 50-59 points |
| Gold      | 60-79 points |
| Platinum  | >80 points.  |

**Legal Debt Limit** – The maximum amount of debt which an issuer of municipal securities is permitted to incur under constitutional, statutory or charter provisions. The debt limit is usually expressed as a percentage of assessed valuation.

**Legal Debt Margin** – The excess of the amount of debt legally authorized over the amount of debt outstanding.

**Legal Department** - A general government service expenditure used to account for the cost of providing legal services for the benefit of the local unit. Included are expenditures for the City Attorney as well as special counsel employed as needed.

**Legislative Department** - A general government service expenditure that includes the cost of providing representation of the citizenry in the governing body. It includes the expenditures for the Mayor and City Council.

**L.E.T.F.** – See: *Law Enforcement Trust Fund*.

**L.E.T.T.F.** – See: *Law Enforcement Training Trust Fund*.

**Level Debt Service** - Principal and interest payments that, together, represent more or less equal annual payments

over the life of the loan. Principal may be serial maturities or sinking fund installments.

**Level-of-Service** (LOS) – Growth management standard for public services that is used to measure the impact of proposed development on public infrastructure.

**Levy** - To impose taxes, special assessments, or service charges for the support of City activities.

**Libor Rate** (London Interbank Offered Rate) - Benchmark rates in the Eurocurrency market. These are interbank rates for short-term loans in major currencies. Variable loans often peg the variable rate in relation to the Libor rate.

**Liabilities** – Debts or other legal obligations arising out of transactions in the past that must be liquidated, renewed, or refunded at some future date. This term does not include encumbrances.

**Libraries** - A recreation and culture expenditure used to account for the cost of providing and maintaining library facilities and services to the community. According to the City's charter, Library services will be provided to the City in perpetuity by Miami-Dade County government. The County's North Regional Branch Library is located within the City.

**Licenses and Permits** - A major revenue category reflecting the revenue derived from the issuance of local licenses and permits. The category is made up of building permits as well as occupational and other licenses subcategories.

**Lien** - A lien represents a claim against a property or asset for the payment of a debt. Examples include a mortgage, a tax lien, a court judgment, etc.

**Line Item** – A specific item defined by detail in a separate account in the financial records.

**Life Cycle Assessment** (LCA) - The process of analyzing a product's entire life, from raw materials extraction through manufacturing, delivery, use, and disposal or reuse. Source: [www.usgbc.org](http://www.usgbc.org).

**Line of Credit** – A financial institution's promise to lend up to a specific amount during a specific time frame.

**Line-Item Budget** – A budget that lists detailed expenditure categories (salaries, benefits, office supplies, travel, dues, etc.) and may be reviewed, anticipated and appropriated at this level (Also See: *Zero-Based Budget*, *Program Budget* and *Incremental Budget*).

**Life Cycle Cost Method** - A technique of economic evaluation that sums over a given study period the costs of initial investment (less resale value), replacements, operations (including energy use), and maintenance and repair of an investment decision (expressed in present or annual value terms).

**Limited Liability Company** (LLC) - A legal entity that has the option of being taxed like a partnership, but shields personal assets from business debt like a corporation.

**Livable Neighborhoods** - Neighborhoods that offer a good quality of life for their residents. Livable neighborhoods are characterized by safety, decent and affordable housing, high-quality services and shopping,

good schools, economic opportunities, and opportunities for healthy living.

**Local Option Gas Tax I** (Operating) – A tax levy of up to six cents on each gallon of motor and special fuels sold, which has been imposed by Miami-Dade County in accordance with state law and which is shared with cities in the county. This tax may only be used for transportation expenditures including public transportation, roadway and traffic operations and maintenance.

**Local Option Gas Tax II** (Capital Improvement) – A tax levy of up to five cents on each gallon of motor fuel sold, which may be imposed by counties in accordance with state law, in one cent increments up to five cents and which is shared with eligible cities in the county. This tax may only be used for transportation expenditures needed to meet the requirements of the capital improvements element of an adopted comprehensive plan.

**Local Option Sales Tax** - An infrastructure surtax to be levied by local governments as approved by referendum at a rate of ½ cent or 1 cent. Tax may be effective for up to fifteen years from the date of levy. Proceeds must be expended on fixed capital expenditures or fixed capital costs for construction, reconstruction, or improvement of public facilities that have a life expectancy of five or more years and land acquisition, land improvement, and related design and engineering costs.

**Local Planning Agency** (LPA) – The governmental body empowered to decide or recommend to the elected body, changes in and approvals pursuant to land use proposal submitted by private individuals. In some cases the LPA is a separately appointed body that makes recommendations to the elected governing body though it can also be the governing body itself acting as the LPA.

**Long-Term Debt** – A type of debt with a maturity date of greater than one year after the date of issuance.

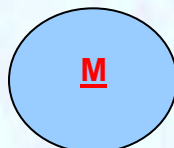
**Long-Term** - Liabilities that will not be due for a comparatively long time (usually more than one year). However, as they come within the one-year range, and are to be paid, such liabilities become current. Includes bonded debt, notes payable, and liabilities that will not become obligations until a later time (e.g., accrued annual leave in the case of appropriation accounts). (Also See: *Current Liabilities* and *Liabilities*)

**LOS** – See: *Level-of-Service*.

**Low Emitting Materials** - Reduce the quantity of indoor air contaminants that are odorous, potentially irritating and/or harmful to the comfort and well-being of installers and occupants by the use of materials that meet emission standards.

**Lowest Responsible Bidder** - The bidder/proposer that submitted a responsive bid at the lowest price of all the responsive bids submitted, and whose past performance, reputation, and financial capability is deemed acceptable.

**LPA** – See: *Local Planning Agency*.



**M.A.I.** – A designation granted by the Appraisal Institute, a global membership association of professional real estate appraisers. The MAI membership designation is held by appraisers who are experienced in the valuation and evaluation of commercial, industrial, residential and other types of properties, and who advise clients on real estate investment decisions and is the Institute's highest designation.

**Management Discussion and Analysis** (MD&A) - A high-level overview of a agency's performance. Designed for informing the public, legislators, and officials from Federal, State, and local governments, and other interested parties in the factors that affected the past year's operations and that may potentially impact future performance.

**Mandate** - Any responsibility, action or procedure that is imposed by one government on another through constitutional, legislative, administrative, executive, or judicial action as a direct order, or that is required as a condition of aid.

**Market Value Per Capita** - Total market value of all taxable property within the jurisdiction divided by population.

**Matching Requirement** - A requirement that grant recipients contribute resources to a program that equal or exceed a predetermined percentage of amounts provided by the grantor.

**Material Weakness** - A condition that indicates great potential for inaccurate numbers in financial statements or in procedures that could lead to undetected fraud.

**Matured Bonds Payable** – A liability account reflecting unpaid bonds that have reached or passed their maturity date.

**Maturities** - The dates on which the principal or stated values of investments or debt obligations become due and/or may be reclaimed.

**Maximum Annual Debt Service** - The maximum amount of principal and interest due by a revenue bond issuer on its outstanding bonds in any future fiscal year. This is sometimes the amount to be maintained in the Debt Service Reserve Fund.

