

FY17 Proposed Budget Book



Board of County Commissioners



Vanessa Baugh, Chairman
District 5



Larry Bustle
District 1



Charles B. Smith
District 2



John R. Chappie
District 3



Robin DiSabatino
District 4



Carol Whitmore
At Large District 6



Betsy Benac
At Large District 7

Awards



The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to Manatee County, Florida for its annual budget for the fiscal year beginning October 1, 2014. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communication device.

The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

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Introduction

Introduction

To provide timely budget information and to aid in the decision making process, this “Proposed” version of the Manatee County Fiscal Year 2017 budget book is being provided based on the County Administrator’s Recommended Budget with an adjustment for final taxable property values provided by the Property Appraiser. This version contains the budget message, many useful charts and graphs, and departmental information showing the FY15 actual expenditures, the FY16 Adopted Budget & the FY17 Proposed Budget.

This document will be updated following adoption of the FY17 budget. Additional charts and graphs will also be included in the “Adopted” edition which is expected to be available in October 2016.

Description of Manatee County

Geography and Demographics

Located midway along the west coast of Florida, the county’s boundaries encompass 740 square miles. The county is bordered on the north by Hillsborough County, on the south by Sarasota County, on the east by Hardee and DeSoto Counties, and on the west by the Gulf of Mexico. There are six incorporated municipalities within Manatee County; Palmetto, Bradenton, Bradenton Beach, Holmes Beach, Anna Maria, and Longboat Key. Bradenton is the largest city in Manatee County with a population of 50,475 and serves as the county seat.

The county’s population has grown 22.1 percent from 278,001 in 2002 to 339,545 in 2014, based on estimates from the University of Florida, Bureau of Economics and Business Research (BEBR). While the county is known to be one of the best retirement areas in the nation, the median age has dropped from 49 in 1970 to 46 in 2010. Median household income is now at \$45,565, based on information from the 2010 census.

County Economy

Manatee County has a diversified economic base with the three largest industry sectors being services, retail and manufacturing. The county also has a strong tourism and agricultural base. These bases, with the exception of agriculture, have recently been tested, as the county continues to experience the impact of the global economic downturn. Some of the larger industrial firms include a citrus juice producer, aerospace electronics, telephone instruments, packaging machinery, boat manufacturers, aluminum and plastic production facilities, and a contact lens manufacturer. According to the latest information, the four largest employers in the public sector are Manatee County School Board, Manatee County Government, Manatee County Sheriff’s Department and City of Bradenton. Major private sector employers include Tropicana Products, Inc., Beall’s, Inc., Manatee Memorial Hospital, and Blake Medical Center.

Port Manatee is located in the northwestern corner of Manatee County. It fronts Tampa Bay and borders the Manatee-Hillsborough county line. An access channel from the Port connects with the federal channel in Tampa Bay only ten miles from the Gulf of Mexico. Port Manatee is the fourth largest of Florida’s 14 deepwater seaports. As the major shipping gateway to our community, the Port Authority manages the importing and exporting of many agriculture and industrial products. The Port is a leading venue for shipments of citrus juices and beverages and operates in foreign trade zone #169.

Manatee County has long been an important agricultural center of Florida. Major tomato production facilities, citrus farms, dairies, nurseries, seed companies, cattle ranches, vegetable farms, and poultry farms are all examples of the thriving agri-business that exists here.

Tourism is another major component of the economy. The number of tourists visiting Florida is expected to continue growing. The Gulf Coast white sand beaches are the leading tourist attractions in the area. There are numerous other attractions in Manatee County such as the South Florida Museum, Bishop Planetarium and the Pittsburgh Pirates spring training facility. The county is also in close proximity to the Tampa Bay Buccaneers football team, the Tampa Bay Lightning hockey team and the Tampa Bay Rays baseball team. The county’s excellent golf courses, boating and fishing opportunities, and other recreational facilities contribute to the enjoyment of our residents and many visitors.

Governing Manatee County

Board of County Commissioners

Manatee County is a political subdivision of the State of Florida guided by an elected seven-member Board of County Commissioners. Through partisan elections, two are elected to represent the entire county as a district and five are elected to represent single-member districts. The Board performs the legislative function by developing policy of the management of Manatee County. The County Administrator, a professional appointed by the Board, and his staff are responsible for the implementation of those policies.

The Board is responsible for functions and services delivered throughout the county including municipalities and for municipal services to residents and businesses in the unincorporated area.

Role of the County Administrator

The Board appoints the County Administrator. He is responsible for carrying out all decisions, policies, ordinances and motions of the Board.

