

**MANATEE COUNTY BOARD OF COUNTY COMMISSIONERS
WORK SESSION MEETING
COUNTY ADMINISTRATION BUILDING; FIFTH FLOOR, MANATEE ROOM
1112 Manatee Avenue West
Bradenton, Florida
JUNE 9, 2021**

Meeting video link: <https://www.youtube.com/channel/UCUlgjuGhS-qV966RU2Z7AtA>

Present were:

Vanessa Baugh, Chairman
George Kruse, First Vice-Chairman
Kevin Van Ostenbridge, Second Vice-Chairman
Reggie Bellamy, Third Vice-Chairman
Misty Servia
James A. Satcher III (entered during meeting)
Carol Whitmore

Also present were:

Dr. Scott L. Hopes, Acting County Administrator
William Clague, County Attorney
Vicki Tessmer, Board Records Supervisor, Clerk of the Circuit Court

Chairman Baugh called the meeting to order at .

INVOCATION AND PLEDGE OF ALLEGIANCE

1.  The Invocation was delivered by Mark Childers, Bayside Community Church, West Bradenton Campus, followed by the Pledge of Allegiance

AGENDA

BC20210609DOC001

- 1, **FINANCIAL MANAGEMENT/BUDGET MESSAGE/CONSTITUTIONAL OFFICERS/JUDICIAL PROGRAMS/DECISION UNIT/FUND SUMMARY**

BC20210609DOC002

Dr. Scott Hopes, County Administrator, expressed his gratitude to the Financial Management Department for their hard work during the budget process.

Commissioner Kruse expressed concern regarding not receiving the agenda material prior the meeting.

 Chairman Baugh stated the budget will come back in July for further discussion.

 Dr. Hopes explained the recommended budget is presented in this way to other governments, including the State of Florida, as this is just an introduction. The budget message was presented via video which is available on the County website at www.mymanatee.org.

RECESS/RECONVENE: 9:11 a.m. 9:16 a.m. All Commissioner present except Commissioner Satcher.

The video resumed after the recess.
(Enter Commissioner Satcher during video presentation)

 Discussion ensued regarding thanking Dr. Hopes for listening to the desires of the Commissioners.

 **Constitutional Officers**

BC20210609DOC003

Clerk of the Circuit Court

 Jan Brewer, Financial Management Director, used a slide presentation to present the Clerk's budget.

 Angel Colonnese, Clerk of the Circuit Court, noted the base budget is \$35,000 less than requested last year.

Manatee Sheriff's Office (MSO)

 Ms. Brewer displayed the Sheriff's budget.

 Sheriff Rick Wells reviewed the number of calls each year, and stressed that with population growth, services for law enforcement grow as well. MSO has been working on being able to improve the radios. He explained the boat they need is more advanced, and they will apply for grant funding.

 Discussion ensued regarding impact fees can also be used for the boat, Sheriff Wells explained how funding for positions is determined, full body cameras, de-escalation training is listed under training in the budget, and complaints from citizens have been reduced since the body cameras have been instituted.

 Sheriff Wells explained each complaint from the public is taken seriously and it can be determined quickly with the video as to what actually took place during an incident.

 Discussion ensued being within \$2.5 million from what was requested and ensuring the Sheriff has all the deputies needed.

 Sheriff Wells assured the Commissioner that he worked closely with Dr. Hopes, and he understands the reasoning for the recommended budget.

 Dr. Hopes stated the County is growing at a rapid rate, and there will be a different budget cycle where revenues and demands will need to be reviewed more often. The budget will change over the course of the next two years due to growth.

 Ms. Brewer stated the Tax Collectors certification will be complete in July.

 Sheriff Wells advised there is one School Resource Officer (SRO) at each high school and middle school, but there are also guardians at the schools. MSO instituted a model room for to teach parents where they might find hidden things inside a child's room. There are enough deputies to provide education to students.