**Maximum Millage Rate** (In Florida) – This is a rate set by the elected body in July preceding the adoption of the final budget. At their final budget hearings in September, the elected body may set a final tax rate at or lower than this rate, but not higher.

**MD&A** – See: *Management Discussion and Analysis*

**Medicaid** - A state and federal partnership that provides health care coverage for selected categories of low income residents to improve the health of people who might otherwise go without medical care for themselves and their children. Medicaid services vary from state to state.

**Medicare** - A federal health insurance program for people who are age 65 or older or who are disabled. It is administered by the federal Department of Health and Human Services and the Centers for Medicare and Medicaid Services (CMS).

**Merit Program/Pay** - An established system to recognize and financially reward employee performance that exceeds the City's standards for a classification.

**Materiality** - The magnitude of an item's omission or misstatement in a financial statement that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would have been changed or influenced by the inclusion or correction of the item (FASB Statement of Financial Concepts No. 2).

**Metropolitan Transportation Planning Organization (MPO)** - A 17 member board made up of city and county commissioners who oversee the metropolitan transportation planning process in Miami Dade County. They adopt the long range transportation plan, the Transportation Improvement Program, and determine the annual task list for the Transportation Planning Organization staff.

**MGD** - Million gallons per day.

**Miami-Dade Transit** - Miami-Dade County provides County-wide transit service to the residents of Miami Gardens.

**Mill** - A monetary value equal to 1/10 of one cent.

**Millage Rate** - As used with ad valorem taxes, the rate expresses the dollars of tax per one thousand dollars of taxable property value. The millage rate for Miami Gardens is 5.3734 mills or \$5.37 per \$1,000 of taxable valuation of real property.

**Miscellaneous Revenue** - A major revenue category which includes the following sources: Interest earnings, rents and royalties, special assessments, compensation for the loss of fixed assets, contributions and donations, and other miscellaneous revenues.

**Misdemeanor** - All public offenses which are not felonies are misdemeanors. Misdemeanors are aggravated misdemeanors, serious misdemeanors, or simple misdemeanors. Where an act is declared to be a public offense, crime or misdemeanor, but no other designation is given, such act shall be a simple misdemeanor.

**Mobile Data Terminals** - Wireless computing devices that send and receive information over a wireless data network, used by City police officers in the field.

**Modified Accrual Accounting** - The accounting approach under which: 1) revenues are recognized in the accounting period in which they become measurable and available to pay liabilities of the current period; 2) expenditures are recognized in the accounting period in which a fund liability is incurred, and unmatured principal and interest on general long term debt is recognized when due.

**Moody's Investors Services** - An independent financial advisory firm that rates organizations such as cities and companies as to their financial viability. The highest rating an organization can receive is Aaa. (See: *Bond Rating*).

**MPO** - See: *Metropolitan Transportation Planning Organization*.

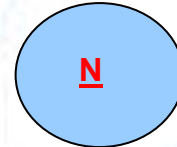
**Muni** - See: *Municipal Bond*.

**Municipal** - In its broadest sense, an adjective which denotes the state and all subordinate units of government.

In the more popular sense, it is an adjective which denotes a city or village as opposed to other local governments such as a county.

**Municipal Bond** - A security issued by or on behalf of a state or political subdivision, the interest on which is exempt from federal income tax.

**Municipal Electric Systems** - Nonprofit electric utilities owned by municipalities (cities or villages). These utilities are operated and governed by the municipality's legislative authority, i.e. the city/village council/board of public affairs elected by municipal residents.



**National Crime Information Center** - A Federal Agency that acts as a clearinghouse for national crime information. Local police departments can access this information electronically to assist in investigations of crime and criminals.

**National Flood Insurance Program (NFIP)** - A program under Federal Emergency Management Administration which manages flood insurance rates.

**National Highway System (NHS)** - Roads designated by Congress as nationally important for inter-regional travel. Includes roads designated as connectors to NHS intermodal facilities.

**National Incident Management System (NIMS)** - A process established by the Federal government in the wake of 9/11 to standardize emergency response to any type of crises event. All municipal governments must be certified in order to qualify for federal assistance funding.

**National Recreation and Park Association (NRPA)** - The Nation's largest independent, non-profit public service organization advocating quality recreation and parks for the American people; its objectives revolve around public advocacy, public visibility, research, and professional development.

**National Pollutant Discharge Elimination System (NPDES)** - Federally mandated stormwater permit that addresses the quality of discharge to surface water.

**NCIC** - See: *National Crime Information Center*.

**Neighborhood Stabilization Program** - A Federal grant program designed to help stabilize neighborhood by providing fund to local governments to purchase foreclosed home, renovate them and sell to qualified homeowners.

**Net Bonded Debt** - Gross bonded debt less ant cash or other assets available and earmarked for it retirement.

**NFPA** - National Fire Protection Association.

**NFIP** - See: *National Flood Insurance Program*.

**NHS** - See: *National Highway System*.

**NIMS** – See: *National Incident Management System*.

**Non-Ad Valorem** – Special assessments and service charges which are not based upon the value of the property and millage. Non-Ad Valorem fees can become a lien against a homestead. Examples are sidewalk assessments, solid waste collection charge, lighting district fees, etc.

**Nonconforming Use** - Any use not allowed in the zone in which it is located or use of land or a building that does not comply with the provisions of City of Clive Zoning Ordinance or subsequent amendments.

**Non-Departmental** – An account department of the budget which contains non-operating funds that are not easily allocated to any specific operating department, or which would, because of their temporary or transient nature, distort a departmental operating budget. This department accounts for such items as debt service, reserves.

**Non-Operating Expenses** - Includes the movement of monies from one fund into another in the form of transfers and the payment of monies for debt service or into reserves and contingencies.

**Non-Operating Revenues** - Revenue category used to account for unoriginal revenue which either carried forward from the prior year or that is transferred in from another fund or account without regard to the conduct of any operations such as interest.

**Non-recurring Revenue or Expenditure** – A revenue or an appropriation for a single year only that does not become a part of the subsequent year's base budget. (Also See: *Recurring Revenue or Expenditure*).

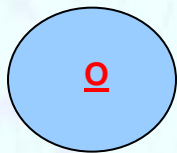
**NPDES** – See: *National Pollutant Discharge Elimination System*.

**NRPA** – See: *National Parks and Recreation Association*.

**NRCS** – Natural Resource Conservation Service.

**NSP** – See: *Neighborhood Stabilization Program*.

**Nuisance** - Whatever is injurious to health, indecent, or unreasonable offensive to the senses, or an obstruction to the free use of property as to essentially interfere unreasonably with the comfortable enjoyment of life or property.



**Object Codes** - Object codes are a numerical system of identifying like revenues and expenditures. These codes are determined by a Chart of Accounts listing approved codes for the various types of revenues, expenditure items, equipment and services.

**Objectives** - A descriptive list of those things which are accomplished in order to fulfill an organization's goal or mission.

**Objects of Expenditure** – Expenditure classifications based upon the types or categories of goods and services

purchased (i.e. Personnel Services, Operating expenditures, and capital outlay).