The departments under the County Administrator are responsible for providing services such as social services, public assistance to residents, countywide health care for medically indigent, animal services, emergency medical services and regional parks and preserves. Departments are also responsible for providing municipal-type services to residents of the unincorporated areas of Manatee County such as road construction and road maintenance, solid waste disposal, parks and recreation, water and wastewater treatment, planning, zoning, building inspections and code enforcement services.

Other Boards Commissioners Serve On

The Board also serves as the Civic Center Authority and the Port Authority for Port Manatee. Individual Board members serve on various boards, authorities, and commissions, such as the Tampa Bay Regional Planning Council, Metropolitan Planning Organization, Council of Governments, Peace River Water District and Southwest Florida Water Management District.

Constitutional Officers

In addition to the members of the Board, citizens also elect five constitutional officers: Tax Collector, Property Appraiser, Clerk of the Circuit Court, Sheriff and Supervisor of Elections. The Board funds all or, in some cases, a portion of the operating budgets of these constitutional officers. The constitutional officers maintain separate accounting systems and expanded budget detail information.

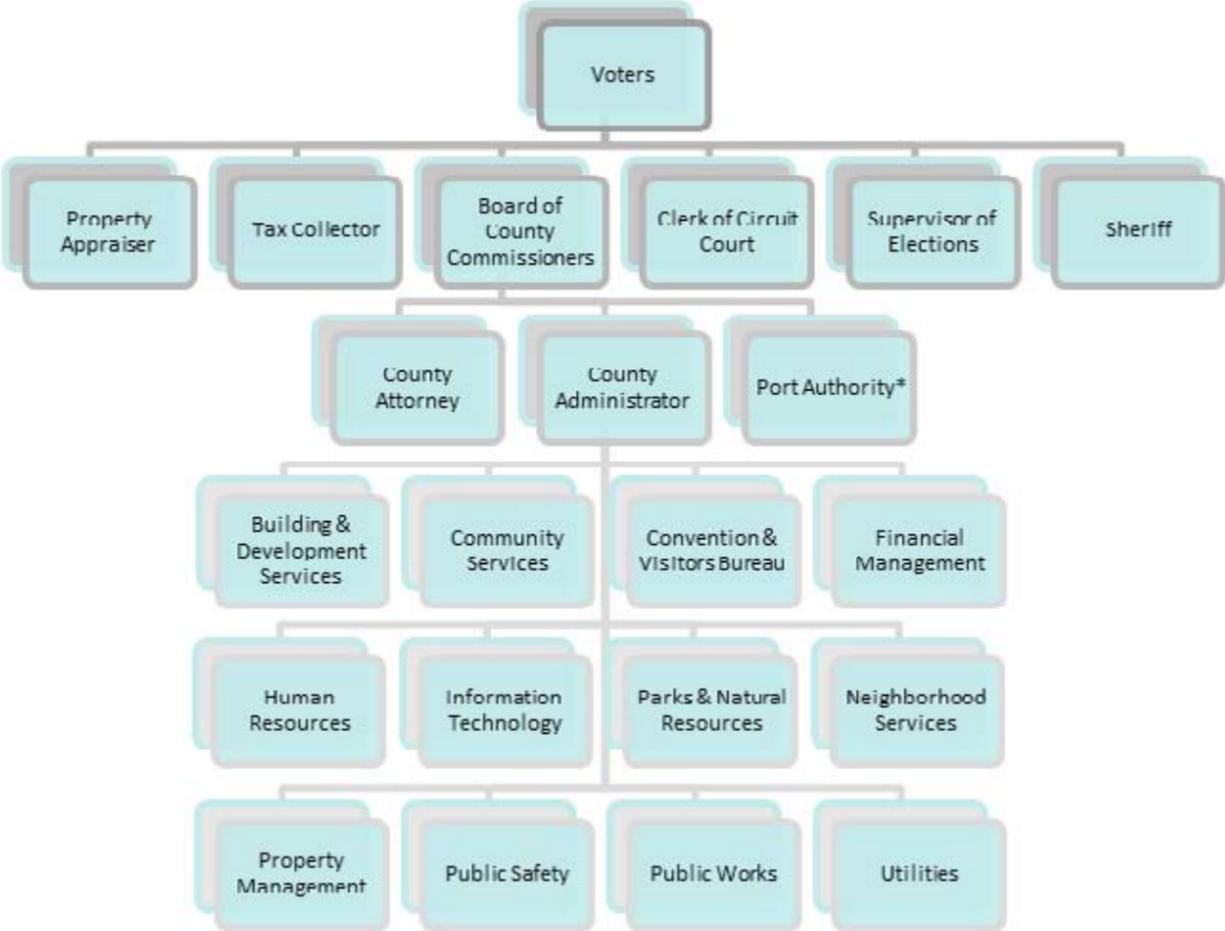
Other Elected Officials

The citizens also elect the State’s Attorney and Public Defender. Their budgets are included in this document to the extent of funding by the Board of County Commissioners.

