

**MANATEE COUNTY BOARD OF COUNTY COMMISSIONERS
BUDGET WORK SESSION
COUNTY ADMINISTRATION BUILDING; MANATEE ROOM
1112 Manatee Avenue West
Bradenton, Florida
June 16, 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
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 9:01 a.m.

INVOCATION AND PLEDGE OF ALLEGIANCE

 The Invocation was delivered by Pastor Andrew Mikhov, New Generation Church, followed by the Pledge of Allegiance.

AGENDA

BC20210616DOC001

1. CAPITAL IMPROVEMENT PLAN

 Dr. Scott L. Hopes, County Administrator, introduced the Capital Improvement Plan (CIP) for FY 22-26, and addressed the agenda for today, future meetings, and actions.

 Jan Brewer, Deputy County Administrator, used a slide presentation and a CIP Book to provide an overview of governmental and enterprise projects, Infrastructure Sales Tax (IST) categories, total categories, total sources, debt (currently \$370.4 million), general governmental debt, bond issue of approximately \$176.3 million which can be adjusted quarterly, current debt service which is recurring, allocations for different categories, most of public safety has been planned, Tourist Tax Funds, Transportation, General Fund, Parks Funds, additional one percent increase, comparison debt over the years with a decrease every six years, enterprise debt has not changed, and the total debt for this plan is \$249 million.

She provided further explanation of governmental debt, investing as much in transportation as is already currently in the CIP, 67 percent in transportation, enterprise projects and sources of funds, the FY 22 recommended IST projects, IST Process, 206 recommended projects which can constantly be changed, active IST projects, IST reconciliation, IST debt, and 15 year revenues for total projects.

 Ms. Brewer introduced the CIP team.

 Haley Harrison, Senior Budget Analyst, explained any removal from the IST needs to be done through the public hearing process. There was a shift on the boundary lines for the IST, and in the future removals will be noted, as well as completions.

 Ms. Brewer responded to questions and explained that they constantly monitor economic factors, and look at all monthly indicators, as well as perform inflationary tests, which show that they are good at this time since money has been programed in.

 Dr. Hopes reiterated that inflationary issues will be addressed during the quarterly reviews. Now that the plans are near completion for the East County Library, staff will come back to the Board with any updates. Commercial construction costs keep rising; therefore it is important to move as quickly as possible with projects. As soon as rates increase, they will report to the Board regarding bonding.

 Ms. Brewer explained there is an internal CIP advisory group, staff is sensitive to any cost changes, and the Board will be advised immediately.

General Government (Page 29)

 Ms. Brewer pointed out the total source of funds, and total use of funds are broken down for each section. Projects are then broken down below the funds, with the breakdown of what will be spent per year. Convention Center updates are being paid with Tourist Development Funds, but will still need to be bonded. Details are provided for each project after the summary. The Convention Center and soccer field projects will produce revenues.

 Discussion ensued that the Convention Center improvements have been planned for years.

 Dr. Hopes explained there will be a discussion on fund balances and what was built into the balances to protect the Board if there is a downturn in the economy.

 Ms. Brewer clarified that the Board of County Commissioners is solely responsible for TDC funds.

 Discussion continued that a parking garage is included in the plans for the Convention Center, this is the only Convention Center in the area, there are always risks when bonding, and minimize risk when possible.

Libraries (Page 35)

 Ms. Brewer reviewed the improvements to libraries including the East County Library.

 Dr. Hopes stated pricing for the East County Library will go up to approximately \$19.9 million.

 Discussion ensued regarding the increase in price, reduce the costs of the library, costs of construction materials have increased, the library has been in the works for several years and has been held up by the County with changes, do not keep things from the Board as information is learned, under promise and over deliver, cut some priorities at the library to lower the cost, add 25 percent to the costs to cover inflation, and then use the left over funds to pay for other projects, move forward with priority projects and need to move things forward in a timely fashion.

 Dr. Hopes explained that the East County Library is part of a large asset that is being built in the area that includes part of a chiller plant and parking facilities. Staff is working to

maximize assets for other projects that are being built at the Premier facility. The hotel is moving forward and they must complete the projects at the Convention Center. He appreciates the dialogue, but encouraged the Board to have concise dialogue regarding projects.

 Discussion continued regarding the need for libraries and all the services they provide, proposing set aside time to discuss more controversial projects that may require further discussion, and inflation is not the only reason costs have gone up.

Parks and Natural Resources (Page 39)

 Ms. Brewer stated not every priority was funded, and this is what they felt comfortable to fund. She addressed the debt for park impact fees and the proposed projects. There is one final project for improvements to Lincoln Park which will be complete in 2022. She responded to questions regarding navigating the electronic CIP.