 Discussion continued regarding pricing for the evidence storage facility (\$6.8 million) and the fleet facility (\$6.8 million), and jail medical, the starting deputy cost is \$105,000, and Sheriff Wells was comfortable with the budget presented.

 Dr. Hopes stated the original proposed budget included higher percentage of increased salaries.

 Discussion concluded that the needs of the Sheriff's Office are being met.

 Sheriff Wells thanked Dr. Hopes and Financial Management staff for their assistance with presenting the budget.

Supervisor of Elections

 Ms. Brewer continued to present the budget for the Supervisor of Elections Office with the largest change being for software and an increase in healthcare.

(Continued to later in the meeting)

Court Administration

BC20210609DOC004

 Ms. Brewer reviewed the budget for Court Administration.

 Sheila McLean, reviewed the requested budget, and various programs.

 Ms. Brewer stated over the past seven years, Court funding has required assistance through the general fund, but there has been more help from the State the past year.

 Ms. McLean stated since Court Administration is funded by the County the health insurance increase has been added, and there is a reduction in the budget.

 Kim Miller, Court Administration, explained the County is responsible for funding the court facility, technology, security, communication and local options as defined by Statute. There are 14 full-time judges in Manatee County. She continued with a slide presentation and noted the different positions within the Court system.

 Chief Judge Kimberly Bonner relayed issues that were faced by the courts this past year, and thanked the Board for their assistance this year.

 Discussion ensued regarding full funding for Drug Court, the grant is to be used to enhance the program not fully fund, look at it from a different perspective to fully fund Drug Court and use the grant for actual enhancements, and diversion programs for mental health to keep individuals out of the courts and jail.

 Ms. Brewer responded that a grant is being matched for Drug Court and approximately \$166,000 is in reserves. The process currently is to have a pull process,

 Ms. Miller stated Centerstone was awarded a three year grant, and they will be able to start a mental health program.

Supervisor of Elections (Continued from earlier)

 Discussion ensued regarding software needed for changes prior to elections.

 Mike Bennett, Supervisor of Elections, reviewed issues that may come up regarding court cases due to election reform, there may be further costs including mailings, and additional precincts. The only drop box that would require monitoring would be at their office, but that drop will be moved to the early voting sites where there is already a deputy stationed.

 Discussion ensued regarding uncertain as to the number of precincts, office is fully

funded, and may be able to give back funding, and the proposed increases were included with the budget.

RECESS/RECONVENE: 10:31 a.m. 10: 42 a.m. All Commissioners present.

Public Defender

 Larry Eger, Chief Assistant Public Defender, reviewed the budget and stated the request for the increase is for a part time IT personnel and IT equipment.

 Discussion ensued to have staff look at this for a full time IT person, and the additional equipment.

Property Appraiser

 Ms. Brewer stated the Property Appraiser budget is set by the State, and based on percentages from all districts. She continued the slides to review the budget, and current levies.

Tax Collector

 Ms. Brewer continued the slides and stated the Tax Collector is allocated three percent of any taxes collected.

 Sandy Marshall relayed his history in Manatee County, complimented change in the County, and encouraged the Board to keep the reserves.

 There being no public further public comment, Chairman Baugh closed public comment.

State Attorney

 Ms. Brewer reviewed the separate funds for the State Attorney, who requested an increase for rent, salaries, additional employees, and e-filing fees.

(Continued to later in the meeting)

Guardian Ad Litem

BC20210609DOC005

 Ms. McLean continued to review the budget. The Child advocate manager was funded by the Board.

BUDGET

BC20210609DOC006

 Ms. Brewer stated the rest of the day will be highlights of the budget, The Board is guarded by Florida Statute regarding the TRIM (Truth in Millage) process. Florida Statute 129 addresses the budget process and the budget must be balanced. BC20210609DOC007

Ms. McLean provided an overview of the budget books and how they are organized. The books include the decision units and the fund summary. Flash drives were distributed that include the justifications for all of the decision units.