Other Government Agencies

Based on the extent of budgetary authority, authority to tax, the ability to obligate funds to finance any deficits or the ability to fund any significant operational subsidies, several other governmental entities also have their budgets reviewed and approved by the Board of County Commissioners; the Planning Commission, the Housing Authority, Port Authority and the Myakka Fire District. The budgets of these offices and the Constitutional Officers are included in this document to the extent they are funded by the Board of County Commissioners.

Countywide Organization Chart



*The members of the Board of County Commissioners also comprise the Port Authority.

Budget Message

Budget Message - June 2, 2016



2017 BUDGET MESSAGE

June 2, 2016

Chairman and Members of the Commission:

In the budget presented in July 2015, we illustrated there would be a difficult budget problem facing the Board in 2018 caused by two unrelated issues. First was the ongoing funding of community health care needs. Secondly, the concern of how to maintain the community's assets over the next 30 years without a revenue source dedicated to those assets. The budget I present to you today develops a plan for funding health care while maintaining a balanced budget. However, it does not solve the challenge for funding the long-term maintenance and upgrades to our roadways, parks, and public safety needs for the immediate or long-term future.

In an effort to find solutions for the upcoming 2018 issue, the Board created the Citizens Financial Structure Advisory Board. The Advisory Board met from December 2015 through April 2016, and then presented to you and the community a recommendation that they believe will not only solve the funding of this critical need but will also provide a sustainable solution to the county's budget process.

Today, I am presenting the FY17 Recommended Budget. The FY17 gross budget is \$1,167,819,982 with a net budget of \$567,921,690. Our county is seeing above average growth for the west coast of Florida which is helping our financial recovery. Our government continues to be challenged in our services and our workforce.

Although this is a balanced budget, our funding model is simply not sustainable for the long-term financial health of Manatee County. This year's budget is again reliant on reserves, albeit to a lesser extent than in years past thanks to increased property tax revenues. However, because of our heavy reliance on property taxes to fund this government, and because voter-approved mandates have limited our ability to meet local demands through property taxes, by the next budget year we face a very real possibility of needing to compromise the Board's long-standing 20 percent reserves policy in 2018. Remember, we are still in a position of deficit spending and if the Board chooses to add something to the balanced budget, an equal expense must be removed.

We have been extremely fortunate in that growth in our tax base has exceeded our expectations. Based upon the Property Appraiser's latest estimate we have increased the estimate to 9%. The additional growth has provided funding for increased state-mandated costs and critical public safety and capital needs.

Total revenues for the FY17 Recommended Budget are \$568 million which is a \$15 million increase in the total Net Budget from the FY16 Adopted Budget (exclusive of the Port). The Recommended Budget has historically been presented without the Port financial information in order to establish like trends and comparisons. The 9% growth in property values constitutes an increase of \$16.5 million in property taxes.

LARRY BUSTLE * CHARLES B. SMITH * JOHN R. CHAPPIE * ROBIN DISABATINO * VANESSA BAUGH * CAROL WHITMORE * BETSY BENAC
 District 1 District 2 District 3 District 4 District 5 District 6 District 7

Although still increasing, property tax revenue is \$26.5 million less than in 2007. So, despite the fact that we have grown by 60,000 people over that time, our budget is 11% lower.

It is my recommendation to maintain tax millage rates unchanged for the 10th consecutive year. The General Obligation (G.O.) Bond established for the county is growing closer to its maturity in FY18 and as a result, has a slight decrease in tax requirements due to end of life of the bond. I have recommended placing the reduction in property taxes from the G.O. Bond within the General Fund millage and using the resulting funds to aid in payment for Community Healthcare and the Sheriff's Department. The resulting shift in millage creates no effect on total millage levied.

Millage Summary	FY16	FY17	Difference
	Adopted	Recommended	
Countywide Operating	6.4046	6.4206	0.0160
G.O. Bond Issue	0.0280	0.0120	-0.0160
MSTU	0.6109	0.6109	0.0000
Total	7.0435	7.0435	0.0000

According to the US Census website, the most current population estimate is 363,369, which is approximately 60,000 higher than 2007 levels. The need to address the safety of our growing population remains at the forefront of our concerns. Therefore, similar to the budget I presented last year, the second year of this biennial budget prioritizes public safety and maintaining assets and service levels for our citizens. The 9 percent in additional revenues is again primarily invested in the same areas.

