

**MANATEE COUNTY BOARD OF COUNTY COMMISSIONERS  
BUDGET WORK SESSION  
COUNTY ADMINISTRATION BUILDING, FIFTH FLOOR, MANATEE AND OSPREY ROOMS  
1112 Manatee Avenue West  
Bradenton, Florida  
June 12, 2024**

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

Present were:

Mike Rahn, Chairman  
Amanda Ballard, First Vice-Chairman  
Ray Turner, Second Vice-Chairman  
Jason Bearden  
George Kruse  
Kevin Van Ostenbridge

District 1 seat is vacant.

Present were:

Charlie Bishop, County Administrator  
Pamela D'Agostino, County Attorney  
Sheila McLean, Chief Financial Officer  
Hannah Bishop, Deputy Clerk, Clerk of the Circuit Court

 Chairman Rahn called the work session to order at 9:00 a.m.


### INVOCATION

The Invocation was led by Pastor Wende Thompson, Glory Cloud Ministries, followed by the Pledge of Allegiance led by Deputy County Administrator Bryan Parnell.


### AGENDA


BC20240612DOC001


1. **FISCAL YEAR 2025 BUDGET PRESENTATION AND DECISION UNIT REVIEW – DEPARTMENT BUDGETS**

 Charlie Bishop, County Administrator, presented the Recommended Fiscal Year (FY) budget message, displayed a video regarding the Budget broken down by departments, and stated this is the first budget work session.


(Enter Commissioner Van Ostenbridge)


 Sheila McLean, Chief Financial Officer utilized a slide presentation reviewing the Budget presentation for FY 2025, executive summary, total net and gross budget, FY 2025 – 2029 Capital Improvement Plan (CIP), investment strategy, budget planning, implementing a strategic plan, outlining specific steps needed to achieve Board's initiatives and strategies, provided a brief recap of the budget process, the budget is a nine-month process, challenges facing the budget, Countywide expenses (uses), summary of funds for each department and programs, main sections of the budget, and elements of the budget.


 Discussion ensued regarding the Tax Collector expenses.


 Ms. Mclean continued the slide presentation reviewing Business Operations, departments, and programs.


Discussion ensued regarding clarity on Constitutional Officers being separate and falling under other funded County programs.

 Ms. McLean continued the slide presentation reviewing additional topics, added 21 new positions, one percent increase for Health Insurance, salary compensation, General Fund expenses by department, CIP FY 2025 - 2029 total \$2,321,568,098, brief overview of featured CIP projects, 738 total projects, the inclusive of existing and future projects is \$5.3 billion, performance and execution factors, challenges, building/vertical, road, and utility projects, CIP sources and uses, millage summary, no increase to Millage, consideration on millage reduction financial impact, and a reduction in millage will only impact the General Fund.


 Discussion ensued regarding growth, the impact on the CIP, and the real estate growth.

 Ms. McLean continued the slides reviewing consideration on millage reduction financial impact, consideration on Millage reduction "Homeowner Savings", reductions in millage will impact an individual Houseowner, outstanding debt, current and future debt, debt service summary, general Government, enterprise, Public Utilities, debt service and outstanding debt, bond rating, factors that could lead to a downgrade, 19 different funding sources, diversified funding, debt service profile, overview, debt funding plan, debt for recommended CIP FY 2025 - 2029, and new debt funding plan.

 Discussion ensued regarding debt capacity.


 Ms. McLean continued the slides reviewing the economic update.

 Discussion ensued regarding understanding the interest rate forecast by J.P Morgan.

 Ms. McLean continued the slides reviewing Economic Market conditions, Federal developments, labor market, inflation, municipal bonds, November election, investments, reserves, contingencies, cash balance, reserve set asides, reserves for cash balance, 20 percent cash reserve, budget stabilization, \$765.10 million total Reserve Cash Balance, \$151.4 million for General Fund Reserve, TRIM (Truth in Millage), July 1 is day one of TRIM for the Property Appraisers office, timetable FY 2025 budget process, and the County presented the FY 2025 budget as a balanced budget.


**RECESS/RECONVENE:** 10:30 a.m. - 10:45 a.m. All Commissioners were present.

### **DECISION UNIT REVIEW**

 Sheila McLean, Chief Financial Officer utilized a slide presentation reviewing the Decision Unit Review Part 1 Departments/Programs, Operating Budget, recommended budget for FY 2025, 14 departments, 69 programs, decision units, budget structure, base, continuation, and desired units, Operating Budget Departments and other funded County Programs, Decision Unit summary, budget is presented differently and a new software is being used, funded and unfunded, Levels of Service by Department, Recurring vs. Non-recurring, sample, base and continuation changes sample of previously Board approved changes, salary and compensation changes, new changes to operational expenses, and the process for pulling items.


### **COUNTY ADMINISTRATION**

Ms. McLean, stated the County Administration has four programs, Board of County Commissioners, Information Outreach, Records Management/Copy Center, Courier, 311 Operations, the total budget is \$6,677,266, and base and continuation changes.

 Mr. Bishop explained the pulling process and noted changes have occurred, reclassifying, and there are no unfunded positions.

Lacy Pritchard, Records and Info Management manager, used a slide presentation to review the request for positions including a Public Records Assistant, due to the large number of requests coming in, request for Communication Coordinator to assist other departments, and a graphic designer (currently have part time position), and Statute dictates public records request must be filled in a timely manner.