 Discussion ensued regarding small aspects of projects that are more important, and the importance of sequencing projects.

 Ms. Brewer continued the presentation regarding beaches and waterways and improvements to King Fish boat ramp (Page 68). Summaries will be provided of projects that Commissioners have particular questions on. The seawall improvements at Coquina are fully funded.

 Charlie Hunsicker, Parks and Natural Resources Director, responded to questions, that the South Coquina Boat ramp has a couple of repairs needed, and the expansion of the lot is under design.

Ms. Brewer referenced Page 42 and highlighted projects at G.T. Bray and Washington Park amenities.

 Mr. Hunsicker responded that a living shoreline will be installed at Portosueno Park.

 Chad Butzow, Public Works Director, explained the drainage project at Coquina Beach is funded with TDC funds and FDOT grants. Phase 1 is complete with impervious parking and the current contract is under construction to complete the rest of the formal parking west of Gulf Drive.

 Discussion ensued regarding the design of the pool at Premier Sports.

Ms. Brewer continued to review projects in the reserves.

RECESS/RECONVENE: 10:43 a.m. – 10:56 a.m. All Commissioners were present.

Public Safety, Page 135

 Ms. Brewer continued to review the projects and highlights for Public Safety including EMS cardiac monitors and the Bishop Animal Shelter donation including a smaller building that needs rehabilitation. The planned animal shelter in East County is still planned as well. The EMS station will be in the old Red Cross building.

 Discussion ensued regarding operations at Bishop Animal Shelter, evaluate what is needed there and then determine what is needed in east county, possibility of using store fronts for adoption of animals out east, roof repair is for the entire jail, Bishop cannot accommodate all the animals in need today, east county shelter has been planned and the County already owns the property, citizens have raised money for the new shelter, current shelter in Palmetto is not able to function as it is, and growth effects the number of animals.

 Dr. Hopes clarified that numbers should be shifted and the back building at Bishop should be rebuilt to accommodate the animals in Palmetto as soon as possible. Bishop cannot accommodate the growth out east.

 Discussion continued that the animals at Bishop go with the donation, plan for what is needed in the future, unadoptable animals at the shelter, work more closely with the local rescues, rescues do not take all animals, wild life rescues need space and put a contingency on any donation of land, bad investment to put money into the Palmetto shelter, and public/private partnerships for the animal shelter.

 Dr. Hopes explained the final agreement has not been received from Bishop, and the original intent of the donation was to enhance existing animal services, not to replace it. His original suggestion is to scale down the facility out east, since Bishop has the veterinary care. The community should still gain from the donation.

 Discussion occurred that the Bishop's did not care if there were other facilities, there have been for formal proposals regarding the rehabilitation of the Palmetto facility, a contractor said the building could be rehabilitated for \$1 million, decisions need to be based on data, spend all dollars wisely, and push the budget out a year to get all the facts.

 Dr. Hopes explained the second building must be replaced at Bishop in order to operate.

 Discussion continued that this is tax payer money, and spend what is best for residents.

Citizen Comments

 Pam Rainey addressed the needs for animal shelters in the County and the need for a facility out east. She expressed concern regarding the conversation today and individuals who have donated money for the shelter out east. There is a 96 percent save rate in Manatee County.

 John Banks questioned debt services/coverage service ratio regarding the enterprise fund in Utilities. The water meters need to be replaced in the County, and he would be willing to brief Commissioners. There is a \$16 million benefit to upgrade the water meters.

 Jennifer Hoffman, Keep Manatee Beautiful, referenced a packet of information regarding litter contracts with the Florida Department of Transportation. If the contracts are lost, there will be thousands of pounds of litter not picked up, and she requested the County provide funding if the contracts are not renewed.

Andra Griffin addressed funds collected by the Animal Network for the new shelter, various animal rescues in east County, and the money set aside for the new shelter should be used for housing and veterans.

 Glen Gibellina stressed the need for affordable housing, and provide assistance for the homeless and veterans, as opposed to animals.

 Dawn Kitterman thanked staff for the presentations, and addressed the budget, return investments from certain projects, and fiscal consideration with spending.

 Carol Ann Felts spoke regarding animal rescues out east, the need for a collation for animals, and bringing everyone together who is concerned with animal welfare.

RECESS/RECONVENE: 12:06 p.m. – 1:30 p.m. All Commissioners were present.

Technology (Page 163)

 Ms. Brewer reviewed the projects including updating the servers, card access, and HRIS upgrading Human Resources. She responded that operationally there are two programs for IT security.

 Dr. Hopes stated there will be a shade meeting regarding the Administration building and cyber security.

Transportation (Page 167)

 Ms. Brewer reviewed the projects and highlighted projects that are getting extra funding including intersections.

