

MSBU PROGRAM

Terminology & Definitions

ADMINISTRATIVE FEE	A charge assigned to an MSBU for recouping costs incurred by the County in support of establishing, managing and administering the MSBU. Includes an allocation of operating costs such as personnel, office/computer equipment, supplies, data processing, postage, insurance premiums, and programming.
ADMINISTRATIVE REVIEW & RECTIFICATION	Boundary or structural modifications recommended by the MSBU Program and applied to established MSBUs for the purpose of rectifying or maintaining the integrity between common benefit and cost allocation based on land use, land developments and/or assessment criteria.
AD VALOREM TAX	A charge levied by a government to provide funding for general public services and improvements; amount due is based on official valuation (appraised value) of real property and authorized millage rate.
ASSESSED VALUE	Valuation set on real estate or personal property by the Property Appraiser as a basis for levying ad valorem property taxes. [Refer to <i>Property Tax</i>]
ASSESSMENT (Non-Ad Valorem)	An assigned dollar amount representing property cost share; allocated on basis of benefit units; and levied for funding a specific service or improvement. [Refer to <i>Capital Project</i> and/or <i>Variable Rate Assessment</i>]
ASSESSMENT BASE	Unit of measure on which non-ad valorem assessment is calculated. Examples: Per parcel, per dwelling, per front foot, and per acre.
ASSESSMENT DISTRICT	Area or group of properties assigned a pro-rata amount to fund an essential public service or improvement offering benefit to those properties.
ASSESSMENT ROLL	Formal record adopted by the Board of County Commissioners at a public hearing that provides a complete listing of the non-ad valorem assessments levied and assigned to specific property. Roll is certified and submitted annually to the County Tax Collector for inclusion on annual property tax bills for collection.
AQUATIC PLANT	Plant species that grow in, or closely associated with the aquatic environment around lakes and waterways; may be designated as floating, emersed, submersed, and shoreline species.
AQUATIC WEED	A noxious aquatic plant with potential to hinder the growth of beneficial aquatic plants, to interfere with irrigation or navigation, or to adversely affect the public welfare or natural resources of the state.

AQUATIC WEED CONTROL	Controlling or managing noxious and/or invasive plant species through chemical, biological or mechanical means. Often requires compliance with federal, state and local agency regulations, as well as permitting.
AQUATIC WEED CONTROL [MSBU]	Public services critical to restoring, developing and/or maintaining aquatic conditions that enhance the water quality and overall health of the waterbody; concentrating on the aquatic plants in direct association with the waterbody (i.e. water and shoreline). Often requires compliance with federal, state and local agency regulations. <i>[Vegetation that does not present a detriment to a waterbody is not targeted as a priority within the scope of public aquatic weed control services fund by assessment.]</i>
BENEFIT	Direct or indirect assistance or advantage.
BENEFIT UNIT	Equitable base or measure used for allocating cost, such as parcel, acreage or dwelling.
BEST PRACTICES - LAKE MANAGEMENT	Professionally developed and recommended measures for evaluating, monitoring, addressing, and promoting optimal conditions for restoring, developing and/or maintaining water quality and environmentally sound waterbodies and habitats for wildlife. Often requires compliance with federal, state and local agency regulations.
BID	Offer to perform work; offer to supply labor, materials and/or goods at specified price.
BIOASSESSMENT (Aquatic Vegetation)	A scientific evaluation of the vegetation growing in, or in the vicinity of, a waterbody; identification, classification, and characteristics of vegetation in a given area [native, noxious, aquatic, wetland, upland, etc]. When an aquatic vegetative bioassessment is conducted, dominance is determined by areal extent within the waterbody. When formulating an aquatic vegetation bioassessment, a variety of factors are considered –such as, but not limited to, species present, growth characteristics of species, and mass and/or percentage of area represented by each species.
BOARD OF COUNTY COMMISSIONERS (BCC)	Governing body of Seminole County composed of five members serving staggered terms of 4 years with election on a county-wide basis; one Commissioner per each of the five commission districts.
BUDGET	Financial operating plan for fiscal year; summary of anticipated revenue and expenditures
BUILDER	A person who constructs buildings under contract or as a speculation.
CADASTRAL	Map or survey showing or including boundaries of property lines.

