

ST. LUCIE COUNTY - BASIC DEBT SCHEDULE									
FUND	Obligation	Year Issued	Maturity*	Original Amount	Interest Rate	Estimated Principal Outstanding On 09/30/13	Payments Due in FY 14		
							Principal	Interest	Total
<u>BONDS - GENERAL OBLIGATIONS & LIMITED AD VALOREM:</u>									
242	PORT I&S (Cotton Property), GO AD VALOREM Bond for purchasing land in the Port of Fort Pierce.	1997	2017	\$3,500,000	4%-5.37%	\$785,000	\$240,000	\$35,744	\$275,744
TOTAL:				3,500,000		785,000	240,000	35,744	275,744
<u>BONDS - GOVERNMENT FUNDS:</u>									
204	800 MHZ RADIO SYSTEM Refunding of Public Improvement Revenue Bonds Series 2000A	2004	2023	8,030,000	4.2% - 5.5%	2,945,000	\$240,000	\$125,863	365,863
218	TRANSPORTATION REVENUE NOTE Acquisition, construction, and reconstruction of Roads and bridges and other transportation improvements (The 2007 Project)	2007	2027	29,685,000	4.44%	17,030,000	\$2,435,000	\$795,513	3,230,513
215	5 BLDG REFUNDING BONDS Refunding 2003 Sales Tax Rev Bonds	2013	2033	47,285,000	2.00%-5.00%	47,285,000	\$465,000	\$1,585,186	2,050,186
215	HALF-CENTS SALES TAX REFUNDING BONDS Refunding 2005 Research Park/Harbor Branch Acquisition	2013	2025	9,405,000	2.00%-5.00%	9,405,000	\$95,000	\$317,561	412,561
217	STATE REVENUE SHARING BONDS Courthouse Imp./ESL Acquisition	2005	2025	12,715,000	4.1%	8,740,000	\$570,000	\$375,656	945,656
295	RIVER BRANCH ESTATES MSBU Special Assessment Improvement Bonds	2003	2017	127,000	5.720%	54,837	\$9,770	\$3,137	12,907
TOTAL:				107,247,000		85,459,837	3,814,770	3,202,914	7,017,684
<u>BONDS - ENTERPRISE FUNDS:</u>									
471	N HUTCHINSON W&S 1997 Revenue refunding bonds for acquisition of N Hutch system	1997	2022	5,560,000	3.65%-5.5%	3,020,000	\$270,000	\$166,100	436,100
471	N HUTCHINSON W&S 2002 Revenue bonds for additional N. Hutch projects	2002	2031	1,710,000	3%-5%	1,285,000	\$45,000	\$63,650	108,650
471	HOLIDAY PINES WATER AND WASTEWATER SYSTEM Revenue bonds, Series 1999	1999	2029	5,840,000	3.4%-5%	4,125,000	\$170,000	\$218,044	388,044
479	NORTH COUNTY UTILITIES Improvement Refunding Revenue Note, Series 2009A (Anticipated Refunding 2014)	2009	2014	10,035,000	3.57%	10,035,000	\$10,035,000	\$358,250	10,393,250
TOTAL:				23,145,000		18,465,000	10,520,000	806,043	11,326,043
<u>BONDS - SPECIAL ASSESSMENT FUNDS:</u>									
273 (former 673)	S HUTCH W&S SPECIAL ASSESSMENT BONDS Refinancing of Bond for SHI Water & Sewer improvements.	1998	2025	14,920,000	4.2%-5%	4,360,000	\$0	\$366,250	366,250
39012 PR#36203	EROSION DISTRICT (SHI BEACH AND DUNE RESTORATION) South Hutchinson Island Beach and Dune Restoration Project	2012	2022	2,183,000	1.91%	2,183,000	\$189,000	\$39,890	228,890
TOTAL:				17,103,000		6,543,000	189,000	406,140	595,140
<u>NOTES PAYABLE - GOVERNMENT FUNDS:</u>									
107-1940 PR# 1542	WATER CONSERVATION PROJECT Rock Road Jail (Citimortgage Lease/purchase) Obligation begins 2008	2007	2017	1,400,000	4.03%	591,145	\$171,353	\$22,114	193,467

FUND	Obligation	Year Issued	Maturity*	Original Amount	Interest Rate	Estimated Principal Outstanding On 09/30/13	Payments Due in FY 14		
							Principal	Interest	Total
129	PARKS MSTU CAPITAL IMP REFUNDING REV NOTE 2011 Refunding of Improvement Revenue Note 2008	2011	2022	10,330,000	2.17%	9,455,000	\$855,000	\$195,626	1,050,626
216	CAPITAL IMPROVEMENT REVENUE NOTE Seacoast (LOC) \$10 Million; Sam's Acquisition, Façade , & imp, Admin Complex cooling, EOC, Clerk's Bldg	2007	2019	5,245,030	4.79%	5,663,116	\$894,828	\$122,300	1,017,128
262	TOURIST DEV TAX REVENUE NOTE 2011A Improvements of \$3,000,000 to Sports Complex and Refunding of the 2003A Tourist Dev. Tax Revenue Bonds	2011	2023	6,225,000	2.37%	5,780,000	\$465,000	\$131,476	596,476
262	TOURIST DEV TAX REFUNDING REVENUE NOTE 2011B For Refunding of the 2003C Tourist Development Tax Revenue Note	2003	2023	1,460,000	3.31%	1,365,000	\$105,000	\$43,444	148,444
210	SOUTH COUNTY REGIONAL STADIUM Improvement Revenue Note Series 2008A	2009	2023	1,700,000	3.46%	1,265,000	\$100,000	\$61,732	161,732
216 PR#7655	FAIRGROUNDS CAPITAL IMPROVEMENT Improvement Revenue Bond, Series 2002B Const & Imp	2002	2017	1,510,000	3.80%	486,126	\$114,819	\$18,473	133,292
216 PR#76550	EQUESTRIAN CENTER AT FAIRGROUNDS Series 2004A - to be repaid from donations from Adams Ranch, Ltd.	2004	2019	350,000	3.9%	7,250	\$7,249	\$141	7,390
250	<u>10 million dollar Line of Credit for MSBUs from SunTrust 2006:</u> No Interim Loans currently outstanding on the Line of Credit (LOC)	2006	2014	N/A	N/A				
TOTAL:				28,220,030		24,612,638	2,713,250	595,305	3,308,555
<u>NOTES PAYABLE - ENTERPRISE FUNDS:</u>									
479	UTILITIES - FL ST DEP CLEAN WATER State Revolving Loan \$470,167, Cap Int \$16,000	2007	2031	470,167	3.57%	377,533	\$30,878	\$926	31,804
TOTAL:				470,167		377,533	30,878	926	31,804
<u>OTHER LONG-TERM OBLIGATIONS:</u>									
140001/ 142	PORT DEEPENING LOAN/US ARMY CORP OF ENG County pays 48% and Port MSBU pays 52%	1998	2027	797,960	6.125%	512,596	\$24,084	\$31,274	55,358
216 PR#79502	FP&L SOUTH COUNTY REGIONAL STADIUM Lights Contract	2001	2021	134,966	8.82%	79,748	\$7,700	\$6,724	14,424
TOTAL:				932,926		592,344	31,784	37,998	69,782
<u>SPECIAL ASSESSMENTS:</u> An MSBU is a Municipal Services Benefit Unit. The debt service is paid by assessments on benefiting property, and unless guaranteed by the Board, is not an obligation of county government.									
250	NAVAJO AVENUE MSBU (38021)	2007	2017	64,000	tbd	29,348	\$6,816	\$1,449	8,265
250	GREY TWIG LANE MSBU (38005)	2005	2015	143,067	5.41%	35,093	\$17,084	\$1,899	18,983

FUND	Obligation	Year Issued	Maturity*	Original Amount	Interest Rate	Estimated Principal Outstanding On 09/30/13	Payments Due in FY 14		
							Principal	Interest	Total
669	LAKE DRIVE MSBU	2008	2022	150,000	4.561%	102,700	\$10,392	\$4,447	14,839
681	KING ORANGE MSBU	2005	2018	98,000	5.24%	46,740	\$7,578	\$2,254	9,832
682	SKYLARK MSBU	2005	2018	74,000	5.24%	35,294	\$5,722	\$1,702	7,424
683	REVELS LANE I	2005	2018	124,000	5.24%	59,142	\$9,588	\$2,852	12,441
685	SUNLAND GARDENS	2006	2019	370,000	5.107%	186,000	\$26,736	\$8,816	35,552
686	GREENACRES	2006	2019	168,000	5.107%	91,000	\$11,473	\$4,354	15,828
687	INDIAN RIVER ESTATES	2009	2028	16,000,000	3.068%	7,673,125	\$378,633	\$229,603	608,236
684	SUNLAND GARDENS Phase II (#3815)	2009B	2024	3,130,000	3.40%	1,940,000	\$163,318	\$63,184	226,501
668	HARMONY HEIGHTS (FPUA UTIL) (#38015)	2009A	2022	1,250,000	3.40%	615,000	\$61,912	\$19,858	81,769
296	N. LENNARD RD. 1 MSBU (#4502) #296	2010	2025	4,355,000	3.70%	3,670,000	\$250,000	\$135,790	385,790
297	N. LENNARD RD.2 MSBU (#38003) #297	2010	2025	860,000	3.70%	725,000	\$50,000	\$26,825	76,825
298	N. LENNARD RD. 3 MSBU (#38004) #298	2010	2025	260,000	3.70%	215,000	\$15,000	\$7,955	22,955
TOTAL:				27,046,067		15,423,442	1,014,251	\$10,989	1,525,240
ST. LUCIE COUNTY - OTHER DEBT									
CAPITAL LEASES:									
001	SERVERS, LEASE/PURCHASE AGREEMENT	2009	2014	430,000	5.12%	45,848	\$45,848	\$751	46,599
TOTAL:				430,000		45,848	45,848	751	46,599
TOTAL COUNTY DEBT OBLIGATIONS:				\$208,094,190		\$152,304,642	\$18,599,781	\$5,596,810	\$24,196,592
Note: *Maturity Date is per amortization schedule and is not based on County Fiscal Year.									