(Continued to later in the meeting)

 **State Attorney** (Continued from earlier in the meeting)

 Ed Brodsky, State Attorney, noted the starting salary for attorneys is \$50,000. The proposed budget includes an increase in the cost of benefits that must be covered for employees.

 Jennifer Strong, State Attorney's Office, reiterated the increase is for the increase in

benefits and the case management system.

 Mr. Brodsky continued to explain they are a paperless office and attorneys have access to their files, when they need them, but that has caused an increase in IT. He responded that the rents and leases are for the office space in the Administration Building.

 Ms. Brewer responded there are several leases within the government, due to different funding sources that come into the building from other entities.

 Ms. Strong stated without the case management system, they cannot function.

 Dr. Hopes stated they will work with the State Attorney, and will make sure the allocations with other Counties matches up.

 Mr. Brodsky stressed the importance of Drug Court.

 Mike Meehan stated he reviewed the popular report for 2020 and questioned departments no spending their whole budget, He requested an additional column to the budget showing what was spent in the final fiscal year. He also addressed the Sheriff's budget.

 Dr. Hopes explained comparing expenditures is in the details of the budget.

 Discussion continued to caution against spending down the budget at the end of the fiscal year, each director was challenged to defend their budgets, staff has gone through a rigorous process, and data is set in a structure to show how government is performing.

Guardian Ad Litem

 Toni LaTortue, Circuit Director, used a slide presentation to address the mission and vision of their organization, their advocacy, staff, their commitment, and their preliminary budget. She responded the staff in Manatee County is 23, and there are over 700 kids in the program. The budget does not fully meet their needs, as the need for sheltering children is higher in Manatee County. She responded that her wish list would be to add another position. The Child Advocate Managers can only handle a certain number of children, and a Case Manager will cost roughly \$42,000.

Discussion ensued to add another case manager to the budget, it is difficult to get volunteers, reaching out to organizations such as sororities and fraternities and churches in the community, volunteers set goals for the safety of the children, and go to www.12gal.org for volunteer information.

BUDGET (Continued from earlier in meeting)

 Jan Brewer, Financial Management Director, used slides to review the Truth in Millage (TRIM), process including the budget at a seven percent increase, certification from the Property Appraiser, July 28 is the next meeting for the reconciliation, must have a tentative proposed millage set, it cannot go up, but it can go down, the tentative millage is for the TRIM notice, which is sent out in August, and two public hearings are held in September to adopt the budget. The budget is a zero based budget and everything proposed is questioned.

 Dr. Hopes explained as Commissioner priorities were set, staff met with directors to

submit a supplemental request to their budget (outcomes/performance based), and what the departments need to meet all objects and service levels.

 Ms. Brewer continued to explain the levels of the budget, base, continuation and desired budgets, and programs within the departments,

 Ms. McLean continued the slides to identify the departments, other programs, and Constitutional Officers, and special districts and miscellaneous programs.

 Ms. Brewer introduced the Decision Unit Book, and the breakdown.

RECESS/RECONVENE: 12:01 p.m. – 1:30 p.m. All Commissioners present except Commissioner Satcher.

 Jan Brewer, Financial Management Director, introduced Haley Harrison who provided a tutorial on how to find the Budget documents related to today's meeting online at www.mymanatee.org.

 Ms. Brewer referenced a Decision Unit summary sample explaining the differences in funded and funded and recurring and non-recurring expenses. The focus is on desired decision units.

 Ms. McLean provided a tutorial for how to navigate the digital decision units.

Building and Development Services

 Ms. Brewer reviewed Building and Development Services, Page 13, and desired decision units. The revenue source for Building and Development Services is fees.

 Dr. Hopes noted there was a culture of restraint coming out of the recession, and the organization never altered their status to meet the demands of the community. He tasked directors to tell him what he needs to defend the need for positions. Changing the pay scale is a better strategy than changing classifications. It is important to ensure positions can be supported beyond this fiscal year.