CAPITAL IMPROVEMENT ASSESSMENT	Amount levied for a constructed improvement for which the amount is levied once but may be repaid in annual installments over a period of years.
COMMUNITY COLLECTION LOCATION	A central site that is nearby multiple residential properties and designated by the County for placement and collection of residential solid waste.
CENTRAL TRANSFER STATION	Waste processing facility where solid waste is unloaded from collection vehicles and is compacted and reloaded onto larger long-distance transport vehicles for shipment to a landfill for disposal or other treatment facilities.
COLLECTION SERVICE	The contracted service by which residential solid waste is removed and transported to an authorized disposal facility for processing.
COLLECTION LOCATION	Location designated by the County for placement and collection of residential solid waste. Includes curbside to residential property where feasible (most common in developed subdivisions) and central/community collection locations when necessitated by less developed conditions
CONSOLIDATED STREET LIGHTING ORDINANCE	Declaration/document established by the Seminole County Board of County Commissioners for the purpose of defining the governing parameters of the street lighting non-ad valorem assessment districts in unincorporated Seminole County.
CONTINGENCY FUNDS	Funds set aside or reserved to cover unforeseen events that occur during fiscal periods or improvement projects
CULVERT	A drain pipe or masonry structure under a road or embankment.
DEVELOPER	A person/entity that invests in and develops the urban or suburban potentialities of real estate, esp. by subdividing the land into home sites and then building houses and selling them.
DISTRICT	A division of territory (such as a county) marked off for administrative, electoral, or other purposes.
DISTRICT BOUNDARY	The geographic area and/or properties included in an area identified as a district.
DRAINAGE	Conveying water from one place to another to dry the former and prevent water from accumulating.
EASEMENT	A limited right of use over the property of another, such as any strip of land legally dedicated or conveyed for public or other private utilities, drainage, sanitation, or other specified uses having limitations, the title to which shall remain in the name of the property owner, subject to the right of use designated in the reservation of servitude.

EMERGENT	In the process of coming into being or becoming prominent; aquatic plant risen or standing out of water, surrounding leaves, etc.
EMERSED	Denoting or characteristic of an aquatic plant reaching above the surface of the water; leaves or stems of aquatic plants protruding above the surface of the water
ENGINEERING REPORT	A written report prepared by a licensed engineer describing the project background, findings, assumptions, permit recommendations, and probable costs to complete a specific MSBU project.
FINANCE (INSTALLMENT) FEE	The charge assigned by the County to provide and manage installment payments for MSBUs with capital project assessment; generally expressed as a percentage rate over a period of time.
FISCAL YEAR	A twelve month time frame designated for managing and monitoring financial aspects of a government or other types of organizations; includes budgeting and financial performance tracking. (Seminole County Fiscal Year: October 1 through September 30).
GARBAGE RECEPTACLE	Any commonly available light gauge steel, plastic or galvanized container of nonabsorbent material, closed at one end and open at the other, furnished with a closely fitted top or lid and handle(s); may also be defined as a waterproof plastic bag of heavy mill construction which can be safely and securely closed. For collection purposes, a garbage receptacle and contents shall not exceed 50 gallons in capacity or 50 pounds in weight.
HERBICIDE	A substance or chemical that will destroy or kill vegetation.
INTEREST EARNED	Favorable financial gain on revenue, savings, or investment.
INSTALLMENT (FINANCE) FEE	The charge assigned by the County to provide and manage installment payments associated with MSBUs with capital project assessment; generally expressed as a percentage rate over a period of time.
LAKE MANAGEMENT	Long-term focus and integrated approach for restoring, developing and/or maintaining waterbody conditions that will enhance the water quality and overall health of the waterbody. Requires compliance with federal, state and local agency regulations.
LAKE MANAGEMENT PLAN	Specific focus and methodology developed by professional biologists for addressing needs and aquatic conditions of individual waterbodies. Requires compliance with governing ordinances, budgetary parameters, and community support.