**Obligations** – Amounts which a government may be legally required to meet out of its resources. They include not only actual liabilities, but also encumbrances not yet paid.

**Occupational Licenses** – A subcategory of Licenses and Permits which reflects revenue derived from the issuance of occupational or professional licenses. (Also see: *Business Tax Receipt*).

**Occupational Safety and Health Administration (OSHA)** – A federal agency that is responsible for setting and enforcing minimum standards for worker safety and health.

**Official Statement (OS)** - A document prepared for potential investors that contains information about a proposed bond or note issue and the issuer. The official statement is typically published with the notice of sale. It is sometimes called an offering circular or prospectus.

**One Hundred-Year Flood** - A flood, the magnitude of which has a one percent (1%) chance of being equaled or exceeded in any given year or which, on the average, will be equaled or exceeded at least once every 100 years. (Also See: *Flood Insurance Rate Map*).

**OPEB (Other Post Employment Benefits)** -Employees of state and local governments may be compensated in a variety of forms in exchange for their services. In addition to a salary, many employees earn benefits over their years of service that will not be received until after their employment with the government ends. The most common type of these postemployment benefits is a pension. Postemployment benefits other than pensions generally take the form of health insurance and dental, vision, prescription, or other healthcare benefits provided to eligible retirees, including in some cases their beneficiaries. They may also include some type of life insurance. As a group, these are referred to as OPEB. (See GASB 45)

**Operating Budget** – Plans of current expenditures and the proposed means of financing them. The annual operating budget, as distinguished from the capital spending budget, is the primary means by which most of the financing, acquisition, spending and service delivery activities of the City are controlled.

**Operating Deficit** – The deficiency of operating revenues under expenditures.

**Operating Revenue** – Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings, grants, intergovernmental revenues, fines and forfeitures and grant revenues. Operating revenues are used to pay for day-to-day services.

**Operating Expenses** - Expenditures for goods and services which primarily benefit the current period such as professional fees, travel, utility and communication services, maintenance of equipment, office supplies, and motor fuels.

**Operating Lease** – An operating lease is a lease for which the lessee acquires the property for only a small portion of its useful life. It is commonly used to acquire

equipment or property on a short-term basis. (Also see: *Capital Lease*).

**Operating Surplus** – The excess of operating revenues over operating expenditures.

**Ordinance** – A formal legislative enactment by the City Council. It has the full force and effect of law within the City's boundaries unless pre-empted by a higher form of law. An ordinance has higher legal standing than a Resolution and is typically codified in the City's municipal code book (except budget ordinances).

**OS** – See: *Official Statement*.

**OSHA** – The federal Occupational Safety and Health Administration.

**Other General Government** - Reflects those charges for recording legal instruments, zoning fees, sale of maps, certification, copying, records searches, and county officer fees. This source is a subcategory of Charges for Service.

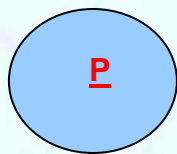
**Outcome/Effectiveness Measures** – Data that focus on the results, rather than the quality of work, delivered by a project or program. It indicated how well a service accomplished the intended purpose. These measures refer to the quality of the service provided, citizen perceptions of quality, or the extent a service meets the need for which it was created. An example of an outcome/effectiveness measure is the percent of citizens rating the refuse collection services as excellent or good.

**Overall Net Debt Per Capita** - This ratio measures net debt to population.

**Overhead** – See: *Cost Allocation Plan*.

**Overlapping Debt** – The proportionate share of the debts of local governments located wholly or in part within the limits of the reporting government that must be born by property within each jurisdiction.

**Overlay Zoning District** - A zoning district which overlays and acts in conjunction with the underlying zoning district or districts.



**Par Value** - The face value or principal amount of a bond, usually \$5,000 due the holder at maturity. It has no relation to the market value. For pricing purposes it is considered 100.

**Parity Debt** – An Issue of securities with claim on the same underlying security for and source of payment of debt service equally and ratably with other outstanding Issues.

**Parks and Recreation** - A recreation and culture expenditure that reflects the cost of providing recreational facilities and activities for both participant and spectator involvement. Includes all types of recreational and/or park facilities open for public use.

**Parks and Recreation Fees** - A Charge for Service subcategory which includes charges collected from parks

and recreational facilities, cultural services, special events and special recreational facilities.

**Part 1 Offenses** - A law enforcement classification for major crimes, including murder, robbery, aggravated assault, etc.

**Pay-As-You-Go** – Capital expenditures included in the CIP, which are funded by a contribution from an operating fund.

**Paying Agent** – The institution (usually a bank or trust company) identified on the security as the agent designated by the Issuer to make payment of principal and interest.

**PC** – Personal computer.

**PCard** – a City owned credit card (Purchasing Card) that employees can purchase items from area businesses

**Personal Services** - A collection of accounts used to capture expenditures, such as wages, fringe benefits and other special pays of an employee.

**P.E.** – Professional Engineer.

**Per Capita** – Per unit of population; by or for each person.

**Per Capita Tax Burden** – This is a theoretical amount that each man woman and child within the city pays in local property taxes. While it does not apply to any individual as circumstances differ among taxpayers (size of household, value of home, exemptions), it is one indicator of the general tax burden paid by residents.

**Performance Bond** - A bond executed subsequent to award by a successful bidder, to protect the buyer from loss due to the bidder's inability to complete the contract as agreed, secures the fulfillment of all contract requirements

**Performance Indicators** - Specific quantitative and qualitative measures of work performed as an objective of specific departments or programs.

**Performance Measures/M Measurement** – A system that measures and documents what a department or other administrative division is responsible for accomplishing and how well it does so. This system documents such measures through various key workload indicators, efficiency and outcome/effectiveness measures. Performance measures are used as a management tool to identify strengths and detect possible problems. Performance measures are referred to as indicators.

**Personal Property** - For the purposes of ad valorem taxation, there are four types of personal property:

1. *Household goods* means wearing apparel, furniture, appliances, and other items ordinarily found in the home and used for the comfort of the owner and his or her family. Household goods are not held for commercial purposes or resale. "Intangible personal property" means money, all evidences of debt owed to the taxpayer, all evidences of ownership in a corporation or other business organization having multiple owners, and all other forms of property where value is based upon that which the property represents rather than its own intrinsic value.

2. **Inventory** means only those chattels consisting of items commonly referred to as goods, wares, and merchandise (as well as inventory) which are held for sale or lease to customers in the ordinary course of business. Supplies and raw materials shall be considered to be inventory only to the extent that they are acquired for sale or lease to customers in the ordinary course of business or will physically become a part of merchandise intended for sale or lease to customers in the ordinary course of business. Partially finished products which when completed will be held for sale or lease to customers in the ordinary course of business shall be deemed items of inventory. All livestock shall be considered inventory. Items of inventory held for lease to customers in the ordinary course of business, rather than for sale, shall be deemed inventory only prior to the initial lease of such items. For the purposes of this section, fuels used in the production of electricity shall be considered inventory.

3. **Tangible personal property** means all goods, chattels, and other articles of value (but does not include the vehicular items enumerated in s. 1(b), Art. VII of the State Constitution and elsewhere defined) capable of manual possession and whose chief value is intrinsic to the article itself.