Those additional revenues are available to fund the following proposed investments for the upcoming fiscal year:

- The Community Paramedic program sends specially trained professionals into the community to improve access to healthcare while decreasing overall healthcare costs;
- The Marine Paramedic Rescue unit delivers advanced life support service to the residents and visitors of Anna Maria Island;
- Partial funding of 8 additional School Resource Officers (SROs) at Manatee County middle schools;
- Funding for 8 additional Law Enforcement Officers for the Sheriff's Office.

During the economic downturn the Board of County Commissioners were faced with extremely difficult funding decisions. The Board wisely chose to avoid widespread layoffs and reductions in service to the community by prioritizing those areas of the budget. Capital investments — roads, parks and equipment repair — were funded on an as-needed basis and many of those improvements were postponed until a time when revenues improved. The time to reinvest in those capital needs has come, and we are again recommending more substantial amounts for those assets that have gone some time without repair or replacement.

To that end, I propose the following investments:

- Parks and preserves infrastructure upgrades - \$ 584,000;
- Additional unincorporated road system maintenance - \$ 1.5 million;
- Continuation of the Stormwater Discharge Maintenance Program and Contracted Street Sweeping - \$525,000.

In addition to physical asset maintenance, we have placed great emphasis over the last several years in technological improvements. By investing in our technological infrastructure, we have been able to keep pace with current technology advances. Further stages of these upgrades are included within this budget

including the public safety radio upgrades that are part of the P-25 radio system now being implemented by Manatee and Sarasota counties. Additional stages of improvement in accordance with our infrastructure upgrades continue within this budget.

Stress in the workforce remains a serious concern in our organization. We have attempted to maintain pace with the employment market in the area of employee compensation. Our Pay for Performance (PFP) program, initiated three years ago, has provided an excellent method of rewarding performance while providing a consistent application of evaluation criteria and performance rewards throughout the organization. We have again placed a 4% increase within the budget for all employees of the Board and the Constitutional offices. We anticipate that compensation increases budgeted at 4% of salaries to have a similar distribution format for FY17 although the ranges of increases may vary.

Since lowering our workforce by 300 employees since 2007, I have not recommended new positions funded by property taxes. Where employee positions have been added, they have been funded through user fees and enterprise funds. However, this year, with the growing population and heightened public safety demands I have recommended 11 new property tax-funded positions, eight for the Manatee Sheriff's Office and three for the Public Safety Department. Increased staff levels in other areas of the budget are paid through user fee-supported departments and other non-property tax revenues. The allocation of the added positions is as follows:

Employee Position Increases	FY16 Adopted	FY17 Recommended	Increase	Revenue
Board of County Commissioners				
Building & Development	105	112		7 Building Fees
Neighborhood Services	86	90		4 SW TIF Revenue
Parks & Natural Resources	61	62		1 Parks/Recreation Fees
Property Management	175	177		2 Tourist Tax-Beach Maint
Public Safety	252	257		7 Fees/Property Taxes
Public Works	399	403		4 Internal Charges
Utilities	393	400		7 Utility Fees
Subtotal	1,471	1,501	32	
Sheriff's Office	1,167	1,175		8 Property Tax

Throughout the economic downturn and into recovery, our budget strategies and financial policies have not jeopardized the financial health of the county. These strategies have resulted in maintained bond ratings for Manatee County even as the economy faltered. The county's ratings for General Obligation debt have been maintained at AAA and Aa1 by Fitch Ratings and Moody's respectively. Utility debt was rated at AA+ and Aa2 by Fitch Ratings and Moody's respectively in 2015. The higher ratings have allowed us to issue recent bonds and bond refundings without bond insurance or a debt service reserve, which is very rare, and results in considerable savings on the debt obligations. We recommend our current reserve policies remain in place, and other prudent financial management practices continue, so our strong ratings will be preserved for the future.

Two large issuances of debt occurred during the current fiscal year. First, the county issued \$36 million in General Government revenue debt to address several critical maintenance issues such as the P25 radio system, upgrades to jail facilities systems, and maintenance of beaches. By taking advantage of low market interest rates, the county has been able to make significant advances in maintenance and debt service.