FINANCIAL POLICY

FINANCIAL POLICY STATEMENT

St. Lucie County has an important responsibility to its citizens to correctly account for public funds, to manage county finances wisely and to plan for adequate funding of services desired by the public. With the rapid growth in the county, St. Lucie County needs to ensure that it is capable of adequately funding and providing local government services needed by the community.

Sound fiscal policies that are realistic and consistent provide useful guidance for the long-term programming of services and facilities. They also provide a set of assumptions under which budget and tax decisions should be made. While established for the best management of government resources, generally accepted fiscal policy also helps set the parameters for government's role in the broader economy of the community. The following fiscal policies set as a framework to guide the operations of the County.

FINANCIAL STRUCTURE

All operations of St. Lucie County are accounted for by the use of fund accounting, in order to provide proper accountability for the different kinds of resources. Various funds have been established to track transactions. Funds with similar objectives, activities and legal restrictions are placed in one the following three groups:

Governmental Funds - These funds account for general governmental functions, such as the court system and law enforcement. They use a spending measurement focus; which means that only current assets and liabilities are generally included on the fund types' balance sheets, and the difference between these assets and liabilities is classified as fund balance. Governmental Funds types are classified into five generic fund types as follow:

- X **General Fund** is used to account for all financial resources except those required to be accounted for in a specific fund. Most countywide activities are accounted for in this fund.
- X **Special Revenue Funds** account for proceeds of specific revenue sources that legally restricted to expenditures for specified purposes.
- X **Debt Service Funds** are used to account for the accumulation of resources for and the payment of general long-term debt principal, interest and other costs associated with long-term debt.
- X **Capital Project Funds** are used to account for the purchase or construction of major capital facilities, such as buildings, infrastructure and lands.

Proprietary Funds - These funds are used to account for governments' ongoing activities that are similar to those of private enterprise. They are accounted for on a cost of service. There are two types of Proprietary Funds:

- X **Enterprise Funds** are used to account for the provision of public services that are similar to services provided by business enterprises. Operating costs of such funds are paid from user charges or other non-governmental revenue.

- X **Internal Service Funds** is the financing of goods or services provided by one department to other departments within the same government on a cost reimbursement basis.

Fiduciary Funds - These funds account for assets belonging to others, held by a government in a trustee capacity or as an agent. Agency and expendable trust funds are accounted for like governmental funds. Non-expendable trusts are accounted for in the same manner as proprietary funds. Fiduciary Funds consists of two groups:

- X **Expendable Trust Funds** account for assets held by the County in trust for administration and disbursement for specific purposes.

- X **Agency Funds** account for assets belonging to others, which are held pending disposition.

BUDGETARY BASIS

Modified Accrual Basis for Governmental Funds - All Governmental Funds (General Fund, Special Revenue Funds, Debt Service Funds, Capital Project Funds), Expendable Trust Funds and Agency Funds are maintained on the modified accrual basis of accounting. Modified accrual is essentially accrual accounting, modified to recognize the governmental environment and unique accounting measurement objectives. Revenues are generally recognized during the fiscal year when they are quantifiable, measurable and there is a reasonable expectation that they will be collected during that period. In most cases, expenditures are recorded when the good or service is actually delivered, regardless of when the funds are disbursed. As a budgetary control measure, the funds will be encumbered or "reserved" when the good or service is ordered.

Accrual Basis for Proprietary Funds- Proprietary Funds include the Internal Service Funds and the Enterprise Funds. Under the Accrual basis revenues are budgeted based on the measurable amount expected to be "earned" during the fiscal year. Expenditure estimates are developed for all expenses anticipated to be "incurred" during the fiscal year. Revenue is recognized when earned and expenditures are recognized when incurred. Transactions are recorded when they occur - regardless of when cash is received or disbursed. This is essentially the same method used in the private sector; however there are a few differences:

1. Capital expenditures and debt principal are budgeted as appropriations
2. Compensated absence accruals are not budgeted

Fund Balance - Fund balance is the result of the previous fiscal year's beginning cash balance plus revenues received minus actual expenditures. It includes unallocated resources that may be used to fund new projects/programs as well as unspent allocated funds, which will be carried forward to fund those existing projects/programs. Fund balance is adjusted for inventory and other non-cash assets and liabilities.

Depreciation - For budget purposes, depreciation is recognized in a designated reserve only to the extent that it is funded.

GRANTS BUDGETING

Grants are funds awarded to St. Lucie County by the federal government, state agencies, or other organizations to finance projects such as capital improvement, cultural and educational activities, environmental projects, economic development, planning and research, etc. Grant revenues are received into governmental or proprietary funds related to the project. Each grant is individually budgeted as a sub-fund subordinate to its hierarchy governmental or proprietary fund. Transfers of grant local matches, interest monies and residual cash between a grant and its hierarchy fund are permitted without Board approval.

CAPITAL BUDGETING

St. Lucie County maintains a Capital Improvements Plan (CIP), which covers a five-year period and is updated annually. The Office of Management and Budget determines the amount of funds available for capital projects. Proposed projects are prioritized and the available funds are allocated accordingly. A separate section of this document is designated for the CIP projects detail. Projects in the CIP this fiscal year are funded; however out years are estimated needs and may exceed future available revenues.

The capitalization threshold is \$25,000 for buildings or infrastructure with a life span of more than one year. Budgets for buildings and infrastructure under \$25,000 are reflected in the County's operating budget instead of the Capital Improvement Program.

GENERAL BUDGET POLICY

1. The operating budget authorizing expenditure of county money will be adopted annually by the Board at the fund level.
2. The budget shall reflect the estimated beginning balances of all funds and all planned revenues or receipts for each fund for which the county must maintain accounts. Once the annual audit is completed, staff may prepare a Budget Resolution to adjust the beginning balances from the estimated to the actual.

3. No monies shall be expended or disbursed from accounts of the Board of County Commissioners except pursuant to authorization reflected in the adopted budget. The Clerk of Courts shall advise the Board of any exceptions to this policy required by law or generally accepted accounting practice.
4. Florida law states that a county must have a balanced budget. Therefore, the budgeted expenditures and reserves of each fund (including reserves for contingencies, cash flow and all other purposes) will equal the sum of projected fund balance at the beginning of the fiscal year and all revenues and receipts which reasonably can be expected to be received during the fiscal year.
5. Reserves:
 - a. A reserve for contingency may be budgeted in each of the funds. At the Board's discretion, these funds may be allocated as needed during the year to fund unexpected operations or events.
 - b. The Board will also maintain a designated Emergency Reserve of 5% of the total operating budget excluding funds that have a minimum of 10% or \$2 million in reserves (whichever is greater). By majority vote, the Board may use all or a portion of this designated Emergency Reserve, however, the use is normally reserved for natural or manmade disasters.
 - c. The Board will also maintain a fund balance reserve in the general fund equal to 5% of the general fund operating budget. By a majority vote, the Board may use all or a portion of this fund balance reserve to address unanticipated revenue shortfalls or any unforeseen expenditures not necessarily resulting from a natural disaster.
6. Transfers:
 - a. Transfers to reserve accounts may be made during the fiscal year by the County Administrator or the Management & Budget Director as required for proper management of the budget.
 - b. Transfers among expenditure or revenue accounts may be made during the fiscal year by County Administration and/or the Office of Management & Budget, if re-allocations within a fund are determined to be needed. Additional procedures will be established by the County Administrator. No transfers having an impact on capital facility improvement will be made without Board authority.
 - c. No transfer affecting the total allocations to a Constitutional Officer may be made without Board approval.
 - d. No transfer may be made between funds if the result of such transfer will be to change the adopted total budget of a fund, except pursuant to a public hearing and Board action to amend the adopted budget.

- e. Transfers from reserves for contingency will require approval of the Board.
7. Changes in the adopted total budget of a fund will be made only with Board approval of a budget amendment resolution.
8. To provide information to the Board on budget and financial operations the Office of Management & Budget will prepare quarterly analyses of financial condition.
9. The operating budget will reflect programmatic expectations of the Board and County Administrator for each department. The budget will emphasize the relationship between financial and managerial (operations) planning.
10. For purposes of budget preparation, in the event policies or stated desires of the Board regarding appropriations or service levels prove to be incompatible with forecasted revenues or revenue policies, these conflicts will be resolved in favor of the revenue policy.
11. The Capital Improvement Budget showing estimated annualized costs of capital projects will be updated on an annual basis.