4. **Construction work in progress** consists of those items of tangible personal property commonly known as fixtures, machinery, and equipment when in the process of being installed in new or expanded improvements to real property and whose value is materially enhanced upon connection or use with a preexisting, taxable, operational system or facility. Construction work in progress shall be deemed substantially completed when connected with the preexisting, taxable, operational system or facility. Inventory and household goods are expressly excluded from this definition.

**Personal Services** - Expenditures for personnel-related costs including salaries and wages, overtime, shift differential, social security matching, retirement contribution, life and health insurance, worker's compensation, and unemployment compensation.

**Physical Environment** - A major expenditure category used to account for those expenditures whose primary purpose is to achieve a satisfactory living environment.

**PILOT or P.I.L.O.T.** - Is a Payment In Lieu Of Taxes. A payment made by enterprise departments to the General Fund for fire and police services. A PILOT may also be made to a local government by a tax-exempt entity outside of the local government such as a military base, university, church or other tax-exempt organization, as a means to compensate the local government for services provided.

**Plat** - A map recorded in final form, which represents a tract of land showing the boundaries and location of individual properties and streets.

**Pledgeable Revenue** - Revenues which can be used as a pledge to pay off debt; a form of collateral.

**Pledged Revenues** - The revenue streams which are the subject of a Pledge contained in an indenture or other security document.

**Policy** - A plan, course of action or guiding principle designed to set parameters for decisions and actions.

**Pollution Control Bond** - A tax exempt security issued by a state, certain agencies or authorities, a local government or development corporation to finance the construction of air or water pollution control facilities or sewage or solid waste disposal facilities pursuant to Federal law and backed by the credit of the pollution control entity rather than the credit of the Issuer

**Pooled Cash Investments** - A practice of investing the total amount of cash available for investment regardless of fund boundaries. The interest earned is then allocated back to individual funds by average cash balance in that fund. (Also See: Investments and *Investment Earnings*).

**Post Consumer Recycled Content** - Material that has been recovered after its use as a consumer product. Examples include fleece clothing made from pop bottles and reclaimed carpet tiles used for new tile backing.

**Preliminary Official Statement** - A version of an Official Statement in preliminary form without pricing, yield or maturity information used by the Issuer or Underwriters to inform the public prior to receipt of bids at competitive bidding or prior to the assignment of an interest rate and offering price in a negotiated sale. Orders for the security may not be taken based on a distribution of these preliminary documents, and a statement to this effect is usually contained on the cover page, printed in red, and thus the preliminary document is often referred to as the "Red Herring."

**Prime Rate** - At one time, prime was the rate banks charged for loans to their most creditworthy business customers. Now, business financing is much more diverse and the prime rate has become an important benchmark for consumer loans. It is still a rate that applies only to the best credits. Frequently a loan rate will be set in relation to the prime rate -- for example, one percentage point above prime.

**Principal** - A term used to describe repayments of the face value or par value of debt obligations exclusive of interest.

**Prior Year(s)** - The fiscal year(s) proceeding the current year.

**Prior-Year Encumbrances** - Obligations from previous fiscal years in the form of purchase orders or contracts which are chargeable to an appropriation, and for which a part of the appropriation is reserved. They cease to be encumbrances when the obligations are paid or otherwise terminated.

**Privatization** - The opening of government markets allowing for equitable competition among the private and public sectors for the privilege of delivering services to the public

**Pro Forma** - Pro forma is a sample form, document, statement, certificate, or presentation. The contents may be wholly or partially hypothetical and present actual facts, estimates, or proposals.

**Pro Rata Administrative Reimbursement** - A calculated share per department to expend/reimburse for services provided by one fund to another.



**Proclamation** - A proclamation is a document given by the Mayor and Council to formally recognize an individual, an organization, a special event, an achievement, or cause. Proclamations are generally read at the public meetings and presented to the person or group being recognized. Examples of proclamations include recognizing Township residents who have given service to the Township or performed acts of heroism.

**Productivity Measures** – A measure of the service output of City programs or program elements, compared to the per-unit of resource input invested.

**Program Budget** - Budgeting for the delivery of a particular program. The focus is on the purpose of the program and its outcome rather than the components of the program. It pays less attention to the specific spending items of the program and more on its expected output. (Also See: *Incremental Budget, Line-Item Budget and Zero-Based Budget*).

**Program Manager** – An employee responsible for the day-to-day administration and support of a specific City program.

**Projection** – An estimate based on known data, observations or historical performance.

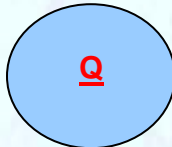
**Property Appraiser** – The County officer charged with determining the value of all property within the county, including within municipalities and special districts, with maintaining certain records connected therewith, and determining the tax on property after the taxes have been levied by the respective taxing authority.

**Public Roads** - All roads under the State Highway System, the County Road System, and the City Road System, plus public roads administered by various branches of the U.S. government. Does not include private subdivision roads or roads within shopping centers or other large private areas.

**Public Safety** - A major expenditure category used to account for the cost of providing services for the security of persons and property within the City's jurisdiction. This category includes the functions of law enforcement, emergency/disaster activities, and school crossing guards.

**Public Sale** – Sale of an Issue by an Issuer by competitive bidding whereby the Issue is sold to the bidder offering to buy the Issue at the lowest net interest cost to the Issuer.

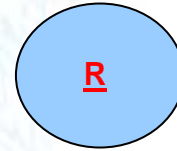
**Purchase Order** - A formal written agreement between the vendor and the City for the acquisition of specific goods or services as detailed in the description section of the order form incurring of debt for the delivery of specific goods or services.



**QNIP** – See: *Quality Neighborhoods Improvement Program*.

**Quality Neighborhood Improvement Program (QNIP)** – A program of Miami-Dade County resulting from a bond issue approved in FY 1999. Funds from this program are

allocated for parks and public works programs throughout the County.



**Rapidly Renewable Content/Materials** - Rapidly renewable materials are products that regenerate quicker than the demand for the products. Many rapidly renewable materials, such as agricultural waste products converted into pressed agriboard products, bamboo, cork flooring, and others perform equally as well as their non-renewable counterparts.

**Rate Covenant** - A legal commitment by a revenue bond issuer to maintain rates at levels to generate a specified debt-service coverage.

**Rating Agencies** – Organizations which provide the service of evaluating the relative creditworthiness of Issues and assigning Ratings to them, such as Moody's Investors Service, Inc., Standard & Poor's Corporation, and Fitch's Investors Service.

**Real Property** – Land, buildings, fixtures, and all other improvements to land. The terms "land," "real estate," and "real property" maybe used interchangeably.

**Recession** - The most common definition is two consecutive quarters of decline in real gross domestic product. A recovery begins when the economy starts to move out of the bottom of its cycle, with increasing demand for goods and services, increasing investment and growing employment.

**Recommended Budget** - The proposed budget that has been prepared by the City Manager and forwarded to the Mayor and City Council for approval.

**Recurring Revenue or Expenditure** – An appropriation automatically renewed without further legislative action until altered or revoked. A revenue that is expected to be received in subsequent years (See: *Non-Recurring Revenue or Expenditure*).