The second debt issue was the establishment of a \$36 million credit line for design and engineering stages for the long-awaited 44th Avenue improvements. The 44th Avenue project is broken in to several

smaller stages within our Capital Improvement Program (CIP) but is considered one project. Once the project reaches the construction phase, the credit line will be replaced with a bond issuance to fund the completion of the project. Debt issuance for this project is scheduled to occur within the FY17 budget; however, as with all construction projects, timing of issuance will be initiated based upon the phase of the project. Debt service for this growth project will be paid by impact fees from the Southeast & Southwest Impact Fee zones.

The Utility system has identified several water and wastewater projects to be scheduled with debt issuance. Highlighted details are within our CIP and will be reviewed at the Board's scheduled budget review of the CIP on June 16, 2016.

As a supplement to the Budget Message, I have provided an additional document (Exhibit A, attached) that provides greater details with regard to budget issues. These issues include further details on programs such as Health Care funding for the community, increases in Public Safety expenses, and Capital Improvement Program (CIP) highlights.

The initial budget recommendation is presented in advance of the statutory timetable for the county budget process, and is based on an early estimate of property values as they stood on December 31, 2015. Official, certified values from the Manatee County Property Appraiser will be available on July 1, 2016, while the County Commission is on recess. County staff will use the July 1 numbers to update the Recommended Budget so that figures reconcile to the certified values. It is anticipated that only minor adjustments will be required, and by August 2, 2016, staff will use the reconciled figures to produce and make available to the Commission and the public an updated budget document that will conform to the statutory requirements and timetable.

We provide this initial budget recommendation before the formal start of the budget process in July in order to facilitate review by the Commission in consideration of the meeting schedule for June and August. Since this is a working budget, staff may make minor adjustments as more accurate information becomes available up until the formal July 15 budget is produced. When the July 15 budget is produced, it will include a summary of any material changes made through staff adjustments.

After the County Commission returns from the summer break, an August 2, 2016 budget work session has been scheduled so the County Commission can review the updated figures, and unresolved or "flagged" items identified in budget work sessions. At that work session you will also set the tentative millage rate that will be noticed to all property owners on the mailed "TRIM" (Truth in Millage) notices.

After today's presentation, the Commission has scheduled four budget work sessions on June 8, 14, 15 and 16, as well as a public hearing on June 16. A Budget Reconciliation meeting, at which the proposed millage rate will be certified, is scheduled for August 2. Two additional public hearings on the budget will be held in September. The September dates have not yet been scheduled. The first public hearing in September will be noticed to all taxpayers via the notices of proposed property taxes sent out by mail. The second public hearing will be noticed by a newspaper advertisement published in accordance with Florida Statute requirements.

CONCLUSION

The largest concern facing Manatee County in the aftermath of the recession is our inability to maintain aging and stressed assets and quality level of service commitments to the community. Manatee County is not unique in this regard; local governments around the state are struggling with the increased costs for roads, parks and public safety needs.

I believe our situation is more concerning than the other governments, because of our heavy reliance on property taxes. Remember, since the huge population increase from 2007 to the present, a series of voter-approved measures such as Amendment 1 and portability now limit the ability for property taxes to keep pace with local growth.

As the property values increase for our community, there is a distinct disconnect in the correlated increase in taxable values. "Save our Homes" (SOH) limits homestead taxable values from increasing to 3% or the percent change in the Consumer Price Index (CPI), whichever is less. Prior to SOH, the taxable value, upon which taxes were calculated, was equal to the market value less homestead exemption. When the market value increased, so would taxable value and therefore tax revenues to keep pace with community needs. With SOH, our county's ability to receive property taxes as home values rise is therefore limited.

The majority of our service departments such as Parks, Community Services, Neighborhood Services and areas of public safety (Sheriff and EMS) fall within the General Fund where 57% of the revenues available are based from Property Taxes. So as demand for service and costs for the services rise, the ability for the county to match costs with revenues are disconnected.

Manatee County Property Taxes	FY13	FY14	FY15	FY16
Property Taxes	157,819,284	166,652,195	186,725,054	209,758,032
Less Save Our Homes Cap	3,378,003	6,226,732	14,270,572	26,252,187
Property Taxes Collected	154,441,281	160,425,463	172,454,482	183,505,845

In 2016, while the county received an increase in property taxes of \$14 million, another \$26 million was excluded from Manatee County's tax revenues due to 'Save our Homes' tax exemptions. The change in CPI for FY16 was .8% and for FY17 it is .7%. That's great news for homesteaded property owners in Manatee County, but a sobering reminder that absent another funding solution, the Board faces three possible scenarios in 2018:

- 1) You may continue to rely on property taxes and ask homeowners who are already paying the majority of our costs to pay more in the form of a millage increase;
- 2) You may choose to reverse our longstanding reserves policy, and balance the budget going below the 20 percent mandatory reserves. This choice, of course, could harm our stellar credit ratings and limit borrowing power in the future. This choice also leaves us vulnerable in the event of a natural disaster or other local funding crisis;
- 3) You may choose to adopt a smaller budget that will require workforce and service reductions in the community.