REVENUE POLICY

1. The use of general ad valorem tax revenues will be limited to the General, Law Enforcement & Courts (Fine & Forfeiture), MSTU Funds, and dependent special districts, unless required in other funds by bond indenture agreements or by the terms of municipal service taxing units ordinance.
2. The use of ad valorem tax revenues based on millage levied for the Mosquito Control, and Erosion Control Special Districts will be limited to those districts.
3. The use of gas tax revenues will be limited to the Transportation Trust and Transportation Projects Funds, unless required in other funds by bond indenture agreements.
4. The use of sales tax revenues will be limited to the General and Law Enforcement & Courts (Fine & Forfeiture) funds except when allocated to debt service funds to meet non-ad valorem debt service requirements.
5. Pursuant to Ordinance, Tourist Development Tax proceeds will be appropriated as follows:
 - a. 20% for tourist advertising and promotion within St. Lucie County.
 - b. 40% for stadium expenses.
 - c. 33.40% debt service for stadium renovations.
 - d. 6.60% for capital facilities that promote tourism in the Fairgrounds and the area north of Midway Road.

6. The use of revenues pledged to bondholders will conform in every respect to the bond covenants committing those revenues.
7. Periodic cost studies of all County services for which user fees are imposed will be prepared, and proposed fee adjustments will be presented for Board consideration. Fee revenues will be anticipated for purposes of budget preparation using fee schedules, which have been adopted by the Board.
8. County staff will continue to aggressively pursue grant funds. For purposes of preparing the annual budget, revenues will be budgeted at actual award levels when known, and at anticipated grant award levels for continuing grants. Other grants will be budgeted upon notice of award.
9. Ad valorem taxes will be anticipated for purposes of operating budget preparation at 95% of the final assessed taxable value as determined by the Property Appraiser.
10. Millages for Debt Service will be established at the amounts, which will generate sufficient revenue, to make all required payments plus any reserve amount deemed prudent by the Office of Management and Budget or prescribed by covenant or ordinance.
11. All revenues, which are reasonably expected to be unexpended and unencumbered at the end of the fiscal year, will be anticipated as "fund balance" in the budget of the following fiscal year. Funds budgeted but unexpended in salary and benefit line items shall lapse to fund balance.

DEBT POLICY

1. Neither the Florida Constitution, Florida Statutes, nor the Board of County Commissioners place a limit on the amount of debt the voters may approve by referendum. However, as a practical matter, debt is limited by the availability of revenue streams to pay debt service, by market factors, and by Board/voter discretion.
2. In concert with the County Administrator and the County Finance Team, and to facilitate better short-term decisions, the Office of Management and Budget creates an annual report to the Board, which lists current debt and projects debt requirements.
3. The County will not fund operations or normal maintenance from the proceeds of long-term financing and will confine long-term borrowing and capital leases to capital improvements, projects, or equipment that cannot be financed from current or projected financial resources. To conserve debt capacity as well as maintain a high bond rating the County will utilize pay-as-you-go financing to the maximum extent possible.
4. Notwithstanding extenuating circumstances, the County's debt capacity will be maintained within the following generally accepted benchmarks:
 - Direct debt per capita shall remain below four hundred dollars (\$400.00). Direct debt

includes general obligations and governmental fund bond debt.

- Direct debt per capita as a percentage of income per capita should not exceed 2%.
 - Direct debt as a percentage of the final assessment value of taxable property as provided by the Office of the Property Appraiser shall not exceed 1%.
 - The ratio of direct debt service expenditures as a percentage of general governmental expenditures will not exceed 10%. General governmental expenditures are considered General Fund expenditures, Fine and Forfeitures Fund expenditures plus transfers to the Constitutional Officers, the Airport, the Port and all transfers to Internal Service Funds.
5. The County strives to maintain a minimum underlying bond rating equivalent to ‘Upper Medium Grade’ (Moody Rating Service A or Standard & Poor’s A). The County shall request an evaluation of their underlying rating every five years or as deemed necessary by the Board.

Comment: Moody’s and S&P evaluated St. Lucie County’s underlying creditworthiness in June of 2005. Moody’s rated the county at A2. S&P gave the county a rating of A. Both ratings indicate the County is in the ‘Upper Medium Grade’ of investment quality.

On March 18, 2011, Standard and Poor’s confirmed the assigned “A+” rating and stable outlook for Issuer Credit Rating for St. Lucie County and the SLC Gas tax Revenue Bonds and confirmed the “A” Rating for SLC Sales Tax Revenue Bonds. S&P also upgraded the rating to “A+” from “A” while affirming the stable outlook for the SLC State Revenue Sharing Improvement Revenue Bonds.

Moody’s Investors Service confirmed St. Lucie County’s A2 Sales Tax Revenue bond rating on June 22, 2012. Also, it confirmed the County’s Aa2 issuer rating, and the A1 Transportation Revenue (Gas Tax) Rating.

Comment: Calculation of current debt ratios, as well as current debt balances are included in the Debt Service section of this book.

6. The County shall strive to keep the average maturity of general obligation bonds at or below fifteen (15) years.
7. When financing capital projects or equipment by issuing bonds, the County will amortize the debt over a term not to exceed the useful life of the project or piece of equipment.
8. Each year the County will review its outstanding debt for the purpose of determining the feasibility of refunding an issue. Candidates for refunding are those issues that may realize a present value savings of 3% over the life of the issue.
9. To the maximum extent possible, the County will use special assessment (i.e. Municipal

Services Benefit Unit) or self-supporting bonds (i.e. Revenue Bonds) in lieu of general obligation bonds so that those benefiting from the improvements will absorb all or part of the project costs.

APPROPRIATION POLICY

1. Fund appropriations of the Board will be allocated to departments, divisions, programs, cost centers, projects, and line item object codes as deemed appropriate by the Management & Budget Director, with the approval of the County Administrator, to facilitate managerial control and reporting of financial operations.
2. Each year, before Department Directors and Division Managers begin to prepare operating budget requests, the Office of Management & Budget will issue budget preparation instructions. These instructions will take into consideration: 1) County financial policies; 2) The expressed desires of the Board and County Administrator for changes in service or service levels; 3) Projected costs of authorized services; 4) Forecasted revenues. County managers will prepare annual budget consistent with these instructions.
3. The County, in conjunction with an independent consultant, will prepare and maintain an indirect cost allocation plan, which conforms to federal guidelines for grant reimbursement of administrative costs. Managers will bill and collect indirect cost charges to eligible grant projects, enterprise funds, and other funds as appropriate.
4. The budget requests of County agencies will include itemized lists of all desired operating equipment, and of any equipment in inventory for which replacement is being requested. Purchase of equipment valued in excess of \$1,000 not on the approved budget list will require approval by the County Administrator or the Board on a case-by-case basis.
5. Each year the County will prepare a comprehensive five-year capital improvement program identifying needed public facilities by service type and geographic area for approval by the Board.
6. The annual budget will contain appropriations to fund capital projects identified by Departments for the purpose of completing the first year of the five-year capital improvement program. Operating budget implications of these capital projects will be identified; such expenses for the first (budgeted) year of the capital plan shall be funded.

CATEGORIES OF REVENUES & EXPENDITURES

REVENUES ARE DIVIDED INTO THE FOLLOWING CATEGORIES:

A. Taxes - The State of Florida does not have a state or local income tax. Specific types of taxes levied by local government include ad valorem (real and personal property), and sales and use taxes (imposed upon sale or consumption of goods and services levied locally). Sales and use taxes imposed by county government include the tourist development taxes, and local option gas taxes. Property tax revenue estimates are based on certified property valuations. Sales and use tax revenues are based on history and state provided estimates.

Franchise fees are also accounted for in this category. These fees may be levied on a corporation or individual by the local government in return for granting a privilege or permitting the use of public property subject to regulations. The State collects fees imposed under the Telecommunications Act and disperses them to participating counties. The County also collects electrical and solid waste franchise fees. Revenue estimates are based on history and customer base projections.

B. Licenses and Permits - These revenues are derived from the issuance of local licenses and permits. Within this category are professional and occupational licenses, building permits and any other licenses and permits (e.g., building, roofing, plumbing permits; occupational license fees). Revenue estimates are based on prior year collections.

C. Intergovernmental Revenues - Included are revenues received from federal, state and other local governmental sources in the form of grants, shared revenues and payments in lieu of taxes. The state shared revenues that are of most importance to county government are revenue sharing, mobile home licenses, alcoholic beverage licenses, racing tax, local government half-cent sales tax, constitutional gas tax, and county gas tax. The state provides revenue estimates, except for grants; grant revenues are estimated based on information provided by grantors.

D. Charges for Services - These revenues include all charges for current services such as recording of legal documents, zoning fees, county officer fees (fees remitted to county from officers whose operations are budgeted by the Board of County Commissioners), county court fees, circuit court fees, water utility, garbage/solid waste, sewer fees, park, library and recreation fees. Revenue estimates are based on revenue history and operating agency projections.

E. Fines and Forfeitures - This group of revenues includes moneys received from fines and penalties imposed for the commission of statutory offenses, violation of lawful administrative rules and regulations or for neglect of official duty. Some examples include court fines, library fines, and pollution control violations. Revenue estimates are based on revenue history.

F. Miscellaneous Revenues - Monies in this category are primarily interest earnings. Types of interest earnings include moneys on investments, contracts and notes, interest earnings of the Clerk of Court, Tax Collector, Sheriff, Property Appraiser and Supervisor of Elections. Also included would be rents and proceeds for use of public property. Revenue estimates are based on history and analysis of fund balances.

G. Internal Service Charges - The Risk Management program generates revenue to fund the program by billing the departments for services provided. Revenues are determined by agency requirements, which are determined in the budget review process. The expenditure to the department is an example of an Internal Service Charge. The use of an internal service fund enhances cost accounting and accountability for this in-house service; however, since expenditures are counted in both the originating department and in the internal service fund, this results in a double count of the expenditures.