**Recycled Content** - Refers to the percentage of recycled materials in a product, generally determined by weight.

**Red Herring** – See: *Preliminary Official Statement*.

**Redevelopment Agency** - A legislatively established subdivision of government established to revitalize blighted and economically depressed areas of a community and to promote economic growth.

**Referendum** - The principal or practice of referring measures passed upon or proposed by, the legislative body to the body of voters, or electorate, for approval or rejection.

**Refunding Bond** – The sale of a new bond Issue, the proceeds of which are to be used to pay debt service on and retire an outstanding Issue. The purpose of refunding may be to save interest cost, extend the maturity of the debt or remove restrictive covenants in

the security documents. (Also See: *Advanced Refunding*).

**Regular Employee** - An employee who is hired to fill a position anticipated to have continuous service duration of longer than one year, whose compensation is derived from the City's classification tables, and whose position is established in the position control system.

**Reimbursement** – A sum (1) that is receiving by the government as a repayment for commodities sold or services furnished either to the public or to another government account and (2) that is authorized by law to be credited directly to specific appropriation and fund accounts.

**Reinsurance** - An arrangement under which an insurer passes risk and obligations to another insurer. Reinsurance serves several purposes, including reducing risk, diversifying exposure, and providing financial flexibility.

**Rents and Royalties** - Revenues collected from rents and proceeds for use of public property or other assets. This source is a subcategory of Miscellaneous Revenue.

**Reorganization** - Reorganization refers to changes in the budget and reporting structure within or between funds, departments or divisions.

**Repairs and Maintenance** - Expenditures for the repair and maintenance of all equipment and supplies, buildings, structures and grounds.

**REPO** – See: *Repurchase Agreement*.

**Repurchase Agreement** – An agreement in which a government entity transfers cash to a broker-dealer or financial institution; the broker-dealer or financial institution transfers securities to the entity and promises to repay the cash plus interest in exchange for the same securities.

**Request for Proposal (RFP)** – A solicitation for professional services necessary to address a particular deficiency, problem, or point of interest – Proposals are sought to determine whether or not there are qualified entities or individuals who can address the particular issue. These proposals often included the firm's or individual's approach to the problem, a history of their achievements, and their ability to complete the work necessary to address the issue. (Also see: *CCNA*).

**Request for Qualifications (RFQ)** – A document describing a project for which professional services are required and requesting a statement from service providers as to how they would be able to deliver the services necessary to complete the project. It is much like a Request for Proposals, but the price of a contract is not the primary criteria for review.

**Reserves** - An account used to indicate that a portion of fund equity is restricted for a specific purpose. Included in reserves is budgeted cash forward for the subsequent year. A reserve for contingencies may be provided in a sum not to exceed 10% of the total budget.

**Resolution** – A special or temporary order of a legislative body that requires less formality than an ordinance. Resolutions are often used to establish policy versus formal law.

**Restricted Assets** – Assets whose use are subject to constraints that are either externally imposed by creditors,

grantors, contributors, or other governments, or that are imposed by law.

**Restricted Net Assets** – A component of net assets calculated by reducing the carrying value of restricted assets by the amount of any related outstanding debt.

**Restricted Reserves** - That portion of a fund's equity which is legally restricted for a specific purpose and is not available for appropriation.

**Restricted Revenues** – Revenues which are legally or otherwise restricted for a specific purpose and are not available for appropriation such as bond revenues, earmarked grants or grants given for a specific purpose.

**Retained Earnings** – An equity account reflecting the accumulated earnings of an enterprise fund that may be used to fund capital improvements, to reimburse the general fund for prior year subsidies, to reduce user charges and to provide for enterprise revenue deficits (operating loss).

**Revaluation** – The periodic reassessment of property values as undertaken by the County Property Appraiser.

**Revenue Bonds** – See: *Special Revenue Bonds*.

**Revenues** - Those receipts which increase a fund's financial resources other than from interfund transfers and debt issue proceeds; or an increase in a fund's assets without a corresponding increase in liabilities. The total amount of income received, earned, or otherwise available for appropriation.

**RFP** – See: *Request for Proposal*.

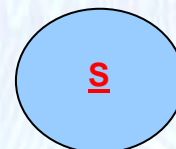
**RFQ** – See: *Request for Qualifications*.

**Right-of-Way** – A strip of land acquired by reservation, dedication, prescription, or condemnation and intended to be occupied by a road, trail, water line, sanitary sewer or other public uses. (Also See: *Easement*).

**Risk Management** – The identification and control of risk and liabilities incurred by a local government to conserve resources from accidental loss.

**Roll-Back Rate** - This is the millage effort required to bring in the same amount of ad valorem tax revenue in any new year as was collected in the prior year. This generally requires that the City lower its existing millage rate to accomplish this. New construction added to the tax roll during the preceding year is excluded from the calculation. Any millage rate in excess of this roll-back rate must be advertised by the City as a tax increase.

**ROW** – See: *Right-of-way*.



**Safe Neighborhood Parks Program (SNP)** – This a program developed by Miami-Dade County and carried out through a series of General Obligation Bonds issued since 1996. Certain parks projects were authorized under this bond series which are located within Miami

Gardens. Additionally, the Office of the SMP Program makes available additional grants from interest earnings and turn-backs.

**Salary Savings** - That percentage or dollar amount of salaries which can be expected to be unspent during the fiscal year due to vacancies and employees receiving less than the top-step pay of the classification.

**Save Our Homes Amendment** – Florida Constitutional amendment (“Amendment 10”) that limits the increase of assessed value for a home by 3% or the Consumer Price Index, whichever is less. The assessment limit begins in the second years of the homestead exemption.

**SDWA** – Safe Drinking Water Act.

**Secondary Market** - The trading market for outstanding bonds and notes. This is an Over-the-Counter market, a free form negotiated method of buying and selling, usually conducted by telephone or computer. Traders buy and sell for their own inventory.

**Section 8 Housing** – A Federal housing program where privately owned rental dwelling units to participate in the low-income rental assistance program created by 1974 amendments to Section 8 of the 1937 Housing Act. Under the program, landlords receive rent subsidies on behalf of qualified low-income tenants, allowing the tenants to pay a limited proportion of their incomes toward the rent.

**Section 108 Loan** – A federal program of the U.S. Department of Housing and Urban Development that enables state and local governments participating in the Community development Block Grant (CDBG) program to obtain federally guaranteed loans pledged by the jurisdiction’s future allocation of CDBG funds, to fuel large economic development projects and other revitalization activities.

**Section 202 Housing** – A federal program of the U.S. Department of Housing and Urban Development that provides subsidies to developers of elderly housing.

**SFWMD** – See: *South Florida Water Management District*.

**SGAC** - Statement of Governmental Accounting Concepts.

**S.H.I.P.** – See: *State Housing Initiative Partnership*.

**Single Audit Act** - For any community, which expends \$300,000 or more per year in federal grant awards, the Single Audit Act establishes audit guidelines that reduce to only one the number of annual audits to be completed to satisfy the requirements of the various federal agencies from which grants have been received.