The Citizens Financial Structure Advisory Board recognized that relying on property taxes as our chief funding source is unsustainable for the future. It is an unfair revenue source that asks local homeowners to foot most of the bill for local government, and is limited in its ability to keep pace with local growth because of voter-approved and state-mandated tax reform. For this reason and others, the Advisory Board unanimously recommended exploring funding alternatives that will make our government sustainable for the long-term future of Manatee County.

Since 2007, the Board and our workforce have done a remarkable job continuing to meet the needs of this community. Revenues have risen, and we project additional modest growth for next year. But I believe this is the last year we will have the option to continue the "business as usual" approach to funding

local government. There is considerable stress in our workforce. There is considerable stress on our roads and infrastructure. There is considerable stress on our finances. Something considerable must change for the long-term health of Manatee County Government.

ATTACHMENT- EXHIBIT A

Budget Process and Review – This is the second year of the biennial budget process. As the second year of the budget process, the County Commission and the public have seen the issues and details of the FY17 budget during the FY16 budget process. Major issues and policies will be summarized again during the FY17 budget process. The work sessions during this second year budget process will be designed to focus only on changes recommended since last year, but there will be a review of updated Fund Summaries and the Capital Improvement Program.

Health Insurance – With the average health insurance plan rising at double digit percentages for both the employer and employee, Manatee County has received little growth of Health Insurance costs which provides an excellent financial position. In analysis of future costing, it would be a prudent strategic step to increase the premiums in order to maintain the excellent health of our self-insured fund. I am recommending a 4% growth of insurance premiums for the employer only. This factor has been built into the salary changes for both the Board's employees and the constitutional officers.

Compression within our workforce – Manatee County had a salary analysis performed to determine if pay compression produced an adverse effect within our pay scales. Pay compression is the result of the market-rate for a given job outpacing the increases historically given by an organization to tenured employees. The study provided evidence that the county needs to address areas where compression has been established. Within the FY17 Budget, a reserve of \$500,000 has been established to begin addressing the areas highlighted within the study.

Mandates – Manatee County is responsible for the medical expenses incurred while individuals are incarcerated at our jail facility without medical insurance. During FY16, we have already experienced significantly higher costs over prior years. As a result, a recommended \$700,000 will be added to Inmate Medical expenses in order to provide the mandated coverage.

Health Care Spending – The FY16 Budget provided \$6.9 million in continued support of the healthcare programs funded by the county by using non-recurring tax dollars to support the program and the remaining funds within the Healthcare corpus. The corpus was established by the funds received from the sale of Manatee Memorial Hospital and provided funding for the programs until the corpus reached its end of life in FY16.

For FY17, it had been planned for \$6.9 million to be used from non-recurring General Fund reserves to support Health Care. With the partial debt retirement of the General Obligation Bond, we are able to include \$2.9 million of recurring funds toward the \$6.9 million target and the remaining \$4 million provided from reserves. As property values continue to increase, I propose \$1 million each year be programmed for Health Care funding until the \$6.9 million total is reached in approximately 4 years.

Pictometry – Various departments and Constitutional offices use pictometry to provide high quality resolutions for addressing, assessing, and response activity. Pictometry is a process which captures

images by low-flying airplanes producing images from fronts and sides of buildings and locations on the ground. The process of updating the county's information occurs every two years. During the current year, the cost of \$256,000 is needed to update pictorial information. The cost of the project has been allocated among the largest users, including the Property Appraiser, Sheriff, Building & Development Services, Public Safety, Public Works and Utilities.

Public Safety Programs – During FY16, pilot programs for Community Paramedicine and Marine Paramedic Rescue were put in to place. Each program has been successful and both are recommended for continued funding in the FY17 Recommended Budget. Community Paramedicine reduces healthcare spending by preventing unnecessary ambulance transports and improves patient health outcomes. The Marine Paramedic Rescue provides an Advanced Life Support quick response vehicle which is stationed solely on the Island and responds to 911 calls. In addition, this unit can also perform water rescue and other lifeguard functions as necessary.