LAKE RESTORATION	Specific and often extensive environmental efforts directed toward improving a waterbody so that deterioration is reduced, corrected, and/or controlled. Typically supplemented by long-term aquatic weed control and shoreline replanting requirements.
LAKE VEGETATION INDEX (LVI)	A scientific methodology for evaluating the condition of a waterbody based on the vegetation growing in or in the vicinity of the waterbody. Developed and regulated by FDEP; requires certification (individual audit) to execute.
LEASEHOLD	Land or property held under a contract (lease) that conveys certain property rights to another person or entity for a specific period of time.
LEVY	To impose taxes, special assessments or service charges for funding County activities; an amount imposed by local authority.
LIAISON	A person submitting an application for establishing an MSBU, or an owner of property within the MSBU boundaries that voluntarily serves as a spokesperson for the community during the various phases of the MSBU process.
LIEN	A legal claim of one person/entity upon the property of another person to secure the payment of a debt or the satisfaction of an obligation.
LINEAR FOOT	A one dimensional measurement pertaining to length and equal to twelve inches.
MILLAGE RATE	The property tax rate; levied in mills per dollar of taxable property value.
MUNICIPAL	Of or relating to a local government unit, purpose or public service.
MUNICIPAL SERVICE	Assistance or improvement provided by a local government to serve a public purpose.
MUNICIPAL SERVICES BENEFIT UNIT (MSBU)	A designated geographic area or group of properties organized for the purpose of acquiring specific services or improvements and which are thereby assessed on an equitable basis for the improvements provided to that specific group of properties. [Refer to <i>Assessment Base and Benefit Unit.</i>]
MUNICIPAL SERVICE TAX UNIT (MSTU)	A special tax district established for funding a public service and/or improvement provided to a specific geographic area or sector of the County. Allocated based on property value and millage.
MUNICIPALITY	Political unit usually having powers of self government. Seminole County municipalities include: Altamonte Springs, Casselberry, Lake Mary, Longwood, Oviedo, Sanford, and Winter Springs.

NON-AD VALOREM	Ad valorem is a Latin term for “according to value”; non-ad valorem indicates “not according to value”. As related to assessment; levy is according to a unit of measure other than property value. [Refer to <i>Assessment Base</i> and <i>Benefit Unit</i> .]
NON-AD VALOREM ASSESSMENT (NAVA)	Amount levied on a property by criteria other than property value; typically assigned by units of benefit. [Refer to <i>Capital improvement Assessment</i> and/or <i>Variable Rate Assessment</i>]
OPERATING CONTINGENCY	Funds set aside or reserved to cover unforeseen events that may occur during project implementation of any given fiscal period.
ORDINANCE	An authoritative order or legislative enactment by the governing board of a municipality or other political subdivision. As related to the MSBU Program, a declaration document authorized by the Seminole County Board of County Commissioners for the purpose of (a) creating a special assessment district [MSBU] (b) defining the governing parameters of the MSBU and (c) adopting the initial and/or preliminary assessment roll for the MSBU.
PETITION TO CREATE AN MSBU	A document prepared and distributed by the MSBU Program and used to determine the level of community support for creating an MSBU to fund a requested public service.
PETITION [or SURVEY] OF INTEREST	An informal communication to/from property owners distributed to determine preliminary interest in pursuing services or improvements through an MSBU.
PLATTED LAND	Land that is described by lot, block, and tract. A plat (map) is filed in public land book records. After the filing of a plat, legal descriptions can refer to block and lot-numbers rather than portions of sections.
PRELIMINARY ENGINEERING REPORT	A written report prepared by a licensed engineer describing the anticipated conditions, requirements, methods, permits, and estimated costs to be addressed to complete a specific project.
PRIVATE LAKE OR WATERWAY	A body of water that is surrounded by land that is privately owned and without provisions for public access.
PRIVATE ROAD	Privately owned land designated as a roadway.
PROJECT MANAGER	A person whose responsibilities include managing the activities, resources, and scheduling of a project.
PRO-RATA	A proportionate allocation.
PROPERTY TAX	A debt imposed by a government for funding general public services and public improvements; levied according to authorized millage rate and taxable value of property value.