**Sinking Fund** – A fund used to accumulate the cash needed to pay off a bond or other security.

**Site Plan** - A plan prepared to scale, showing accurately and with complete dimensioning, the boundaries of a site and the location of all buildings, structures, uses and principal site development features proposed for a specific parcel of land.

**Smart Growth** - A perspective, method, and goal for managing the growth of a community. It focuses on the long-term implications of growth and how it may affect the community, instead of viewing growth as an end in itself. The community can vary in size; it may be as small as a city block or a neighborhood, or as large as a city, a

metropolitan area, or even a region. Smart Growth promotes cooperation between often diverse groups to arrive at sustainable long-term strategies for managing growth. It is designed to create livable cities, promote economic development, and protect open spaces, environmentally sensitive areas, and agricultural lands.

**SNP** – See: *Safe Neighborhood Parks Program*.

**Sole Source** - Supplier is the only source for contract item (i.e. patented or copyright product).

**South Florida Water Management District (SFWMD)** - This is a state created agency/district which regulates storm water management, ground water withdrawals, and environmental lands issues in south Florida.

**Special Assessment Bond** – Revenue bonds issued to finance improvements in special taxing districts with debt service paid by assessments to district property owners.

**Special Assessments** - Collections resulting from compulsory levies against certain properties to defray part or all of the cost of specific improvements of services presumed to be of general benefit to the public and special benefit to the assessed properties.

**Special Revenue Bonds** – Bonds issued to finance improvements with debt service paid by designated non-ad valorem revenues of the jurisdiction. The full faith and Credit of the jurisdiction is not pledged.

**Special Revenue Fund** – A fund established to account for and tract revenues and expenditures resulting for use-restricted revenues received by the city.

**Special Taxing District** – A geographic area, designated by petition or vote of the residents of that area, in which a particular service is provided exclusively to residents of the area. A special property tax or special assessment pays for these services.

**Stakeholder** - Any organization, govern-mental entity, or individual that has a stake in or may be impacted by a given approach to environmental regulation, pollution prevention, energy conservation, etc.

**Sustainability** - Meeting the needs of the present without compromising the ability of future generations to meet their own needs.

**State Highway System** - Roads under the jurisdiction of the State of Florida, and maintained by the Florida Department of Transportation or a regional transportation commission (State Roads – SR); includes roads with Interstate, US, and SR numbers.

**State Housing Initiative Partnership (S.H.I.P.)** – the State Housing Initiatives Partnership program (SHIP) provides funds to local governments as an incentive to create partnerships that produce and preserve affordable homeownership and multifamily housing. The program was designed to serve very low, low and moderate income families. Depending on your income, you could be eligible for home repair or replacement, down payment assistance, rental housing assistance and other affordable housing assistance.

**State Revolving Fund** – A low interest loan program of the State of Florida to fund water and wastewater system improvements.

**State Shared Revenue** – A major revenue category that includes revenues levied by state governments but

shared on a predetermined basis, often in proportion to the amount collected at the local level with the local governments.

**Statute** - A written law enacted by a duly organized and constituted legislative body.

**Strategic Intermodal System (SIS)** - Transportation system created by the Florida Legislature in 2003 to include statewide and regionally significant facilities and services, containing all forms of transportation for moving both people and goods, including linkages that provide for smooth and efficient transfers between modes and major facilities.

**Strategic Plan** - A document outlining long-term goals, crucial issues and action plans which will increase the organization's effectiveness in attaining its mission, priorities, goals and objectives. Strategic planning starts with an examination of the present, envisioning the future, choosing how to get there, and making it happen (Also See: *Comprehensive Development Master Plan* and *Charrette*).

**Streets Division** - A transportation expenditure account used to account for the cost of providing and maintaining road and street plant facilities and ancillary facilities such as bridges, viaducts, sidewalks, rights-of-way, shoulders, and other facilities incidental to the proper movement of traffic along roads and streets. In Miami-Dade County, street signs and lights are the responsibility of the County.

**Streetscape** - The view along a street from the perspective of a driver or pedestrian, particularly views of natural and built elements in the street right-of-way, including street trees, signs, street lights, above-ground utilities, sidewalks, bus shelters, bike racks, street furniture and public art. The quality of a streetscape has a major impact on the perception of an adjacent retail or mixed-use district.

**Stimulus Grant** - See: *American Recovery and Reinvestment Act*.

**Stormwater** - Surface water generated by a storm.

**Stormwater Management (SWM)** - A means of controlling the quantity and quality of stormwater runoff flowing downstream. SWM can refer to structural practices such as storm sewers, drainage lines and swales, underground storage facilities, dams and lakes for retention or it can refer to non-structural practices such as street cleaning, educational campaigns, water-use and disposal practices and water quality initiatives.

**Stormwater Runoff** - Unfiltered water that reaches streams, lakes, ponds and oceans by means of flowing across impervious surfaces. Stormwater that does not soak into the ground becomes surface runoff, which either flows into surface waterways or is channeled into storm sewers.

**Stormwater Utility Fund** - An enterprise utility fund established to account for costs of maintaining existing stormwater management facilities and the construction of new facilities.

**Subventions** - Revenues collected by the State, or other level of government, which are allocated to the City on a formula basis. The major subventions received by the City from the State of Florida State Revenue Sharing, the ½-cent Sales Tax and gasoline taxes.

**Superfund** - See: CERCLA.

**Supplemental Appropriation** - An appropriation approved by the City Council after the initial budget is adopted. Supplemental appropriations require adoption by Ordinance.

**Supplies** - Consumable materials used in the operation of the school district including food, textbooks, paper, pencils, office supplies, custodial supplies, material used in maintenance activities and computer software.

**Surplus** - Generally, revenues over expenditures. The use of the term 'surplus' in governmental accounting is generally discouraged because it creates a potential for misleading inference.

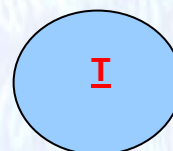
**Sustainability** - Now a widely accepted definition, the World Commission on Environment and Development in 1987 said sustainability means, "Meeting the needs of the present without compromising the ability of future generations to meet their own needs." The 1995 World Summit on Social Development defined sustainable development as "the framework for our efforts to achieve a higher quality of life for all people," in which "economic development, social development and environmental protection are interdependent and mutually reinforcing components."

**Sweep Account** - A municipal bank account from which the host financial institution electronically transfers all or part of the balance over a specified threshold to a temporary investment elsewhere for the benefit of a higher, overnight investment return. At the end of the overnight investment period, the funds are returned to the municipal account and are available for use. (See Overnight Repurchase Agreements)

**SWM** - See: *Storm Water Management*.

**Sworn Employees** - Employees required under the Municipal and State Codes to enforce the law or to otherwise carry out the City's police power protecting the health, safety and welfare of the community. Often this term is used to denote the officers (non-civilians) in the Police and Fire departments. However, other municipal officers are under oath to enforce the City Code. They also may include Building and Zoning Inspectors and Licensing Enforcement Officers.

**System Development Fees** - Fees charged to join or to extend an existing utility system. Also referred to as *tap fees* or *connection fees*.



**TAN** - See: *Tax Anticipation Note*.

**Tap Fees** - Fees charged to join or to extend an existing utility system. Also referred to as *hook-up fees* or *connection fees*. (Also see: *System Development Fees*).