Capital Improvement Program (CIP) – The first year of the Five Year CIP for FY17-21 reflects some additional projects and funding requirements when compared to the FY16-20 CIP. Most of the increases are in the Utilities area of the CIP.

FY17 General Government CIP projects include the P-25 Radio Replacement project, Marble Pool Renovations, and the Robinson Preserve Environmental Center projects totaling \$8,038,449.

FY17 Solid Waste and Stormwater CIP projects include Lena Road Landfill projects, Coquina Beach Drainage Improvements, and Storm Drain Rehabilitation projects totaling \$5,570,000.

FY17 Transportation CIP projects include road projects for the following roads - 44th Avenue, Ellenton Gillette Road, Lakewood Ranch Boulevard, Rye Road, Lockwood Ridge Road, and Tallevast Road totaling \$51,362,750.

FY17 Utilities projects include Water Main and Water Line Improvement projects, and Force Main and Lift Station projects totaling \$39,757,972.

Constitutional Officers Budgets – The Sheriff's budget request sought an increase of \$7,020,220 over last year's budget and includes additional staffing of 37 employees. His increase requested a 4% salary increase, additional funding for District 3 office space, and the 37 employees (14 Law Enforcement Deputies, 4 Correctional Deputies, 5 Investigative Deputies, and 14 Administrative staff). Although unable to fulfill the request of 37 new employees, provisions have also been made within the budget for 8 additional employees at the rate of Law Enforcement Deputies, totaling \$1,078,146. Funding has been provided within the Sheriff's support costs for \$42,666 as an allocation of the cost of pictometry needed for the county.

Historically, the County has provided partial support for School Resource Officers (SROs) for the community. Although not located within the Sheriff's request, the FY17 Recommended Budget contains \$415,000 funding for SRO's for Middle Schools. The SRO funding amount represents half of the cost of 8 additional SROs. In the FY17 Recommended Budget, we have funded the Sheriff's 4% pay increase, employer health insurance premiums, FRS changes, SRO's and the 8 additional Deputies for a total of \$112,832,996 which represents a \$5.02 million or 5% increase from the FY16 Adopted Budget.

Budget Update - July 15, 2016

The Clerk of Courts and Supervisor of Elections have not requested an increase beyond their FY16 budget request.

The Property Appraiser has requested an increase to their budget of \$73,911 beyond the FY16 Adopted Budget. In addition, we have placed within the Property Appraiser's budget an allocation of the pictometry costs to be incurred by the county for the upcoming year. Total pictometry costs are \$256,000 with \$42,666 allocated to the Property Appraiser.

The Tax Collector Budget is not submitted until August 1st however the budget reflects an increase of \$793,347 which has been estimated due to increased property tax revenues.

Constitutional Officers	FY16 Adopted	Additions	FY17 Recommended
Sheriff Budget:			
Sheriff Base	\$ 102,087,231		\$ 102,087,231
8 Additional Deputies		1,078,146	1,078,146
8 Additional SROs		415,000	415,000
Requested Services	5,726,839		5,726,839
Salary Reserves		3,525,780	3,525,780
	<u>\$ 107,814,070</u>	<u>\$ 5,018,926</u>	<u>\$ 112,832,996</u>
Clerk's Budget			
Clerk's Base	\$ 6,897,508	\$ (1,425)	\$ 6,896,083
Salary Reserves		173,643	173,643
	<u>\$ 6,897,508</u>	<u>\$ 172,218</u>	<u>7,069,726</u>
Supervisor of Elections			
Supervisor's Base	\$ 2,430,029	\$ (48,508)	\$ 2,381,521
Salary Reserves		33,163	33,163
	<u>\$ 2,430,029</u>	<u>\$ (15,345)</u>	<u>\$ 2,414,684</u>
Property Appraiser			
Property Appraiser's Base	\$ 4,612,481	\$ 73,911	\$ 4,686,392
Pictometry		42,666	42,666
Salary Reserves		135,110	135,110
	<u>\$ 4,612,481</u>	<u>\$ 251,687</u>	<u>\$ 4,864,168</u>

MEMORANDUM

To: Board of County Commissioners
 From: Ed Hunzeker *[Signature]*
 Date: July 15, 2016
 Subject: Proposed Budget Update



Manatee County has received the July 1, 2016 Certifications of Taxable Value from the Property Appraiser for the FY17 Budget. Florida Statutes require that by July 15, 2016, a proposed budget for the upcoming fiscal year based on certified values be provided to the County Commission. The County Administrator's FY17 Recommended Budget has been updated to reflect the actual certified values, mandated expense changes, and several revenue revisions based upon availability of updated state revenue information and new revenue information updates. Now known as the 2017 Proposed Budget, this version has been filed with the Office of the Clerk of the Circuit Court and Comptroller. This Budget update details the revisions that have been made based upon the new information. The new Proposed Net Budget for FY17 is \$568,418,925, an increase of \$497,235 from the FY17 Recommended Net Budget.