(Enter Commissioner Satcher during the presentation)

 Discussion ensued regarding services are not necessarily equal to what is coming in from higher property values, government should not hoard money, but provide services that are needed, once the 20 percent reserves are met this should be it, the stabilization should be used to increase the budget to provide the services, stabilization is not legally required, and maintained the 20 percent which has been increased due to growth.

 Ms. Brewer clarified that in 2006, money was set aside in case something happened. When the recession, hit values decreased, and the Board never raised the millage. They are sensitive to property values, and if property values go down, that stabilization can be used to meet the County's needs. The stabilization has been decreased, (Page 37 of Budget Message), by almost \$23.9 million, and the general fund has \$3.4 million in stabilization, and there is a small amount in each fund. The General fund is the only fund that can be used for anything. Any specific revenue sources, must be used for that specific fund.

 Discussion ensued regarding services that only government can perform, important to

have the quarterly Budget updates, privatize certain services, money in the bank is losing value, Manatee County is strong financially, the sooner permits can be issued, the quicker those properties become taxable, the stabilization went down to almost \$800,000, and reserves were used for disasters.

 Ms. Brewer stated there can be a specific fund for contingencies. Best practices is having two months' worth of funding, but a higher level is recommended for coastal communities due to the threat from hurricanes. Once revenues are determined, the 20 percent reserves need to be calculated, and then anything over that will go into the stabilization. The library stabilization is for the future needs of the new library,

 Dr. Hopes stated the stabilization funds have been used in the past, and the stabilization is encumbered for when the library opens. It is important to make sure there is enough in the reserves to survive a disaster. The County has not kept up with the growth to provide needed services.

 Ms. Brewer clarified that fees earned in certain funds cannot be spent for other funds. The general fund will loan money and charge interest. In government it is specific as to how you earn funds, and those funds can only be spent on the projects within that fund. Reserve for contingency is used for a specific purpose, and those funds can be spent on something else within that fund.

 Discussion ensued regarding the stabilization for the library is to be used to support and open the new library, there are funds set aside for the Lincoln Park pool, when projects come in under budget, the left over money would go to stabilization, anything over the 20 percent of reserves, will go into the stabilization and can be used for that particular fund.

 Ms. Brewer continued that they anticipate what is going to be spent this year, and what is left over when the year is over goes into reserves, and then into stabilization once the reserves have met 20 percent. All earnings are taken into consideration.

 Dr. Hopes stated there are no reserves in capital projects, but contingencies.

 Discussion continued regarding being leery to cut the stabilization by 87 percent, used funds you have to expedite projects, ensuring contingency funds will be available for additional needs and priorities, reducing stabilization will not affect the bond rating, Board has a responsibility to be prepared for any natural disasters, if there is downturn, there are the reserves, and there will be certain services that will no longer be needed, most flexible with a healthy general fund.

Building and Development Services

 Ms. Brewer referenced Page 14 and noted the budget went down, when non-recurring items were not included. The two year budget is a continuation from the previous year. The Planning and Development division is part of the MSTU, and the reclassifications were separated. The desired decision units are to add two planners and a Zoning Technician I. She continued to review the budget for Building and Development Services.

 Discussion ensued regarding asking Code Enforcement to take on more responsibility, be more proactive regarding the community, and there is a separate line item for demolition.

Convention and Visitors Bureau.

 Ms. Brewer continued the presentation to discuss the separate programs including Tourist Development, Convention Center and Crosley Operations, and Premier Sports Campus. Several events are held at facilities and they are asking for additional positions.

 Discussion ensued regarding adding gymnasiums to Premier Sports, and to ensure they are ample in size, draw people to County facilities, need to have pools for swim teams to practice, what is the County getting back from Mote Marine, the Board voted for \$5 million total (\$1 million paid each year for five years) for the Manatee portion of the Aquarium which is all tourist dollars, and the Anna Maria City Pier Mote project is for all residents and Mote will pay for the maintenance.

 **County Administration/County Commission**

Ms. Brewer explained there are additional positions for an agenda coordinator, an additional administrative assistant and an office manager.