H. Non-Revenues - Non-revenues are categories of monies that are not generated by traditional activities such as taxes, fees for services, or intergovernmental transfers from State to County. Included are such groupings as transfers, bond proceeds, insurance proceeds and unspent budgets and interest earned by Constitutional Officers which must, by State law, be returned to the County. Estimates are based on history or on anticipated transactions such as bond issuances.

I. Less 5% Anticipated Revenues - State law requires that budgeted collections for ad valorem (property tax) revenues be set at not less than 95% of estimates projected by the Tax Collector, and that receipts generally, except for fund balances brought forward, be budgeted at 95% of anticipated levels.

EXPENDITURES ARE DIVIDED INTO THE FOLLOWING CATEGORIES:

A. General Government Services - Includes the costs of providing representation of the citizenry by the governing body (Board of County Commissioners) as well as executive management and administration of the affairs of local government (County Administrator's Office). Also included in this category are the financial and administrative costs of government (budgeting, accounting, auditing, property appraisal, tax collecting, personnel, purchasing, communication, printing, stores, property control, grants development and any other support services).

In addition, General Government includes legal services (County Attorney), comprehensive planning (County Planning Department), costs of providing a court system (Court Administrator, County Court, State Attorney, Public Defender, Law Library), court reporting, and Information Technology.

B. Public Safety - Security of persons and property is the major focus of this category. Included are law enforcement (Sheriff, Public Safety), detention and/or correction (county jail),

protective inspections (building and zoning inspections), emergency and disaster relief services (emergency management, communications system), and medical examiner.

C. Physical Environment - Costs of services provided to achieve a satisfactory living environment are assigned to this group. Categories include utility services, garbage/solid waste control, sewer services, conservation and resource management, flood control and other physical environmental needs.

D. Transportation - Costs incurred for the safe and adequate flow of vehicles, travelers and pedestrians are included. Specific subcategories include road and street facilities, traffic engineering, street lighting (County Department of Public Works), airports (Port & Airport), water transportation systems (canals, terminals, dock and ports), and transit systems.

E. Economic Environment - Costs of providing services to develop and improve the economic conditions of the community, including tourist development, are allocated to this category. Not included are welfare functions, which are included in human services.

F. Human Services - Costs of providing services for care, treatment and control of human illness and injury are included. Expenditures in this function include mental health, physical health, welfare programs, special needs and interrelated programs such as the provision of health care for indigent persons. Specific health care activities related to the County included the Health Unit, New Horizons, Mosquito Control, Abbie Jean Russell Center, and the Council on Aging.

G. Culture and Recreation - Costs incurred in providing and maintaining cultural and recreational facilities and activities for citizens and visitors are included in this function. Separate categories include all library costs, recreational programs, golf courses, swimming pools, tennis courts, public parks, community centers, camping areas and bicycle paths. Any expenses for special events such as county fairs, civic events, historical celebrations etc. are assigned here.

H. Internal Services - Expenditures incurred by one County department for services requested by another County department. Risk Management (Insurance Fees) is an example of an internal service expenditure.

I. Non-Expenditure Disbursements - Included in this category are transfers, reserves and transfer to constitutional officers. Interfund transfers represent amounts transferred from one fund to another to assist in financing the services of the recipient fund. Transfers do not constitute additional revenues or expenditures of the governmental unit, but reflect the movement of cash from one fund to another. Transfers to constitutional officers are disbursements to the constitutional officers (Sheriff, Supervisor of Elections and Clerk of the Circuit Court).

EXPENDITURES ARE ALSO DIVIDED INTO THE FOLLOWING ACCOUNT TYPES:

A. Personnel - Expense for salaries, wages, and related employee benefits provided for all persons employed whether on full-time, part-time, temporary, or seasonal basis. Employee benefits include employer contributions to a retirement system, social security, insurance, sick leave, terminal pay, and similar direct benefits as well as other costs such as Other Post Employment Benefits (OPEB) expense accrual, Worker's Compensation and Unemployment Compensation Insurance.

B. Operating - Includes expenditures for goods and services, which are not defined as personal services or capital outlays.

C. Capital Plan - Outlays for the acquisition of or addition to land, buildings and infrastructure.

D. Capital - Other - Outlays for the acquisition of or addition to fixed assets other than land, building and infrastructure. This category includes machinery and equipment, library books and materials, and software.

E. Debt Service - Outlays for debt service purposes.

F. Grants & Aids - Grants and Aids include all grants, subsidies, and contributions to other government entities/reporting units and private organizations.

G. Other Uses - Expenses for intragovernmental transfers, reserves, emergency reserves, contingency, project reserves and transfers to Constitutional Officers.

GLOSSARY

– A –

ABBREVIATIONS / ACRONYMS – A list of abbreviations and acronyms follow the Glossary.

ACCRUAL BASIS – In accrual-basis accounting, income is realized in the accounting period in which it is earned, regardless of when the cash from these revenues is received. Expenses are recorded, as they are owed, instead of when they are paid.

ACTUAL VS. BUDGETED – Difference between the amounts projected (budgeted) in revenues or expenditures at the beginning of the fiscal year and the actual receipts or expenses which are incurred by the end of the fiscal year.

AD VALOREM – A tax levied in proportion to the value of the property against which it is levied.

ADOPTED BUDGET – The budget as approved by the Board of County Commissioners after two public hearings prior to the beginning of each fiscal year.

AGENCY FUNDS – Agency funds are used to account for the assets held as an agent for individuals, private organizations, other governments, and/or other funds or accounts. Agency funds are purely custodial in nature.

AGGREGATE MILLAGE RATE – A rate obtained by dividing the sum of all ad valorem taxes levied by the governing body (Board of County Commissioners for County Government) by the taxable value of the county or municipality. Expresses an average tax rate.

ALLOCATE – To set apart portions of budgeted expenditures that are specifically designated to organizations for special activities or purposes.

AMENDMENT – A change to an adopted budget, which may increase or decrease a fund total. The Board of County Commissioners must approve the change.

APPROPRIATED FUND BALANCE – Amount of fund balance appropriated as revenue for a given

fiscal year, to offset operating expenditures that exceed current revenue.

APPROPRIATION – A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and as to the time when it may be expended.

ARBITRAGE – In government finance, the most common occurrence of arbitrage involves the investment of the proceeds from the sale of tax-exempt securities in a taxable money market instrument that yields a higher rate, resulting in interest revenue in excess of interest costs.

ARTICLE V – Article V of the Florida Constitution. Revision 7 of this article shifts the responsibility for many court-related items from the County to the State.

ASSESSED VALUATION – A valuation set upon real estate or other property by a government as a basis for levying taxes. Taxable valuation is calculated from an assessed valuation. Assessed value is required to approach 100% of market value in Florida.

ASSETS – Physical items or rights that have value and are owned by the reporting entity.

ASSESSMENT – The process for determining values of real and personal property for taxation purposes.

ATTRITION – The naturally occurring accumulation of salary savings associated with the turn-over due to the duration of the hiring process.

AUDIT – An inspection, correction, and verification of accounts, conducted by an independent qualified accountant.

– B –

BALANCED BUDGET – A budget in which the estimated revenues equal the estimated expenditures.

BALANCE SHEET – The financial statement disclosing the assets, liabilities and equity of an entity at a specified date in conformity with generally accepted accounting principles.

BASIS OF ACCOUNTING – The methodology and timing of when revenues and expenditures are recognized in the accounts and reported in the financial statements.

BOARD OF COUNTY COMMISSIONERS (BOCC) – Five (5) County officials elected by districts whose responsibility includes establishing County policy, adopting a County-wide budget and establishing a County millage rate.

BOND – A long-term promise to repay a specified amount (the face amount of the bond) on a particular date (the maturity date) along with periodic interest paid at a specified percentage of the principal (interest rate). Bonds are typically used for long-term debt to finance capital projects.

BOND RATING – A grade given to bonds that indicates their credit quality. Private independent rating services such as Standard & Poor's, Moody's and Fitch provide these evaluations of a bond issuer's financial strength, or its ability to pay a bond's principal and interest in a timely fashion. Also see CREDIT RATING.

BOND REFINANCING – The issuance of bonds to obtain better interest rates and / or bond conditions by paying off older bonds.

BUDGET – A plan of financial operation, embodying an estimate of proposed expenditures for a given period and the proposed means of financing. Used without any modifier, the term usually indicates a financial plan for a single fiscal year. The term "budget" is used in two senses in practice. Sometimes it designates the financial plan presented to the appropriating body for adoption and sometimes the plan finally approved by that body. It is usually necessary to specify whether the budget under consideration is proposed and tentative or whether the appropriating body has approved it. The budget, once adopted, is the legal authorization to expend county funds during the fiscal year. The budget may be amended during the fiscal year by the governing body and/or management in accordance with procedures specified by law and/or administrative rules and regulations.

BUDGET AMENEDMENT – The process, by which unanticipated changes in revenue or expenditures are made a part of the budget, thereby amends the budget. These changes may be between funds or departments and require BOCC approval.

BUDGET CALENDAR – The schedule of key dates or milestones that the County follows in preparation, adoption, and administration of the budget.

BUDGET HEARING – A public hearing conducted by the Board of County Commissioners to consider and adopt the annual budget.

BUDGET DOCUMENT – Is the official written statement prepared in order to present a comprehensive financial program of an organization. A budget document serves as 1.) a policy document; 2.) an operations guide; 3.) a financial plan; and 4.) as a communications device.

BUDGET MESSAGE – The opening section of the budget that provides the BOCC and the public with a general summary of the most important aspects of the budget, changes from the current and previous fiscal years, and recommendations regarding the financial policy for the upcoming period.