PUBLIC	Available or pertinent to the people as a whole; open to all members of a community; may be provided by local authorities and supported by money from taxes/assessment
PUBLIC HEARING	A special meeting which allows the public to comment on proposed plans and projects before the local government makes a final decision.
PUBLIC LAKE OR WATERBODY	A body of fresh water of considerable size, surrounded by land that includes provisions for public access, and/or associated with submerged lands owned by the state by right of its sovereignty in navigable freshwater lakes, rivers, and streams. [Refer to Florida Statutes 253.12.]
PUBLIC PURPOSE	Available or pertinent to the people as a whole; open to all members of a community; may be provided by local authorities and supported by money from taxes, fees or assessment.
PUBLIC ROAD	Publically owned land/property designated as roadway (travel route)
PUBLIC SERVICE	Essential service provided by a government to people living within its jurisdiction.
RECONSTRUCTION	Replacement of an existing structure.
RECYCLE MATERIAL	Material recovery of items such as pasteboard, brown paper grocery bags, corrugated cardboard, newspaper, magazines, catalogs, telephone books, plastic containers, glass bottles/jars, aluminum cans and steel cans.
RESERVE FUND	An amount set aside in the operating budget for the purpose of meeting future or unanticipated expenses.
RESOLUTION	A written motion adopted by a governing body. Relative to MSBU Program activity, resolution action is used to confirm variable rates, assessment roll certification, administrative code provisions, and adopting of final assessments associated with capital improvement projects.
RETENTION POND	An artificial lake with vegetation around the perimeter, and includes a permanent pool of water in its design used to manage stormwater runoff to prevent flooding and downstream erosion, and improve water quality in an adjacent river, stream, lake or bay.
RETENTION POND RENOVATION	Re-establishing functionality of existing retention pond through site cleanup, dredging, aquatic weed control and other restorative efforts.

RIGHT OF WAY	A type of easement granted or reserved over the land for transportation purposes, such as for a road, trail, driveway, or navigational aid. A right-of-way is reserved for the purposes of maintenance or expansion of existing services with the right-of-way.
RIPARIAN	Relating to or living or located on the bank of a natural waterbody
RIPARIAN STEWARDSHIP	Responsible protection and preservation of a waterbody by an owner of waterfront property; actively protecting water and environment qualities; pursuing use of land in a manner that will yield optimal positive environmental influence on water quality and healthful condition of waterbody; includes activities such as planting shoreline with desirable native plants, avoiding use and runoff of chemicals that negatively impact water quality or are detrimental to wildlife, reducing or eliminating use of certain fertilizers, proper disposal of grass clippings and leaves, and many other responsible practices. <i>[For additional information, contact the Seminole County Lake Management Program or other public environmental agencies.]</i>
SATISFACTION OF LIEN	Fulfillment of all obligations under a lien to the acceptance of a lienor; assessment paid in full.
SCOPE OF SERVICE/WORK	The number, type, and intensity or complexity of services being provided.
SERVICE LEVEL	Specific to the collection of residential solid waste, the service level identifies the frequency of household garbage collection (once or twice per week) and the collection services (with or without yard waste collection) selected by the property owner; also referred to as service option.
SERVICE YEAR	Specific to residential solid waste management, the calendar year to which the annual assessment is applied.
SEWER LINE	Utility system components that connect building facilities to centralized waste-water processing facilities.
SHORELINE	The line where shore and water meet.
SOLID WASTE [RESIDENTIAL]	Garbage, rubbish, yard waste, white goods, furniture and recycle materials generated by the normal activities of a household. Household generated recycle items are included in this broad definition; however, such items are identified and processed per material recovery guidelines.
SOLID WASTE ASSESSMENT	An annual levy allocated on a per residential dwelling basis that provides funding for the management of residential solid waste in the unincorporated areas of the County. <i>[Refer to Variable Rate Assessment]</i>