 Karen Stewart, Deputy County Administrator explained there will be four administrative assistants in the County Administrators office, and one is replacing a temporary position.

 Dr. Hopes stated there is only one person to provide support to administrators, and the front desk is not manned by a full time employee.

Discussion ensued regarding having staff work more efficiently, different Commissioners have different needs, make sure to compensate the staff that is already here, job descriptions and compensations packages are being updated, and support staff has been stressed and need to be valued.

Ms. Brewer continued the presentation and announced there is no change to the Impact Fee program, and there is a new request for the Information Outreach for a bi-lingual social media specialist.

 Ms. Stewart stated these positions will provide outreach to the Spanish speaking community.

Discussion continued to have someone on retainer who speaks Creole, and a marketing specialist.

County Attorney

Ms. Brewer stated the County Attorney has two programs, and there is a request to add an Assistant County Attorney.

Neighborhood Services

 Ava Ehde, Neighborhood Services Director, stated there is an initial purchase to have materials for opening the east county library, and most of the furnishings are included in the cost of the build.

 Ms. Brewer continued with Community Services and the need for an additional veterans councilor. There are also three grant employees in the division.

Parks and Natural Resources

 Ms. Brewer pointed out highlights including additional positions in the preserves and several needs for contractual preserve management projects. There is also a need for a vehicle for the water management program, and development of a stormwater manual.

 Discussion ensued regarding disproportionate amount being spent in District 3, projects are coming to Districts 1 and 5, nothing was done in west Bradenton for a long time, and many areas are old and have not had improvements in years.

RECESS/RECONVENE: 3:45 p.m. – 3:57 p.m. All Commissioners present except Commissioners Satcher and Servia

 Discussion ensued regarding Page 95, for boat ramp parking, paved parking for maintenance of the ramps, total cost for operating the boat ramps, the available number of trailer spots, and taking this off the tax roll to have users pay.

Dr. Hopes noted there will be a presentation on boat ramps, and Manatee is one of the few counties that has a large number of boats with no fees and no fees to cover parking at the ramps.

(Enter Commissioner Satcher)

 Discussion ensued regarding parking would generate \$130,000 a year, people park on the right-of-way if lots are full, make the money from those visiting, and do not support paying for parking at boat ramps.

Public Safety

Ms. Brewer reviewed Public Safety highlights including animal services with no new desired units, Page 121 is the Emergency Operations Center, where six individuals are being added, an additional 12 24 hour paramedics which should reduce the overtime, and a deputy director along with district chiefs.

(Enter Commissioner Servia)

 Dr. Hopes clarified EMS transport is the only thing that generates revenue.

 Jacob Saur, Public Safety Director, stated a deputy director is requested for Public Safety, not just for EMS. The Deputy Director would be in charge of the master plan for EMS, and they want to be prepared for future growth. He responded that non-emergency inter-facility calls can be handled by contracted ambulance services. There is currently not a deputy director in Public Safety.

Ms. Brewer continued to note there are no other desired units other than a grant position.

 Dr. Hopes suggested an overview and summary.

 Discussion ensued regarding taking something away from private industry and government taking it over, this is an on-going process and when the full budget is presented, specific questions can be asked.

Public Works

 Ms. Brewer stated the five year Capital Improvement Plan (CIP) is presented and there is the ability to forward fund and move items through. Public Works is service oriented, and .15

mills was shifted from the general fund to transportation, and that shift allowed transportation to do service projects and maintain where they want to be. There is \$24 million in the Southwest District Tax Increment Fund. The general fund could keep their funding and can be readjusted. The percentage could be changed from 50 percent to 25 percent.

 Discussion ensued that if you are a patient in the hospital, and you get discharged, a person at the facility will make a call to a provider who will give the service.

Ms. Brewer continued to review public works and the desired units for sidewalk repair, shell placement on existing shell roads, tree trimming, north county service request complaint response, vehicles, a backup generator, traffic calming devices, emergency management coordinator within Public Works, gateway beautification, and overtime.