**Tax Anticipation Notes (TAN)** - Notes (loans), sometimes called warrants, issued in anticipation of the collection of taxes in order to receive revenue before the actual revenue is due. Most often used for cash-flow

purposes and retired from the proceeds of the tax levy they anticipate.

**Tax Base** – Total assessed valuation of real property within the City.

**Tax Certificate** – Official proof of payment of taxes due provided at the time of transfer of property title by the state or local government.

**Tax Collector** – The county officer charges with the collection of ad valorem and non-ad valorem assessments/fees levied by the county, the school board, special taxing districts and municipalities with the county.

**Tax-Deferred** - The term tax deferred refers to the deferral of income taxes on interest earnings until the interest is withdrawn from the investment. Some vehicles or products that enjoy this special tax treatment include permanent life insurance, annuities, deferred compensation plans, 401(k) plan and the like, and any investment held in IRA's.

**Tax-Increment Financing** – In a designated tax increment financing district are frozen at the initial valuation and continue to be distributed to the various taxing districts. However, as development causes the valuation of the property to rise, the difference or increment between the frozen valuation levels and increased value after development, is pledged and improvement bonds are issued, using this increment to guarantee the bond repayment. Tax Increment Finance Bonds (TIF): Bonds sold to investors to raise capital for development activities. Interest paid to bond purchasers is usually exempt from state and federal taxation, although TIF bonds can also be sold to investors with no interest exemption from state and federal taxes.

**Tax Levy** – See: *Levy*.

**Tax Rate** – The amount of tax levied for each \$1,000 of taxable property valuation (See: *Levy, Millage Rate*).

**Taxable Value** – The assessed value of property minus the amount of any applicable exemption provided under the state constitution and statutes.

**Taxes** – Compulsory charges levied by government for the purpose of financing services performed for the common benefit of all citizens. This term does not include charges for services rendered only to those paying such user fees; for example, utility charges. In addition, this term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments.

**Taxing Jurisdiction** – The power to tax and govern within a geographic territorial range.

**Taxing Limit** – The maximum rate at which the City may levy a property tax, which for Florida municipalities is 10 mills or \$10 per thousand dollars of taxable value. This limit may be exceeded for capital bond issues voted by the residents.

**Taxpayer** – The person or other legal entity in whose name property is assessed, including an agent of a timeshare period titleholder.

**T-Bill** – See: *Treasury Bill*.

**TDD** – Telecommunications Device for the Deaf.

**Technical Default** - Failure by the issuer to meet the requirements of a bond covenant. These defaults do not necessarily result in losses to the bond holder. The default may be cured by simple changes of policy or actions by the issuer.

**Temporary Employee** – An employee who is hired to fill a position anticipated to have continuous services duration of less than one year.

**Tentative Budget** – The tentative budget is the draft budget presented to Council in July each year. This is the document that will be tentatively adopted at the first public hearing. (See: *Recommended Budget*)

**Time-of-Use Rates**: the pricing of electricity based on its estimated cost during a particular time block. Time-of-use rates are usually divided into three or four time blocks per 24-hour period (on-peak, mid-peak, off-peak and sometimes super off-peak) and by seasons of the year (summer and winter). Real-time pricing differs from time-of-use rates in that it is based on actual (as opposed to forecast) prices that may fluctuate many times a day and are weather-sensitive, rather than varying with a fixed schedule.

**TIP** – See: *Transportation Improvement Program*.

**Tippling Fee** - A fee charged to customers by the operators of waste management facilities for the right of disposing waste at their sites

**Top 10 Taxpayers** - This measures total assessed valuation of the 10 largest taxpayers as a percentage of the total taxable assessed valuation of the jurisdiction.

**Total Operating Revenues** - All revenues except for other financing sources and cash balance forward.

**Total Quality Management (TQM)** - A work culture that more fully utilizes the skills and abilities of coworkers to approach problems and new tasks under improved systems that encourage communication, cooperation, and innovation.

**TQM** – See: *Total Quality Management*.

**Traffic Calming** - Techniques intended to reduce the negative impacts of motor vehicles on neighborhoods by reducing vehicle speeds and by providing safe spaces for pedestrians and cyclists.

**Transit Corridor** – A broad geographic band that follows a general directional flow of travel connecting major origins and destinations of trips and which may contain a number of streets, highways and transit routes.

**Transportation** - A major expenditure category used to account for the cost of services provided for the safe and adequate flow of vehicles, travelers, and pedestrians and for beautification of highways.

**Transportation Fund** – A special revenue fund established to account for various transportation-restricted revenues such as the Local Options Gas Tax and the restricted portion of the State Revenue Sharing revenue.

**Transportation Improvement Program (TIP)** - A five year transportation work program combining plans from the state, county, and city levels of government. The TIP is administered by the local MPO.

**Transfers** - Monies shifted from one fund into another; listed, therefore, as an expenditure in the former and as a revenue in the latter. (Also see: *Budget Transfers*).

**Transit-Oriented Development** - A form of development that emphasizes alternative forms of transportation other than the automobile - such as walking, cycling, and mass transit - as part of its design. Transit-Oriented Development locates retail and office space around a transit stop. This activity center is located adjacent to a residential area with a variety of housing options such as apartments, townhouses, duplexes, and single family houses.

**Treasuries** – See: *Treasury Bill*.

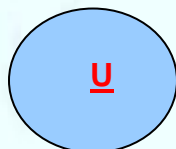
**Treasury Bill** – A non-interest-bearing obligation, fully guaranteed by the United States Government, payable to the bearer. Bills are sold on a discount basis so that the yield is the difference between the purchase price and the face value thereof.

**TRIM** – See: *Truth in Millage*.

**Trust and Agency Funds** - Also known as Fiduciary Fund Types, these individual funds are used to account for assets held by the City in a trustee capacity or as an agent for private individuals, organizations, or other governmental agencies. Agency funds are custodial in nature (assets equal liabilities) and do not measure the results of operations.

**Trustee** - A bank designated as the custodian of funds and official representative of bondholders. Trustees are appointed to insure compliance with the trust indenture and represents bondholders to enforce their contract with the issuer.

**Truth in Millage (TRIM)** - Term used in state law (F.S. 200.065) to describe the procedure for levying ad valorem taxes (See: *Roll-Back Rate*).



**UASI** – (Pronounced: You-ah-Zee). See: *Urban Areas Security Initiative*.

**UMSA** – (Pronounced: Um-sah). See: *Unincorporated Municipal Service Area*.

**Underwrite** – To agree to buy an issue of securities on a given date at a specific price or to agree to buy unsubscribed securities of an Issue, thus assuming the liability of guaranteeing the Issuer the full anticipated proceeds.

**Underwriter** – The person, firm or institution who agrees to underwrite an issue of securities. (See: *Underwrite*).

**Underwriting Spread** – An amount representing the difference between the price at which securities are bought from the Issuer by the Underwriter and the price at which they are reoffered to the investor.

**Undesignated Fund Balance** – The portion of a fund's balance that is not restricted for a specific purpose and available for general appropriation.