SOLID WASTE MANAGEMENT (Residential)	Daily and long-term administration of activities and facilities necessary to accommodate the processing of residential solid waste. The integrated approach adopted by Seminole County includes collection, transportation, sorting and separation, transfer, and disposal of solid waste.
SOVEREIGN WATERS/LAND OF THE STATE	Those lands waterward of the ordinary or mean high water line, submerged beneath navigable fresh water (i.e., inland lakes). Such sovereign land includes all submerged land to which title is held by the Board of Trustees of the Internal Improvement Trust Fund, who provides by statute the acquisition, administration, management, control, supervision, conservation, protection, and disposition of state-owned lands under its control. Activities on, and sales of, sovereign submerged lands must not be contrary to public interest.
STATUTE	A written law enacted by an official legislative body.
STORM DEBRIS (Vegetation)	Large size or volume vegetative debris generated by winds, rain and other storm conditions. Typically requires direct disposal by owner at County disposal facilities.
STREET LIGHTING	Lighting equipment system intended to provide enhanced roadway lighting that offers quick, accurate, and comfortable visibility at night that will safeguard and facilitate both vehicular and pedestrian traffic. Within the structure of individual MSBUs, the authorized services may extend to ancillary lighting and electrical expenditures, such as entrance lighting and flood lights in common areas and metered account services that are considered to be part of the overall street lighting plan within a specific geographic area.
STREET LIGHTING ASSESSMENT	An annual levy on property used to fund the street lighting system located in the vicinity or along the access route to the property. <i>[Refer to Variable Rate Assessment]</i>
TAX COLLECTION FEE	The amount paid by the MSBU Program to the County Tax Collector for providing the billing and collection services associated with the non-ad valorem assessments levied by County.
TAX ROLL	Formal listing of property tax records as prepared annually by the Property Appraiser and certified to the Tax Collector for collection.
TROPIC STATE INDEX (TSI)	A classification system designed to "rate" individual lakes, ponds and reservoirs based on the amount of biological productivity occurring in the water.
UNINCORPORATED AREA	Land/property within the County boundary that is not within the taxing boundary of any incorporated area – such as a municipality (city).
UNPLATTED LAND	Land that is not defined or described with a legal description inclusive of lot number, or lot and block number as shown in the county records office. <i>(Refer to Platted Land)</i>

**VARIABLE RATE
ASSESSMENT**

Type of assessment that is levied on an annual basis for long-term or continuing services. Assessment amount may be adjusted annually based on budgeted cost for service continuation.

**WATERBODY
(or Body of Water)**

Stationary accumulations of water, such as lakes, ponds or wetlands; as well as moving bodies of water such as rivers, streams, and canals.

WATER LINE (Potable)

Part of the County's water system that provides distribution or conveyance of water that (a) has been treated by a facility permitted by the Florida Department of Environmental Protection and (b) meets the requirements of the Florida Safe Drinking Water Act.

WHITE GOODS

Inoperative and discarded refrigerators, ranges, washers, water heaters, and other similar domestic appliances, household goods and furniture generated from improved property.

YARD WASTE

Vegetative matter resulting from residential yard and landscaping maintenance (leaves, grass clippings, shrub trimmings, small branches, etc.). To be eligible for collection service, branches shall not exceed four feet in length and four inches in diameter; yard waste must be tied/bundled, bagged or containerized; no bundle, bag or container shall exceed 50 pounds in weight. [*Refer also to STORM DEBRIS.*]