

# APPENDIX A:

## Glossary



**Acquisitions** – Expenditures associated with acquiring land or right-of-way (ROW), including all appraisal, surveying and legal fees.

**ADA** – Americans with Disabilities Act.

**Appropriation** – The legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. It is the act of appropriation that funds the budget.

**Architecture and Engineering (A&E)** – Professional services performed to facilitate the planning, designs, cost estimates and construction of capital projects.

**Board of County Commissioners (BCC)** – The Board of County Commissioners is the seven-member legislative and governing body for Pinellas County.

**Budget** – A financial plan containing an estimate of proposed revenues and expenditures for a given period of time, typically a fiscal year.

**Capital Budget** – The financial plan of capital project expenditures for the fiscal year beginning October 1<sup>st</sup>. It incorporates anticipated revenues and appropriations included in the first year of the ten-year Capital Improvement Program (CIP), and any anticipated unspent appropriation balances from the previous fiscal year. The BCC adopts the Capital Budget as part of the annual County Budget.

**Capital Improvement Element (CIE)** – Part of the County’s Comprehensive Plan which identifies levels of service for various operations and the capital projects required to achieve that service standard. Capital projects, which are identified in the CIE, are mandated and receive funding priority.

**Capital Improvement Program (CIP)** – A proposed plan, covering a period of ten years, for the financing and timing of approved capital projects that meet County infrastructure needs in a responsive and efficient manner.

**Capital Outlay or Capital Equipment** – Items such as office furniture, fleet equipment, data processing equipment and other operating equipment with a unit cost of \$1,000 or more.

**Capital Project** – An improvement or acquisition of major facilities, roads, bridges, buildings or land with a useful life of at least five years and a projected cost of \$50,000 or more.

**CIP Phase** – Refers to the various stages of a capital project such as planning and construction.

**Construction** – An expenditure element of capital projects. Construction includes costs for new buildings or facilities, the expansion or renovation of existing facilities or systems, and costs associated with the demolition of existing buildings or facilities.

**Debt Service** – Payment of interest and repayment of principal to holders of County debt instruments, such as municipal bonds.

**Enterprise Fund** – A self-supporting entity in which operations are financed, in a manner similar to private business enterprises, primarily through the imposition of user charges to offset the cost of providing the public goods or services. Enterprise Funds in the County include: Airport, Sewer, Solid Waste, and Water.

**Fiscal Year** – A twelve-month period of time to which the annual budget applies. At the end of this time, a governmental unit determines its financial position and the results of its operations. The Pinellas County fiscal year begins on October 1<sup>st</sup> and ends on September 30<sup>th</sup> of the subsequent calendar year.

**Function** – Group of related activities aimed at accomplishing a major service or regulatory program for which a government is responsible (e.g., public safety).

**Fund** – An accounting entity with a complete set of self-balancing accounts established to account for finances of a specific function or activity. The resources and uses are segregated from other resources and used for the purpose of carrying on specific activities or attaining specific objectives in accordance with special regulations, restrictions, or limitations.

**Governmental Capital Projects** – Capital projects such as roads, drainage, public safety buildings, park projects, etc. Governmental Capital Projects include all capital projects except those funded by Enterprise Funds.

**Infrastructure** – Infrastructure is a permanent installation such as a building, road, or water transmission system that provides public services.

**Mandate** – A requirement imposed by a legal act of the federal, state, or local government.

**Penny Allocation / Penny Program** – Allocation of Penny for Pinellas funds to projects or program areas by the Board of County Commissioners.

**Penny for Pinellas** – Revenues from the proceeds of an additional one cent Local Government Infrastructure Surtax on sales, as allowed by Section 212.055(2), Florida Statutes, imposed by voter referendum in Pinellas County.

**Professional Services** – Expenditures for consultant services (i.e., architectural, design, engineering, testing, etc.), which are directly related to a project.

**Program** – Group activities, operations, or organizational units directed to attaining specific purposes or objectives. For example, Coastal Management programs are a subset of the broader Physical Environment function performed by the Department of Environment & Infrastructure.

**Reserves** – Funds set aside to meet both anticipated and unanticipated needs. Could be funds required to be set aside for bond covenants, or accumulated funds set aside to finance capital construction on a pay-as-you-go basis.

**Reserve for Future Years** – The balance of earmarked resources not required in the budget year and set aside to finance capital project requirements of a pay-as-you-go basis in subsequent years.

**Revenue Bonds** – Municipal bonds, supported by the revenue from a specific project, that finance income-producing projects. They are secured by a specified revenue source, not by the full faith and credit of the municipality that issues them. 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. In Florida, revenue bonds do not require voter approval.

**Special Assessment** – A special assessment is a source of revenue that may provide funding for either capital expenditures or the operational costs of services, provided that the property that is subject to the assessment derives a special benefit from the improvement or service.

**Special Revenue Fund** – A fund used to account for the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects.

**Summary of Changes** – A list of changes by capital project between the current CIP and the new CIP.

**SWFWMD** – Southwest Florida Water Management District.

**Transportation Impact Fees** – Fees imposed by local ordinance that are collected to assure that new development bears a share of the cost of capital expenditures necessary to meet the community transportation needs caused by the development. These fees must be used for transportation projects.

**User Fees** – The payment of a fee for a direct receipt of a public service by the party benefiting from the service, such as water or sewer services.