BUDGET TRANSFER – The process by which approved budgeted dollars may be reallocated between line item expenditures within the same fund and department to cover unforeseen expenses. Transfers between departments or funds required BOCC approval.

BUDGETARY BASIS – This refers to the basis of accounting used to estimate financing sources and uses in the budget. This generally takes on the three forms: GAAP, cash, or modified accrual. The County utilizes the modified accrual basis for all fund types except enterprise and fiduciary. Those funds use accrual accounting.

BUDGETARY COMPARISONS – Statements or schedules presenting comparisons between appropriated budgetary amounts (as amended) and actual results of operations on the budgetary basis).

– C –

CAPITAL ASSET – Assets of significant value and having a useful life of several years. Capital assets are also called fixed assets.

CAPITAL EXPENDITURES – Capital expenditures generally create assets or increase the value and extend the useful lives of existing capital assets, and can be made with regard to tangible and intangible assets. The work product results in a long-term benefit greater than 1 year and involves an expenditure of County resources \$25,000 or greater for land, buildings, or infrastructure / improvements other than buildings. For software, machinery and equipment, the expenditures are \$1,000 or greater. The general categories of capital expenditures are: construction, improvements, major repairs and upgrades, replacements, expansions, additions, land, easements, buildings, building improvements, infrastructure / improvements other than buildings, vehicles, software, and machinery and equipment.

CAPITAL IMPROVEMENT PROGRAM – A plan for capital expenditures incurred each year over a fixed period of years to meet capital needs arising from the long-term work program or otherwise. It sets forth each project or other contemplated expenditure in which the government is to have a part and specifies the full resources estimated to be available to finance the projected expenditures.

CAPITAL LEASE – An agreement that conveys the right to use property, plant or equipment, usually for a stated period of time, which meets one or more of the accounting criteria for lease capitalization.

CAPITAL OUTLAY – Expenditures resulting in the acquisition of or addition to a fixed asset.

CARRYOVER – Year-end savings that can be carried forward.

CASH BASIS – Method that recognizes revenues when cash is received and recognizes expenses when cash is paid out. In contrast, the ACCRUAL METHOD recognizes revenues when goods or services are sold and recognizes expenses when obligations are incurred

CHARGES FOR SERVICES – These revenues include all charges for current services such as recording of legal documents, zoning fees, county officer fees (fees remitted to county from officers

whose operations are budgeted by the Board of County Commissioners), county court fees, circuit court fees, water utility, garbage/solid waste, sewer fees, library, parks and recreation, and etc. fees. Revenue estimates are based on revenue history and operating agency projections.

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 participate.

CHARGEBACKS – A mechanism by which services performed by one County Department for another is charged and paid across funds.

CHART OF ACCOUNTS – A system of accounting records developed by every organization to be compatible with its particular financial structure, and in agreement with the amount of detail required in its financial statements. It consists of a list of ledger account names and numbers showing classifications and sub-classifications, and serves as an index to locate a given account within the ledger.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) – The official financial report of a government. It includes the Auditor’s audit opinion as well as basic financial statements and supporting schedules necessary to demonstrate compliance with finance related legal and contractual provisions. It represents and reflects the County’s financial operations and condition to the County’s residents, its elected officials, management personnel, financial institutions, county bondholders, rating agencies, and all other parties interested in the financial affairs of the County. The CAFR is prepared in accordance with Generally Accepted Accounting Principles (GAAP) and includes financial statements audited by an independent public accounting firm.

COMPREHENSIVE DEVELOPMENT MASTERPLAN – 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 County 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;

Transportation; Intergovernmental Coordination; Housing, and etc.

CONSTITUTIONAL OFFICERS – The Property Appraiser, Tax Collector, Supervisor of Elections, Sheriff and Clerk of Court are all independently elected County officials as per State Constitution.

CONTINGENCY – A budgetary reserve to provide for emergency or unanticipated expenditures during the fiscal year.

CREDIT RATINGS – A credit rating is the opinion of the rating agencies regarding the general creditworthiness of the government in question. The rating is a function of risk factors to which the government is subject. A rating in of itself does not imply any form of a recommendation by the ratings agency. It is simply an objective evaluation of the government and its ability to meet the obligations of the security as well as its ability to repay the debt. The credit rating process involves a legal, quantitative, and qualitative analysis. The assigned ratings influence the cost of borrowing for the government.

CULTURE AND RECREATION – Costs incurred in providing and maintaining cultural and recreational facilities and activities for citizens and visitors are included in this function. Separate categories include library costs, recreational programs, golf courses, swimming pools, tennis courts, public parks, community centers, camping areas and bicycle paths. Any expenses for special events such as county fairs, civic events, historical celebrations etc. are assigned here.

CURRENT ASSETS – Cash or other assets that can reasonably be expected to be converted into cash, sold or consumed in operation within one year.

CURRENT LIABILITIES – Obligations due and payable within one year.

– D –

DEBT – Money or other property lent or borrowed and that must be repaid or returned. Debt may be outstanding for a short term (one year or less) or for a long term (one year or more).

DEBT MILLAGE – The portion of the millage required to pay principal and interest on voter approved bonds. This millage fluctuates annually based on the property values and debt payable.

DEBT RATIO – Total debt divided by total assets. Used by finance and budgeting staff to assess fiscal health, internal controls, etc.

DEBT SERVICE – Payment of interest and repayment of principal to holders of a government's debt instruments (bonds and loans). Also includes payments for paying agents, registrars, and escrow agents. It is the expense of retiring debt such as loans and bond issues.

DEBT SERVICE RESERVE – Monies set aside to ensure that funds will be available in the event that pledged revenues fall short of expectation.

DEBT SERVICE FUNDS – Account for the accumulation of resources for, and the retirement of, general long-term debt principal and interest.

DEFICIT – The excess of expenditures over revenues during a fiscal year.

DEPARTMENT – A major unit of organization in the County which indicates overall an operation or group or related operations within a functional area.

DEPENDENT SPECIAL DISTRICT – A special district, whose governing body or whose budget is established by the governing body of the County or municipality to which it is dependent.

DEPRECIATION – 1.) Expiration in the service life of fixed assets, other than wasting assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy, and obsolescence. 2.) The portion of the cost of a fixed asset other than a wasting asset, which is charged as an expense during a particular period. In accounting for depreciation, the cost of a fixed asset, less any salvage value, is pro-rated over the estimated service life of such an asset, and each period is charged with a portion of such cost. Through this process, the entire cost of the asset is ultimately charged off as an expense.

DISTINGUISHED BUDGET PRESENTATION AWARD – A voluntary awards program

administered by the Government Finance Officers Association (GFOA) to encourage governments to prepare effective budget documents.

DIVISION – A unit of organization that is comprised of a specific operation within a functional area. County departments may contain one or more divisions.

– E –

ECONOMIC ENVIRONMENT – Costs of providing services to develop and improve the economic conditions of the community, including tourist development, are allocated to this category. Not included are welfare functions, which are included in human services.

ENCUMBRANCE – An obligation in the form of a purchase order, contract, or other commitment, which is chargeable to an appropriation and for which a part of the appropriation is reserved. In some cases reserves are carried over into succeeding fiscal years.

ENHANCED 911 (E911) – Allows the citizens the ability to dial 911 in the event of an emergency. The system provides the caller's name, address, phone number, and emergency responder information that are automatically displayed on a computer screen in the Emergency Communication Center.

ENHANCEMENT – An improvement to a programmatic service level.

ENTERPRISE FUND – A fund established to account for operations financed and operated in a manner similar to private business enterprises. The governing body intends that the full cost of providing the goods or services be financed primarily through charges and fees, thus removing the expense from the tax rate. Examples of Enterprise Funds are airports, utilities, or transit systems.

EXPENDITURES – Decreases in net financial resources. Expenditures include current operating expenses, which require the current or future use of net current assets, debt service and capital outlays.

EXPENSES – Decreases in net total assets. Expenses represent the total cost of operations during

a period regardless of the timing of related expenditures.

– F –

FIDUCIARY FUNDS – A type of fund in which the government acts as a trustee or agent on behalf of another party. See TRUST AND AGENCY FUND.

FINAL BUDGET – Term used to describe the revenues and expenditures for the upcoming fiscal year beginning October 1st and ending September 30th as adopted by the Board of County Commissioners.

FINANCIAL ACCOUNTING STANDARDS BOARD (FASB) – Independent, private, non-governmental authority for the establishment of accounting principles in the United States.

FINES AND FORFEITURES – This group of revenues includes moneys received from fines and penalties imposed for the commission of statutory offenses, violation of lawful administrative rules and regulations or for neglect of official duty. Some examples include court fines, library fines, and pollution control violations. Revenue estimates are based on revenue history.

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 YEAR – A 12-month period of which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. The County fiscal year is October 1 to September 30.

FIXED ASSETS – Assets of a long-term character, which are intended to continue to be held or used, such as land, buildings, improvements other than buildings, machinery and equipment.

FRANCHISE FEE – Fees levied on a corporation in return for granting a privilege, sanctioning a monopoly, or permitting the use of public property, usually subject to regulation.

FRINGE BENEFITS – For budgeting purposes, fringe benefits include employer payments for items

such as Social Security, Medicare, retirement, group health and life insurance, dental insurance, workers compensation and unemployment.

FULL-TIME EQUIVALENT (FTE) POSITION – The unit of accounting for employee positions where part-time positions are converted to the decimal equivalent of a full-time position based on 2,080 hours per year. For example, a part-time person working 20 hours per week would be equivalent to an FTE of 0.50 (20 hours multiplied by 52 weeks, then divided by 2,080 hours).