Dr. Hopes would like to institute tree trimming prior to storm season to eliminate downed trees during hurricane season,

Discussion ensued regarding gateway maintenance and adding U.S. 41, and no duplication of services.

 Ms. Brewer noted additional positions for project management and traffic management, vehicles, pavement marking crews and traffic control techs, traffic signal performance management and traffic calming installation support, infrastructure engineering related to CIP projects, equipment needs, stormwater equipment, a contract management team, state work squad, and

 Chad Butzow, Public Works Director, explained staff is trying to supplement what is coming from the Hardee County facility for highway and ditch clean up, and this is a contract that is signed. He continued to discuss basin clean up. The project is not defined, but they are working within the budget that is given to them. If they do not use all the funds, they return what is left.

(Depart Whitmore)

Ms. Brewer stated that are giving them \$250,000 and the department will prioritize the projects and use up to the budgeted amount.

 Dr. Hopes clarified this is not a per job cost.

 Mr. Butzow feels this is a fair price for the projects. He responded that the Hardee County contract was not funded. He responded to questions regarding storm water ponds functioning properly.

 Discussion ensued to respond to issues with storm water ponds that are not being treated properly where there is no Homeowners Association.

 Mr. Butzow noted they would respond to things that have to do with flow, not necessarily to the treatment of the water.

 Dr. Hopes reiterated this presentation is just an overview, and not intended to address specific line items.

 Mr. Butzow stated there have been issues with using work squads.

 Charlie Hunsicker, Parks and Natural Resources Director, explained there are three road gangs being used, and there are at least 10 governments wanting to use road gangs, but there are no enough road gangs available. It has become difficult to get road gangs from the Manatee Sheriff. They needed a road gang that would be able to be consistent to finish a project.

Dr. Hopes stated the Sheriff does not have eligible inmates to work on the road gang, since they cannot use felons.

 There being no public comment, Chairman Baugh closed public comment.

 Ms. Brewer stated the CIP will be reviewed on Wednesday. She provided an overview of the fund summary. Total Sources and Total uses must match. All anticipated cash comes in and then the revenues are brought in that will be used, less five percent. Budgets and transfers come next, but they must be listed and balanced. There is three percent of the salaries in reserves for attrition. There are two large charts in the CIP that reflect the desires of the Board, and three tiers. Each of the Commissioner priorities are listed, and tiers one and two are funded. Upper Manatee River Road and Erie Road are both funded. The Parks sheet is the same with the three tiers, but the net effect reflects annual revenues and expenses. The difference will have to come from ad valorem taxes.

 Dr. Hopes pointed out the parks sheet and that once the project is completed is there money to keep the park operating. He is confident revenues will continue to grow, and this is why the budget will be reviewed quarterly. The main source of revenue for parks is property tax.

 Commissioner Baugh addressed discussions regarding a study about the Manatee side of Longboat Key, from legislators to meet with Chairman Baugh and the County Administrator regarding making a land swap. The local legislators feel if the two counties cannot agree this will not move forward.

Dr. Hopes specified the study was mandated by the legislature to do an analysis of all of Longboat Key being in Manatee County or in Sarasota County. The Legislative delegation has said if the two side do not agree, this should be the end of it.

 Discussion ensued that the District 3 Commissioner does not agree with a land trade, Manatee County could do their own study, Manatee County furnishes water and sewer to the portion of Longboat Key in Manatee County, there are only a few exemptions to the Sunshine laws, the County should participate in the study so Manatee's input will be considered, and the only thing to consider would be a land swap, Manatee County does not have a clothing optional beach and should be announced on social media, and see what Longboat Key wants.

 Commissioner Satcher discussed the Heart Beat bill, and Manatee County protecting unborn children.

ADJOURN

There being no further business, Chairman Baugh adjourned the meeting at 5:27 p.m.

Minutes Approved: August 24, 2021