 Mr. Butzow explained money is spread out over time to including the time to acquire right-of-way.

Ms. Brewer proceeded with road improvements on Page 170.

 Mr. Butzow explained the funding for the 44th Avenue extension will take the road over the interstate (Item 47). The plan is to take the project from 1st Street to Lakewood Ranch Boulevard. Lakewood Ranch has their own plans for 44th Avenue.

 Discussion ensued regarding the intersection of 15th Street East and Tallevast Road.

 Ms. Brewer continued the discussion pointing out additional projects starting in 2024.

 Mr. Butzow stated the improvements for 59th Street West from Riverview Boulevard to Manatee Avenue is an existing IST project, but will come forward to the Board with an adjusted scope of work.

 Ms. Brewer continued with other road improvement projects, estimated costs include land, medians, and landscape improvements on Cortez Road. Page 235 includes land for right-of-way.

 Mr. Butzow responded that repairs in the two-lane section of 75th Street will be different than what will be done in the four-lane section south of 20th Avenue West.

 The presentation continued with improvements to Buckeye Road at U.S. 41, Canal Road, the Duette Bridge replacement, and Projects 72-74 are three different projects for Erie Road. There was a budget amendment regarding the Erie Road project. This is not a forgotten job, but was not viable, due to the cost of land acquisition. They plan to propose a new CIP project that has the land acquisition built in.

 Commissioner Satcher stated there is property owned by the County along Erie Road, and there is a need to purchase the right-of-way because of growth and several schools in the area.

 Discussion ensued regarding treating Erie Road east/west the same as other fast tract projects and validating the alignment to bring an appropriate investment, safety for children is a top priority, colleges and universities are not the same category as schools.

 Dr. Hopes suggested moving all three Erie Road projects to the design phase and fast tract the Martha Road.

 Discussion ensued regarding hardening schools, there is no need for a shelter in the Parrish area, there will be another middle school in the area, and there can be an opportunity to harden the facility.

 Ms. Brewer continued with bridge replacements, Lena Road south of 44th Avenue, Lockwood Ridge resurfacing, Moccasin Wallow improvements, and the rural road improvement plan.

 Mr. Butzow offered options for the bridge improvements in east County along Upper Manatee River Road that are considered functionally obsolete, and are currently being analyzed, including room for sidewalks. He discussed improvements to Tallevast and noted there is a plan for a roundabout to the intersection at Tallevast and 15th Street East with FDOT, but it has not been finalized.

 Ms. Brewer concluded the road improvement projects. She continued with sidewalk improvements that are mostly IST related except for the Erie Road projects.

 Mr. Butzow stated some of these projects will be consumed by larger projects for the same road. The sidewalks along 75th Street are on the list, because that road is a thoroughfare, but it is still uncertain as to when construction will start.

Ms. Brewer continued with sidewalk projects and noted the Coquina Beach sidewalk will be closed out. Sidewalk projects are planned for Rubonia and Samoset. Fiber is needed for projects on 15th Street East, and there could be plans to use a grant.

Enterprise Projects

Ms. Brewer addressed potable water projects that either require rehabilitation or replacement. Fees used are from utility rates and facility investment fees. She highlighted projects that will begin within the next year. There is funding for exiting projects.

 Mike Gore, Utilities Director, stated the projects on the island are not complete.

Ms. Brewer continued on Page 324 highlighting certain projects. The software and billing system will be replaced which is a substantial part of the budget. There are water main replacements planned, as well as the new Utility administration building. She responded that roads are taken out as a separate line item when related to a utility project.

Mr. Gore stated there is always money set aside in case land is available to purchase.

 Ms. Brewer addressed projects related to transportation projects where a pipe may have to be replaced, and many are tied to other related projects. Potable water treatment is the final item. The Lake Manatee filtration project is almost complete. Solid waste is paid by solid waste rates. There are two projects including the Lena Road gas expansion, and the stormwater filtration system upgrade.

 Ms. Brewer continued the presentation to address stormwater projects.

 Dr. Hopes stated stormwater is funded through solid waste funds, and the Board will need to make a decision regarding how this is shown. Since these fees are being collected with solid waste, they must be transferred to a different account. The line item on the bill could be broken down so the funds are used for solid waste and for stormwater. The solid waste hauler contracts are coming up for renewal.

 Ms. Brewer explained stormwater is funded through solid waste, or a stormwater fee could be assessed directly. These can either show on a tax bill or a utility bill. Since there was no resolve regarding stormwater, the funding is continuing the same as it was before.

 Discussion ensued regarding informing the citizens, this is not an increase, just information, agreement with solid waste haulers are coming up for renewal, one of the haulers is not interested in extending their agreement, and what the haulers are getting from other counties.