FUNCTIONS – Expenditure classification according to the principal purposes for which expenditures are made. Examples are public safety, public health, public welfare, etc.

FUND – A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

FUND ACCOUNTING – The accounts of the County are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures, or expenses as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

FUND BALANCE – A term used to express the equity (assets minus liabilities and other uses) of governmental fund types and trust funds. These funds may be designated for a particular purpose. The unspent funds (the excess of fund assets over liabilities) can be included as revenue in the following year's budget.

FUND TYPE – Any one of seven categories into which all funds are classified in governmental accounting. The seven fund types are: general, special revenue, debt service, capital projects, enterprise, internal service, and trust and agency.

– G –

GASB 34 – Refers to the changes in the Governmental Accounting Standards Board regulations whereby the County has taken measures to simplify accounting as the first step towards compliance.

GENERAL FUND – The governmental accounting fund containing revenues that are not designed by law for any one specific purpose. These revenues, such as, property taxes, licenses and permits, service charges, and other general revenues, are used to provide county-wide operating services.

GENERAL GOVERNMENT SERVICES – Includes the costs of providing representation of the citizenry by the governing body (BOCC) as well as executive management and administration of the affairs of local government (County Administrator's Office). Also included in this category are the financial and administrative costs of government (budgeting, accounting, auditing, property appraisal, tax collecting, personnel, purchasing, communication, printing, stores, property control, grants development and any other support services).

In addition, General Government includes legal services (County Attorney), comprehensive planning (County Planning Department), costs of providing a court system (Court Administrator, County Court, State Attorney, Public Defender, and Law Library), court reporting, and Information Technology.

GENERAL LEDGER – A record containing the accounts needed to reflect the financial position and the results of operations of a government. In a double-entry bookkeeping, the debits and credits in the general ledger are equal (for example, the debit balances equal the credit balances).

GENERAL OBLIGATION (GO) BONDS – When a government pledges its full faith and credit to the repayment of bonds it issues. The term is usually used to refer to bonds, which will be repaid, from taxes and other general revenue sources.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP) – Uniform minimum standards of and guidelines for financial accounting and reporting. They govern the form and content of the basic financial statements of an entity. GAAP

encompass the conventions, rules, and procedures necessary to define accepted accounting practices at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provides a standard by which to measure financial presentations.

GOAL – A long, or short-term, attainable target for an organization. A vision of the future.

GOVERNMENTAL FUNDS – Funds used to account for the acquisition, use and balances of financial resources and the related current liabilities. Does not include proprietary funds and fiduciary funds. The measurement focus is on the determination of financial position and changes in financial position, rather than on net income determination. Under current GAAP, there are four government fund types: general, special revenue, debt service and capital projects.

GRANT – A contribution of assets (usually cash) by a governmental unit or other organization to another. Typically, these contributions are made to local governments from the state and federal governments. They are usually designated for specific purposes.

– H –

HOMESTEAD EXEMPTION – A \$25,000.00 deduction from the total assessed value of owner occupied property. The taxable value of such a home is \$25,000.00 less than the assessed value.

HUMAN SERVICES – Costs of providing services for care; treatment and control of human illness and injury are included. Expenditures in this function include mental health, physical health, welfare programs, special needs and interrelated programs such as the provision of health care for indigent persons. Specific health care activities related to the County included the Health Unit, New Horizons, Mosquito Control, Abbie Jean Russell Center, and the Council on Aging.

– I –

IMPACT FEES – Monetary payments made by builders or developers to jurisdictions in order to defray the public costs of providing infrastructure services to the development.

INDIRECT COST – A cost necessary for the functioning of the organization as a whole, but which cannot be directly assigned to one service. These are usually costs incurred by other departments in the support of operating departments. Includes support services like Budget Preparation, Accounting, or Payroll Preparation.

INDUSTRIAL REVENUE DEVELOPMENT BONDS (IRDB) – IRDBs are means of financing the acquisition, construction, expansion or renovation of industrial development facilities.

INFRASTRUCTURE – Facilities on which the continuance and growth of a community depend such as roads, water, sewer, public buildings, and parks.

INTEREST – A charge for borrowed money, generally a percentage of the amount borrowed.

INTERGOVERNMENTAL REVENUE – Revenue collected by one government and distributed (usually through some predetermined formula) to another level of government(s).

INTERLOCAL AGREEMENT – A written agreement between the County and other units of government to share similar services, projects, emergency assistance, support, funding, etc., to the mutual benefit of all parties.

INTERNAL SERVICE CHARGES – The Risk Management program generates revenue to fund the program by billing the departments for services provided. Revenues are determined by agency requirements, which are determined in the budget review process. The expenditure to the department is an example of an Internal Service Charge. The use of an internal service fund enhances cost accounting and accountability for this in-house service; however, since expenditures are counted in both the originating department and in the internal service fund, this results in a double count of the expenditures.

INTERNAL SERVICE FUND – A fund used to account for the financing of goods or services provided by one department to other departments on a reimbursement basis.

INVESTMENTS – Most commonly, securities are held for the production of revenues in the form of

interest and dividends. The term does not include fixed assets used in government operations.

– K –

KEY MEASURE – Important performance indicators of workload, efficiency or effectiveness identified by departments.

– L –

LEASE-PURCHASE AGREEMENTS – A method of purchasing equipment in which payments are spread over a multi-year period.

LEGALLY ADOPTED BUDGET – The total of the budgets of each County fund including budgeted transactions between funds.

LESS 5% ANTICIPATED REVENUES – State law requires that budgeted collections for ad valorem (property tax) revenues be set at not less than 95% of estimates projected by the Tax Collector, and that receipts generally, except for fund balances brought forward, be budgeted at 95% of anticipated levels.

LEVY – To impose taxes, special assessments or service charges for the support of County activities.

LICENSES AND PERMITS – Revenues derived from the issuance of local licenses and permits. Within this category are professional and occupational licenses, building permits and any other licenses and permits (e.g., building, roofing, plumbing permits; occupational license fees). Revenue estimates are based on prior year collections.

LICENSES AND PERMITS – Documents issued in order to regulate various kinds of businesses and other activity within the community. A degree of inspection may accompany the issuing of a license or permit, as in the case of building permits. In most instances, a fee is charged in conjunction with the issuance of a license or permit, generally to cover all or part of the cost of administration.

LIFT STATION – Part of the sanitary sewer collection system that pumps wasteflow from the gravity sewer system to the wastewater treatment

plant. It can be installed above or below ground and is an integral part of the sanitary sewer system.

LINE ITEM BUDGET – A budget that lists each expenditure category separately, such as salaries, professional services, grounds maintenance, office supplies, uniforms, machinery & equipment, and etc. along with the dollar amount budgeted for each specific category.

LONG-TERM DEBT – Debt with maturity of more than one year after the date of issuance.

– M –

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

MEASUREMENT FOCUS – The accounting convention which determined 1.) Which assets and liabilities are included on an entity's balance sheet; 2.) Whether its operating statement presents "financial flow" information (revenues and expenditures) or "capital maintenance" information (revenues and expenses).

MILL, MILLAGE – 1/1,000 of one dollar, used in computing taxes by multiplying the rate times the taxable value divided by 1,000. For example, millage rate of \$5.60 per thousand; taxable value of \$50,000 = \$50,000 divided by 1,000 = 50 multiplied by \$5.60 = \$280.00.

MILLAGE RATE – A rate expressed in thousands. As used with ad valorem (property) taxes, the rate expresses the amount of tax per one thousand dollars of taxable values.

MISCELLANEOUS REVENUES – Monies in this category are primarily interest earnings. Types of interest earnings include monies on investments, contracts and notes, interest earnings of the Clerk of Court, Tax Collector, Sheriff, Property Appraiser and Supervisor of Elections. Also included would be rents and proceeds for use of public property. Revenue estimates are based on history and analysis of fund balances.

MISSION STATEMENT – A written description declaring the purpose of an organizational unit (department or agency) and its function (what the department or agency does).

MODIFIED ACCRUAL BASIS – The accrual basis of accounting adapted to the governmental fund type Spending Measurement Focus. Under it, revenues are recognized when they become both measurable and available to finance expenditures of the current period. Expenditures are recognized when the related fund liability is incurred except for: 1.) Inventories of materials and supplies which may be considered expenditures either when purchased or when used; 2.) Prepaid insurance and similar items which need not be reported; 3.) Accumulated unpaid vacation, sick pay, and other employee benefit amounts which need not be recognized in the current period, but for which larger-than-normal accumulations must be disclosed in the notes to the financial statements; 4.) Interest on special assessment indebtedness which may be recorded when due rather than accrued, if approximately offset by interest earnings on special assessment levies; and 5.) Principal and interest on long-term debt which are generally recognized when due. All governmental funds and Expendable Trust Funds are accounted for using the modified accrual basis of accounting.

MUNICIPAL SERVICES BENEFIT UNIT (MSBU) – An MSBU is a special benefit district created to provide for projects and/or services to a specifically defined area of the County and financed by a special assessment to only those citizens receiving the benefits of those projects or services.

MUNICIPAL SERVICES TAXING UNIT (MSTU) – An MSTU is a special taxing district authorized by the State Constitution Article VII and the Florida Statutes 125.01. The MSTU is a legal and financial mechanism for providing specific services and/or improvements to a defined geographical area. An MSTU may levy ad valorem taxes without a referendum. An MSTU may also use assessments, service charges or other revenue to provide resources. The MSTU is one type of dependent special district.