### **SPORTS AND LEISURE SERVICES**


 Molly White, Director of Sports and Leisure Services, used a slide presentation to review recreation programs, the total budget is \$6,756,042, and reviewed base and continuation changes. Positions at John Marble are funded, she reviewed the requested positions at parks as well as a request for a trailer to store and transport equipment for various events. There is an unfunded position for a Recreation Division Manager to assist with leagues at various parks.


Mr. Bishop noted there are funds to use for Premier Sports Campus.


 Ms. White explained as sport clubs are growing, there is a need to use multiple parks, and it may be more adequate to have Sports and Leisure staff at the parks. She clarified there is only one unfunded position, and the eight positions for John Marble are funded.

Elliot Falcione, Convention and Visitors Bureau (CVB) Director, stated it may be better to have one team of management at Premier Sports, and noted Premier is a pay to play facility.

### **FINANCIAL MANAGEMENT**


 Victor Ortiz, Deputy Director, Financial Management, used a slide presentation to review three programs, 20 positions for Management and Budget, 19 positions for Purchasing, and 78 positions for Fiscal Services, the total budget is \$11,149,763, transparency and financial accountability of each area in the department, and provided an overview of each area within the department.

 Jacob Erickson, Purchasing Official, stated last year \$384,141,043 million was pushed through the procurement process, and 2025 will surpass that amount.

 Ms. McLean introduced her team to the Board, reviewed the base and continuation budget for FY 2025 for each area, the desired service level, requesting one position, Debt Manager, purchasing has no increase in the budget, Sports and Leisure has taken on Special Events and will be taking on Historical Resources soon, and Sports and Leisure and Natural Resources are requesting one position.

 Discussion ensued regarding the Debt Manager position being unfunded.

### **NATURAL RESOURCES**


 Charlie Hunsicker, Natural Resources Director, used a slide presentation to review eight programs, Environmental Protection and Mining Regulation, Ecological and Marine Resources, Environmental Lands, Programming, Volunteer, and Education, Gopher Tortoise site, Agriculture, and Replacement and Renewal of Environmental Lands, the total budget is \$12,561,489, r base and continuation changes, column B has dramatic changes, requested

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(Continued)


four new positions for programming at the beginning of the year, requesting one position for an Environmental Specialist, and provided an overview of the position.

**CONVENTION AND VISITORS BUREAU**

 Elliott Falcione, Convention and Visitors Bureau (CVB) Director, used a slide presentation to review three programs, Tourist Development, Convention Center, Crosley Operations, and Premier Sports Campus, the total budget is \$16,717,167, base and continuation changes, request additional funding for Golf sponsorship, CVB Contract Manager, and a Building Trades Worker.


**COUNTY ATTORNEY**

 Pamela D'Agostino, County Attorney, used a slide presentation to review the budget, two programs, Legal Representation and Risk Management, the total budget is \$19,458,271, base and continuation changes, there were no position requests for the FY 2025 year, reviewed the budget for the department, 700 requests were submitted to the County Attorney's office last year, and stated three additional positions are needed.

 Discussion ensued regarding the level of service that is taking place in the County Attorney's office, County Attorney request several positions to help out the department, review and make necessary changes, Ms. D'Agostino should be able to present at another session, and identifying salary costs for each position being requested.


Ms. McLean stated this department would need to be flagged by the Commissioners to be reviewed for additional funding, to fund these three positions.


Pulled

 A motion was made by Commissioner Ballard to pull the County Attorney's budget, seconded by Commissioner Turner, and carried 6-0.

**COMMUNITY AND VETERANS SERVICES**

Mr. Bishop noted Animal Welfare has been placed under Community and Veteran Services.


 Lee DePalo, Community and Veteran Services Director, used a slide presentation reviewing eight programs, Neighborhood Connections, County Probation, Veterans Services, Library Services, Human Services, Community Services, Community Development, Animal Welfare, and Grants, the total budget is \$24,704,657, base and continuation changes, requesting Veteran Services Intake Coordinator, Systems and Technology Librarian II, Collection Development Librarian I, and will request an additional Counselor next FY.

 Discussion ensued regarding wait times being currently at four weeks, adding this position would make the wait times less, launching Veterans Connections, needing additional employees once program is launched, and applauded the department.

**INFORMATION TECHNOLOGY**

Mr. Bishop commended the department for all that is being done.

 Drew Richardson, Information Technology Director, used a slide presentation to review six programs, Operations and Administration, Client Services and Automated Systems Maintenance (ASM), Applications and Development, Project Management, Geographic Information Systems (GIS), Telecommunications, Infrastructure, and Data Center, Radio Communications, the total budget is \$28,844,968, reviewed base and continuation changes, requesting an IT Specialist - SCADA, IT Specialist - AI, IT Tech Lead and Team lead positions.

 Discussion ensued regarding an understanding of the AI position.

Ms. McLean stated the rest of the presentation will be moved to the afternoon of Monday, June 17, 2024 Work Session.



Discussion ensued regarding flagging items, and funded and unfunded positions.

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**CITIZEN COMMENTS** (Agenda Items Only)

There being no citizen comments, Chairman Rahn closed citizen comments.

**ADJOURN**

There being no further business, Chairman Rahn adjourned the work session at 12:14 p.m.

Minutes Approved: July 30, 2024