 Ms. Brewer provided highlights of stormwater projects including culvert design and upgrades.

 Discussion continued that the work in Cortez focuses on the existing improvements, dredging sections of Bowlees Creek, and Gap Creek plans.

Ms. Brewer addressed wastewater highlights with a total \$482 million investment. Projects are divided into six categories, collections, growth, lift stations, master reuse system, transportation related, and treatment.

 Karen Stewart, Deputy County Administrator, stated information will be presented from Ernst and Young regarding the American Rescue Plan. These projects cannot be included in the budget.

 Discussion ensued regarding costs for manhole liners, the final funding decision is made by the treasures, and the list sent to Ernst and Young is extensive. BC20210616DOC002

RECESS/RECONVENE: 3:15 p.m. – 3:25 p.m. All Commissioners were present.

 Commissioner Whitmore relayed a message from a couple, who is homeless and has an

ill dog, and she is working on getting help for them.

FUND SUMMARY

 Ms. Brewer continued the budget presentation with the fund summary, and referenced the Recommended Budget. She reviewed the outline which is the same for each department. She used a slide presentation to review the General Fund including the 14th Street and South County CRA Funds, the beginning balance, revenues, operating expenses, transfers out to other funds, and reserves and set aside amounts. Only one year of the CIP is approved at time, even though the plan is set for five years. There are four types of reserves including the reserve for contingency. She highlighted other items in the reserves.

 Discussion ensued regarding drug court and supporting it if the grant does not come through, consider committing the funding annually and allow the grant to enhance the program, CARES Act funds could cover some mental health issues, mental health diversion program and there could be overlaps and take advantage of as many grants as possible.

Ms. Brewer explained the pull process in the budget.

Commissioner Bellamy pulled drug court, and Commissioner Satcher seconded the request.

 Ms. Brewer continued the fund summary and addressed salary reserves, health insurance adjustment, reserves for the Constitutional Officers, budget stabilization and disaster recovery. She explained why the disaster funds were taken down to “0.”

 Dr. Hopes stated these reserves were on top of the actual 20 percent reserves.

 Discussion ensued that funds are available through the line of credit, and there is \$60 million in the reserves.

 Ms. Brewer stated there is a resolution that says the Board will hold 20 percent in reserves, which is \$68 million.

 Discussion ensued regarding there is no particular fund set aside for disasters, but there are reserves that can be used for disaster, and reserves have a certain purpose.

 Ms. Brewer highlighted the 911 Enhancement Fund Fee which specifically comes from the State, the Affordable Housing Subsidy fund, Assessment Projects, Automated Systems Maintenance Funds, Beach Erosion Control Tourist Tax and Capital Projects Fund, Building Capital Projects Funds, Building Department Fund, and the Children’s Services Fund.

Discussion continued regarding using funding for mothers who find themselves in a difficult situation, speak with the Chairman of Children’s Services Advisory Board to see if this fits their criteria, budget is based on the current spending, in FY 23 the funding goes up, they have a specific list, and all programs are funded using results first.

Ms. Brewer proceeded to review the various funds, additional funding for Court Technology Fee Fund, Debt Service Funds specifically set to pay off debt, and this is the first year to receive funds for Environmental Lands.

 Discussion ensued regarding whether or not to use ELMAC as the guiding board for

environmental lands, bonding, gas tax revenues are not going to keep the County where they need to be because of electric cars and more fuel efficient vehicles, park revenues may go up, and use concession funds for bike paths.

Dr. Hopes noted a proposal is in the works for a bike path that directs the entire Island to parks, and possibly using American Rescue Funds.

 Ms. Brewer concluded the presentation on Reserves for FY 22, including reserves for contingencies, reserves for salaries, reserves for cash balance, reserves for capital, and total reserves for \$624,731,303, Florida Statutes 129.01(c) regulations, and general funds can be used anywhere. She responded to questions regarding the stabilization, and a history of stabilization fund spending. She explained if there is inflation on capital projects, the stabilization can be used for that. Stabilization can only be used for the specific funds.

 Dr. Hopes stated reserves are for funding in restricted categories. Priorities have been met to improve quality of life, and the County is still strong with their reserves. There is adequate funding to complete projects with the anticipated growth, and the budget was created to address the Commissioner's priorities.

 Ms. Brewer thanked staff for their assistance in putting the budget together.

 Discussion ensued regarding thanking Financial Management for their efforts and the changes are appreciated.

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

Chairman Baugh thanked the Sheriff for their assistance.

BC20210616DOC003

ADJOURN

There being no further business, Chairman Baugh adjourned the work session at 5:08 p.m.

Minutes Approved: September 14, 2021