– N –

NATIONAL COUNCIL ON GOVERNMENT ACCOUNTING (NCGA) – Established the use of fund accounting and of the accounting and reporting standards.

NET ASSETS – The GASB defines net assets as “the residual of all other elements presented in a statement of financial position.” Net Assets = assets + deferred outflows of resources – liabilities – deferred inflows of resources.

NET BUDGET – The legally adopted budget less all inter-fund transactions. Those amounts in the budget representing transfers and inter-fund reimbursements that in effect are double counted in from the perspective of the entire budget are subtracted from the legally adopted budget amount.

NON-DEPARTMENTAL – Non-departmental appropriations include contributions to public agencies (non-County), debt service payments, and transfers to other funds, which are not attributable to a specific department.

NON-EXPENDITURES – Included in this category are transfers, reserves and transfer to constitutional officers. Interfund transfers represent amounts transferred from one fund to another to assist in financing the services of the recipient fund. Transfers do not constitute additional revenues or expenditures of the governmental unit, but reflect the movement of cash from one fund to another. Transfers to constitutional officers are disbursements to the constitutional officers (Sheriff, Supervisor of Elections and Clerk of the Circuit Court).

NON-RECURRING REVENUES – One time or intermittent revenues received, often from short-term grants, insurance recoveries, donations, etc.

NON-REVENUES – Non-revenues are categories of monies that are not generated by traditional activities such as taxes, fees for services, or intergovernmental transfers from State to County. Included are such groupings as transfers, bond proceeds, insurance proceeds and unspent budgets and interest earned by Constitutional Officers which must, by State law, be returned to the County. Estimates are based on history or on anticipated transactions such as bond issuances.

– O –

OBJECTIVE – A simply stated, readily measurable statement of aim or expected accomplishment within the fiscal year. A good statement of objectives

should imply a specific standard of performance for a given program: 1.) An operational objective focuses on service delivery; 2.) A managerial objective focuses on those aspects of management that help staff achieve operational objectives, i.e., staff training, work plan development, etc.

ONE-TIME-COST – Non-recurring costs budgeted for one year and then removed.

ONE-TIME-REVENUE – Sources of revenue that are irregular or occasional

ONGOING – Program expenditures or sources of revenues that are continuous or recurring.

OPERATING & MAINTENANCE (O&M) COSTS – The day-to-day operating and maintenance costs of a department and/or a division. These costs include personnel, contractual services, utility bills, travel, communication, postage, equipment and grounds maintenance, vehicle maintenance costs, and operating supplies.

OPERATING BUDGET – A plan of financial operation, which encompasses an estimate of proposed expenditures for the calendar year and the proposed means of financing them (revenues).

OPERATING EXPENSES – Recurring expenditures for services, supplies, equipment, and payments to individuals and other agencies.

OPERATING TRANSFERS – Legally authorized transfers from a fund receiving revenue to the fund through which the resources are to be expended.

ORDINANCE – A formal legislative enactment by the governing body of a county or municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the county or municipality to which it applies. The statutes will specify or imply those legislative actions that must be by ordinance and those that may be by resolution. Revenue raising measures, such as the imposition of taxes, special assessments and service charges, usually require ordinances. See **RESOLUTION**.

OTHER POST EMPLOYMENT BENEFITS (OPEB) – Post-employment benefits that an employee will begin to receive at the start of retirement such as life insurance premiums, healthcare premiums and deferred-compensation arrangements. This does not include pension benefits paid to the retired employee. The County provides only healthcare insurance benefits to retirees.

OUTSIDE AGENCIES – Community agencies or organizations that are financial partners with whom the County contracts to provide specific services.

– P –

PER CAPITA – Represents a given quantitative measure (for example, spending, inspections, ambulance trips) per unit of population.

PERFORMANCE BUDGET – A budget, which relates expenditures to measures of activity and performance.

PERFORMANCE MEASURE – A goal-driven estimation of past, present, and future success of the delivery of a given service, program, or function. Different measures can be used to provide specific information about the program and activities undertaken by government.

PERSONAL PROPERTY – A category of property, other than real estate, so identified for purposes of taxation. It includes personally owned items, corporate property and business equipment. Examples include automobiles, motorcycles, trailers, boats, airplanes, business furnishings and manufacturing equipment. Goods held by manufacturers, wholesalers or retailers (inventory) are not included.

PERSONNEL SERVICES – Expenditures related solely to staffing, i.e., wages, salaries, overtime, taxes and employee benefits.

PHYSICAL ENVIRONMENT – Costs of services provided to achieve a satisfactory living environment are assigned to this group. Categories include utility services, garbage/solid waste control, sewer services, conservation and resource management, flood control and other physical environmental needs.

PLEGGED RESERVES – That portion of a fund’s assets that are set aside for guaranteeing payment of bonded debt.

PRINCIPAL – An amount of money invested, the face amount of a bond, or the balance owed on a debt, distinct from the finance charges paid to borrow.

PRODUCTIVITY – Maximizing the use of resources (personnel and dollars) to achieve an effective result at the least possible cost.

PROGRAM BUDGET – A budget organized by programs. A program used in this application is a grouping of related activities, projects and services that are similar in purpose. The expenditure focus of a program budget is related to the nature of work and services performed.

PROGRAM PERFORMANCE BUDGET – Combines performance measures with a program budget structure.

PROPERTY APPRAISER – The elected county official responsible for setting property valuations for tax purposes and for preparing the annual tax roll.

PROPERTY TAX – A tax levied on the assessed value of real property. Also referred to as Ad Valorem Taxes.

PROPRIETARY FUNDS – Funds operated like a business and charging user fees. Enterprise and Internal Service Funds fall within this classification. *Enterprise Funds* are used to report the same functions presented as business-type activities in the government-wide financial statements. This fund is the same as the function shown in the business-type activities in the Statement of Net Assets and the Statement of Activities. *Internal Service Funds* are an accounting device used to accumulate and allocate costs internally among the functions of the County. For example, the County uses an internal service fund to account for its risk management activity. Because this operation benefits predominately governmental rather than business-type activities, the internal service fund has been included within the governmental activities in the government-wide financial statements.

PUBLIC SAFETY – Security of persons and property is the major focus of this category. Included are law enforcement (Sheriff, Public Safety), detention and/or correction (county jail), protective inspections (building and zoning inspections), emergency and disaster relief services (emergency management, communications system), and medical examiner.

– R –

REAL PROPERTY – Real estate, including land and improvements, classified for purposes of tax assessment.

REAL PROPERTY TAX BASE – All land, buildings and other structures attached to it that are taxable under state law.

RECLASSIFICATION – A change in the classification and corresponding job title of an existing position which results from a major change in assigned responsibilities.

RECURRING COSTS – Costs incurred on a recurring and generally regular basis throughout a facility’s economic life, typically for operation, normal maintenance, and anticipated repair or replacement of components or subsystems.

RECURRING REVENUES – Revenues that can be expected to be received each year unless specific action is taken to eliminate the source.

REFERENDUM – Presenting an issue to the voters of the County where a majority of voters decide on the issue.

REFUNDING BOND – A bond issued to pay off another bond to obtain better interest rates and/or bond conditions. This is allowed one time only per bond issue.

RESERVE – An account used either to set aside budgeted revenues that are not required for expenditures in the current budget year, or to earmark revenues for a specific future purpose.

RESERVE FOR CONTINGENCIES – An amount set aside, consistent with statutory authority that can

subsequently be appropriated to meet unexpected needs.

RESOLUTION – A special or temporary order of a legislative body that requires less legal formality than an ordinance or statute.

RESOURCES – Total dollars available for appropriations including estimated revenues, fund transfers and beginning fund balances.

REUSE – Reclaimed treated wastewater effluent that is suitable and usable for direct beneficial use by the public.

REVENUE – All funds that the County receives as income, including items such as tax payments, fees for specific services, receipts from other governments, fines, forfeitures, shared revenues, and interest income.

REVENUE BONDS – When a government issues bonds, which do not pledge the full faith and credit of the jurisdiction, it issues limited liability revenue bonds. Typically, pledges are made to dedicate one specific revenue source to repay these bonds. Revenue bonds do not require voter approval under state law.

REVENUE ESTIMATES – A formal estimate of how much revenue will be earned from a specific revenue source from some future period.

REVENUES – 1.) Increases in governmental fund type net current assets from other than expenditure refunds and residual equity transfers. Under NCGA Statement 1, general long-term debt proceeds and operating transfers-in are classified as "other financing sources" rather than revenues. 2.) Increases in proprietary fund type net total assets from other than expense refunds, capital contributions, and residual equity transfers. Under NCGA Statement 1, operating transfers-in is classified separately from revenues.

REVERSE OSMOSIS – A method of water treatment to produce potable water.

RISK MANAGEMENT – An organized, economical attempt to protect a government's assets against accidental loss.

ROLLED-BACK RATE – The millage rate that would generate the same ad-valorem tax revenue as was generated the previous year excluding changes in taxable valuation resulting from new construction, annexation or de-annexation. If the proposed aggregate millage rate exceeds the aggregate rolled-back rate, then by law, the advertisement for the public hearings to adopt the millage must advertise a tax increase. The advertisement must also state the amount of tax that the rolled-back rate would generate, as well as the amount of revenue to be generated by the proposed tax increase.

– S –

SERVICE LEVEL – Service(s) or product(s) which comprise actual or expected output of a given program. Focus is on results, not measures of workload.

SHARED REVENUES – Revenues levied by one government but shared on a predetermined basis, often in proportion to the amount collected at the local level, with another government or class of governments.