**Unencumbered Fund Balance** – See: *Undesignated Fund Balance*.

**Unfunded Liabilities** – Unfunded liabilities are debts that will not be due for a comparatively long time (usually more than one year) and that no provisions have been made for their repayment or that portion of a long term obligation which cannot be paid when due based on a projection of current financial commitment levels. (Also See: *Liabilities, Current Liabilities and Long-Term Liabilities*).

**Unfunded Mandate** - Any responsibility, action or procedure that is imposed by one government on another through constitutional, legislative, administrative, executive, or judicial action as a direct order, or that is required as a condition of aid, and for which the imposing party provides no financial assistance. (Also See: *Mandate*).

**Unfunded OPEB Liability** – This is the difference between the value assigned to the benefits (other than retirement) already earned by a municipality's employees and the assets the local government will have on hand to meet these obligations. While there is no requirement in Massachusetts to fund this liability, GASB 45 requires that the dollar value of the unfunded OPEB liability is determined every two years. (See GASB 45; OPEB)

**Unincorporated Municipal Service Area (UMSA)** - Any area of Miami-Dade County not within the corporate boundaries of a municipality. Established as a special taxing district by the County.

**Unreserved Fund Balance** – See: *Undesignated Fund Balance*.

**Urban Areas Security Initiative (UASI)** - A Federal program under the Department of Homeland Security, the UASI Program provides financial assistance to address the unique multi-disciplinary planning, operations, equipment, training, and exercise needs of high-threat, high-density urban areas, and to assist them in building and sustaining capabilities to prevent, protect against, respond to, and recover from threats or acts of terrorism.

**U.S. Green Building Council** - A national non-profit that promotes green building practices, technologies, policies, and standards. It established LEED certification guidelines; the country's most commonly used rating system for green buildings. The council was founded in 1993 in Washington, D.C., and has chapters around the country. (Also see: *LEED*)

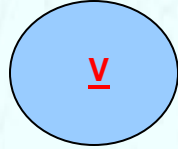
**USEPA** – See: *Environmental Protection Agency*.

**User Fees/Charge** – User fees and charges are Revenue derived from payments made by the general public for the purpose of utilizing goods and services, such as entry fees, Park Department charges, class registrations, tenant rental and concessions.

**USHUD** – See: *Housing and Urban Development*.

**Utility Taxes** – Municipal charges levied by the City on every purchase of a public service within its corporate

boundaries. Public service includes electricity, gas, fuel oil, water, and telephone services.



**Vacancy Savings** - Savings generated by not filling vacant positions, by not filling newly authorized positions, or by filling a vacant position at a lower grade or step.

**Vacate** - To make vacant or cease the use of and convey previously public right-of-way (streets, alleys) to the adjacent land user; transfer ownership.

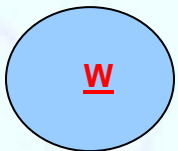
**Value Engineering** - Value engineering by an independent engineering review (design and construction) of construction projects in an effort to reduce overall project costs. The review normally examines alternative designs, materials and construction process without sacrificing design intent, quality, public safety, and regulations.

**Variable Rate Bond** - A bond whose yield is not fixed but is adjusted periodically according to a prescribed formula.

**Variable Interest Rate** - The rate of interest on a Bond or Note which varies according to a formula set forth in the security. Variable interest rates are most often tied to the prime rate of a particular lending institution, the Consumer Price Index, Federal Funds rates or other money market measurements.

**Variance** - A modification of the specific regulations granted by the Board of Adjustment for the purpose of assuring that no property, because of special circumstances applicable to it, shall be deprived of privileges commonly enjoyed by other properties in the same vicinity and zone.

**Very Low-Income** - Households with incomes between 0 and 50 percent of the area wide median family income. Thresholds vary depending on the number of persons in the household.



**Warrant** (Finance) - A short-term debt financing mechanism used to fund a particular expenditure or set of expenditures in anticipation of a bond issue. Warrants are typically provided by local banks.

**WASD** - See: *Water/Sewer Services*

**Water/Sewer Services** - A physical environment expenditure used to account for the provision of water and sewer services. Water and sewer services are provided to the Miami Gardens' residents by Miami-Dade County Water & Sewer Department (WASD), and the cities of North Miami Beach and Opa-Locka.

**Watershed** - A relatively large area of land that drains water into a river, creek or into an aquifer (an underground

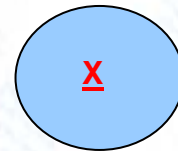
reservoir or lake). In Central Texas, water draining into an aquifer usually flows into recharge features such as caves or fractures in the ground.

**Windows** - A Microsoft program use to create and edit text and graphics in letters, reports, Web pages, or e-mail messages.

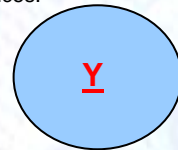
**Working Capital Reserve** - Budgeted funds with no particular commitment as to expenditures. Provides operating flexibility during the budget year to meet unexpected needs or requirements. (Also see: *Contingency*).

**Workload Indicators** - Measure of the output of a department or other operating entity. They may consist of transactions, products, events, services or persons served.

**Working Capital Reserve** - A line item in the operating budget of unencumbered funds that can be used as necessary during the fiscal year to meet unexpended expenses or to take advantage of unexpected opportunities.



**Xeriscape** - The practice of conserving water and energy through landscaping design that limits lawn areas, irrigates efficiently, improves soils, uses mulches, chooses low water use plants, and employs other good maintenance practices.



**Year-End** - This term means as of September 30<sup>th</sup> (end of the fiscal year).

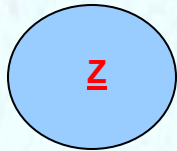
**Year-End Closing** - The period necessary for all accounting transactions to be completed from the previous fiscal year until the Comprehensive Annual Financial Report (CAFR) is audited and published.

**Yellow Book** - An informal name for the U.S. General Accounting Office's 1988 publication, "Government Auditing Standards."

**Yield** - In general, the yield is the amount of current income provided by an investment. For stocks, the yield is calculated by dividing the total of the annual dividends by the current price. For bonds, the yield is calculated by dividing the annual interest by the current price. The yield is distinguished from the return, which includes price appreciation or depreciation.

**Yield-to-maturity** - Return available taking into account the interest rate, length of time to maturity, and price paid. It is assumed that the coupon reinvestment rate for the life of the bonds will be the same as the yield-to-maturity.

**YTD** - Year-to-Date.



**Zero-Based Budgeting** - In *government*, the approach of justifying the budget and its program for each year or two, instead of studying funding increases or decreases in the programs separately as the need arises; (2) In *accounting and budgeting*: a financial management technique to redirect funds from lower-priority current programs to higher ones to pinpoint opportunities for improved efficiency and effectiveness, to reduce budgets while raising operating performance, and to improve profitability. (Also See: *Incremental Budget*, *Line-Item Budget* and *Program Budget*).

**Zero-Coupon Bond** - This type of bond makes no periodic interest payments but instead is sold at a steep discount from its face value. Bondholders receive the face value of their bonds when they mature.

**Zoning** – The partitioning of a city, borough, township or County by ordinance into sections reserved for different land use purposes (i.e. residential, commercial, industrial).