SPECIAL ASSESSMENTS – Collections resulting from compulsory levies against certain properties to defray all or part of the cost of specific improvements or services presumed to be of general benefit to the public and of special benefit to the assessed property.

SPECIAL ASSESSMENT DISTRICT (SAD) – A compulsory levy imposed on certain properties to defray part or all of the costs of a specific improvement or service deemed to primarily benefit those properties.

SPECIAL IMPROVEMENT SERVICE DISTRICT (SISD) – Is a special purpose district. It occurs when property owners within a district agree to the collection of additional taxes in order to fund improvements within the district. Improvements may include infrastructure, such as street lights, etc.

SPECIAL REVENUE FUNDS – To account for specific sources of revenue that is legally restricted for expenditures of specific purposes.

STATE-SHARED REVENUE – Includes the County’s portion of state sales tax revenues, state-collected communications fees and gasoline taxes.

STATUE – A written law enacted by a duly organized and constituted legislative body.

STRATEGIC PLANS – A practical, action-oriented guide based on an examination of internal and external factors that directs goal-setting and resource allocation to achieve meaningful results over time. The County’s strategic plan establishes the future direction of and reflects the strategic or critical issues facing the whole organization.

– T –

TAX LEVY – The total amount to be raised by general property taxes.

TAX RATE – The amount of tax stated in terms of a unit of the tax base; for example, 5 mills equal 5 dollars for each thousand of taxable value.

TAX ROLL – The certification of assessed/taxable values prepared by the Property Appraiser and presented to the taxing authority by July 1 of each year.

TAXABLE VALUATION – The value used for computing the ad-valorem taxes levied against property. The taxable value is the assessed value less any exemptions allowed by law. The most common exemption is the \$25,000 homestead exemption allowed if the owner uses the property as the principle residence. There are also exemptions for disability, government owned and non-profit owned property.

TAXES – Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges as, for example, sewer service charges.

TAXING AUTHORITY – When a legislative body has the legal ability to impose a tax on its citizens.

TAX BASE – The total taxable value of real property (land, buildings and related improvements), commercial property and personal property (cars, boats, business tangible equipment) within the County.

The total property valuation on which each taxing authority imposes its tax rates.

TENTATIVE BUDGET – The preliminary budget approved by the Board of County Commissions for the purpose of establishing a millage rate to be mailed to property owners prior to final adoption of a millage rate and budget.

TRANSFER – A budget revenue or appropriation to reflect the transfer of dollars from one County fund to another County fund. Revenue transfers reflect transfers from other funds while appropriation transfers reflect transfers to other funds.

TRANSFERS IN/OUT – Amounts transferred from one fund to another to assist in financing the services of the recipient fund. Transfers do not constitute revenues or expenditures of the governmental unit but only of the individual funds. Thus, they are budgeted and accounted for separately from other revenues and expenditures.

TRANSPORTATION – Costs incurred for the safe and adequate flow of vehicles, travelers and pedestrians are included. Specific subcategories include road and street facilities, traffic engineering, street lighting (County Department of Public Works), airports (Port & Airport), water transportation systems (canals, terminals, dock and ports), and transit systems.

TRIM NOTICE – "True rate in Millage," a tentative tax notice sent to all property owners in August to provide information reflecting tentatively adopted millage rates.

TRUST AND AGENCY FUND – Trust and Agency Funds are used to account for assets held by a governmental unit acting as a trustee or agent for individuals, organizations, other governmental units, or other funds of the same government.

TRUST FUNDS – A trust fund is an account for cash set-aside in a trustee capacity such as donations for certain programs.

– U –

UNENCUMBERED BALANCE – The amount of an appropriation that is not encumbered. It is essentially the amount of funds still available for future needs.

UNIFORM ACCOUNTING SYSTEM – The chart of accounts prescribed by the Office of the State Comptroller designed to standardize financial information to facilitate comparison and evaluation of reports.

UNINCORPORATED AREA – That portion of the County that is not within the boundaries of any municipality.

UNRESERVED FUND BALANCE – In a governmental or expendable trust fund, the balance of net financial resources that are spendable or available for appropriation. In a non-expendable trust fund, the portion of fund balance that is not legally restricted.

USER FEES – These are charges for certain County services used by the public. Examples include: fees for the use of swimming pools and fees charged for summer camps, classes or facility rental.

– V –

VALUATION – The dollar value of property assigned by the County Property Appraiser.

VISION – A statement of an organization’s strategic plan for the future.

ABBREVIATIONS / ACRONYMS

ADA: Americans with Disabilities Act	DR 420/422: Department of Revenue forms certifying taxable assessed value
AP: Accounts Payable	ED: Erosion District
A/R: Accounts Receivable	EDC: Economic Development Council
BMP: Best Management Practice	EM: Emergency Management
BOCC: Board of County Commissioners	EOC: Emergency Operations Center
CAD: Computer Aided Dispatch System	EQ: Equipment
CADD: Computer Aided Design and Drafting	ERD: Environmental Resources Department
CAFR: Comprehensive Annual Financial Report	EXP: Expenditures
CBC: Citizens Budget Committee	F & F: Fines and Forfeitures
CCE: Community Care for the Elderly	FAA: Federal Aviation Administration
CDBG: Community Development Block Grant	FASB: Financial Accounting Standards Board
CDMP: Comprehensive Development Master Plan	FCT: Florida Community Trust Fund
CERT: Community Emergency Response Team	FDEP: Florida Department of Environmental Protection
CIP: Capital Improvement Program, or Construction in Progress	FDOT: Florida Department of Transportation
CO: Change Order	FEMA: Federal Emergency Management Agency
COBRA: Consolidated Omnibus Budget Reconciliation Act	FFA: Future Farmers of America
COC: Clerk of Court	FICA: Federal Insurance Contributions Act (Medicare and Social Security taxes)
COLA: Cost of Living Adjustment	FIND: Florida Inland Navigation District
CPI: Consumer Price Index	FLMP: Florida Land Management Program
CRA's: Community Redevelopment Agencies	FMLA: Family Medical Leave Act
CY: Calendar Year	FP&L: Florida Power & Light
DCA: Department of Community Affairs	FPUA: Fort Pierce Utility Authority
DEP: Department of Environmental Protection	FRDAP: Florida Recreational Development Assistance Program
DJJ: Department of Juvenile Justice	FS: Florida Statute
DOR: Department of Revenue	

FSTED: Florida Seaport and Economic Development

FTE: Full-time Equivalent position

FY: Fiscal Year

GAAP: Generally Accepted Accounting Principles

GASB: Governmental Accounting Standards Board

GFOA: Government Finance Officers Association

GIS: Geographic Information System

GL: General Ledger

GOB: General Obligation Bond

GPS: Global Positioning System

H&CS: Housing & Community Services

HIPAA: Health Insurance Portability and Accountability Act

HMO: Health Maintenance Organization

HR: Human Resources

HRS: Health and Rehabilitative Services

HUD: Housing and Urban Development

HVAC: Heating, Ventilation and Air Conditioning

IRSC: Indian River State College (formally IRCC - Indian River Community College)

IT: Information Technology

IRDB: Industrial Revenue Development Bonds

JPA: Joint Participation Agreement

LAN: Local Area Network

LETF: Law Enforcement Trust Fund

LOC: Letter of Credit

LOGT: Local Option Gas Tax

MC&CMS: Mosquito Control & Coastal Management Services

MHz: Megahertz

MOU: Memo of Understanding

MPO: Metropolitan Planning Organization

MSBU: Municipal Service Benefit Unit

MSTU: Municipal Service Taxing Unit

OAA: Older Americans Act

OMB: Office of Management & Budget

OPEB: Other Post Employment Benefits

OSHA: Occupational Safety and Health Administration

NACO: National Association of Counties

NPDES: National Pollutant Discharge Elimination System

NRCS: National Resource Conservation Service

P&DS: Planning & Development Services

P&SF: Parks & Special Facilities

PA: Property Appraiser

PC: Personal Computer

PCARD: Purchase Card

PO: Purchase Order

PR&F: Parks, Recreation & Facilities

PPO: Preferred Provider Organization

PS&C: Public Safety & Communications

PT: Part-time

PUD: Planned Unit Development

PW: Public Works

R&B: Road and Bridge

R&E Park: Research & Education Park

R&R: Renewal and Replacement

RAD: Radiological
REP: Radiological Emergency Preparedness
REV: Revenues
RFB: Request for Bid
RFI: Request for Information
RFP: Request for Proposal
RFQ: Request for Quote
ROW: Right-of-Way
RP&S: Regional Parks & Stadiums
SAD: Special Assessment District
SIDI: Special Improvement Service District
SFWMD: South Florida Water Management District
SHIP: State Housing Initiative Partnership
SJPA: Supplemental Joint Participation Agreement
SLCTV: St. Lucie County Television
SO: Sheriff's Office
SOE: Supervisor of Elections
SRO: School Resource Officer
SISD: Special Interest Service District
T&V: Tourism & Venues
TC: Tax Collector
TCCLG: Treasure Coast Council of Local Governments
TCERDA: Treasure Coast Education, Research and Development Authority
TCRPC: Treasure Coast Regional Planning Council
TCREP: Treasure Coast Research and Education Park
TDC: Tourist Development Council
TIC: True Interest Cost

TPL: Trust for Public Land
TRIM: Truth in Millage
WAN: Wide Area Network
WTP: Water Treatment Plant
WW: Wastewater
WWTP: Wastewater Treatment Plant
VA: Veterans Administration
VAB: Value Adjustment Board
VoIP: Voice over Internet Protocol telephone system
VSO: Veterans Services Officer