The certified taxable property values for the FY17 Budget increased over last year's Adopted Budget by 8.80% countywide and 9.02% in the unincorporated area. The June 2, 2017 Recommended Budget relied upon a projected 9.00% increase over prior year values. As a result of the difference between projected values and certified values, the countywide ad valorem revenues decreased however updated revenue estimates, including newly released state revenue estimates, offset any declines due to the lower property values and matches additional mandated expenses. Mandated expenses added to the Proposed Budget include adjustments to reflect FY17 employer contribution rates for the Florida Retirement System for the Manatee County Sheriff's Office updated by the Sheriff's Office and required payments to the Community Redevelopment Areas (CRA) and two TIF (Tax Increment Financing) districts. The result of the additional expenditures is reflected within the increase of the Proposed Budget and the newly updated revenue estimates match the mandated expenditures.

Prior to the August 2nd meeting, staff will provide a list of budget issues identified in earlier work sessions for discussions. Staff will continue to monitor new information on estimates for revenues and expenses for updates at this work session.

In the revised Proposed Budget, the Net Budget for FY17 is \$568,418,925 (excluding Port Manatee). Although the property values on July 1 show an overall annual increase, the overall size of the Net Budget continues to be significantly less than ten years ago. Since 2007, the size of the Net Budget has been reduced over \$37.9 million and there is \$35.9 million less in property tax revenues.

As part of the budget process, local governments are required to disclose whether the proposed millage rates produce any increase in revenue beyond amounts attributable to adding new construction. In this budget, we are following our past practice of maintaining the same rates as previous years, regardless of whether taxable values decline (producing reduced revenues for the county) or whether values increase (producing increased revenue for the county). The growth in our tax base for FY17 will yield an increase in revenue largely as a result of new construction. For FY17, homestead property values are capped at the 2015 CPI which was .7%. When compared to what rate would be if it was "rolled back" to become revenue neutral, the difference between rollback and the proposed rates is approximately 4%.

Office of the County Administrator
 1112 Manatee Avenue West, Bradenton, FL 34205
 Phone number: (941) 745-3725

LARRY BUSTLE * CHARLES R. SMITH * JOHN H. CHAPPIE * ROBIN DISABATINO * VANESSA BAUGH * CAROL WHITMORE * BETSY HENAC
 District 1 District 2 District 3 District 4 District 5 District 6 District 7

CONCLUSION

This memorandum is provided as an update to the original budget message submitted on June 2, 2016.

The County Commission held budget work sessions on June 8, June 14, June 15, and June 16 and held a public hearing on the budget on June 16. A Budget Reconciliation meeting, at which flagged items will be discussed and the tentative millage rate will be set, is scheduled for August 2. Two more public hearings will be held on the budget, one on September 8, 2016 at 6:00 PM and one on September 15, 2016 at 6:00 PM in the County Commission chambers. The first public hearing in September will be noticed to all taxpayers via the notices of proposed property taxes sent out by mail. The second public hearing will be noticed by a newspaper advertisement published in accordance with requirements established by Florida Statute.

Charts & Graphs

Taxable Property Values

Taxable property values in Florida have experienced significant change over the past 10 years due to a predominantly fluid political and economic landscape. In a special session of the Florida legislature in October 2007, a Constitutional Amendment proposal known as "Amendment 1" was adopted and subsequently approved by voters on January 29, 2008. Amendment 1 provided for a range of property tax reductions for homesteaded taxpayers; however, it did not reform the property tax system, it did not address inequities in the system, and it did not result in much tax relief for businesses and investors who were impacted by the most dramatic tax increases prior to 2007. Amendment 1 resulted in a 6% reduction in property tax revenue for Manatee County Government.

In addition to the property tax revenue loss from Amendment 1, additional property tax revenue declines have occurred since FY07 due to reduced valuation of taxable property values because of the housing market and real estate collapse. As illustrated in Chart 1.1, from 2007 to 2012, valuations decreased almost 33% from \$34.4 to \$23.2 billion and only recently beginning in 2013 valuations started to rebound from their low point for 2012 back up to \$30.6 billion in 2017. Strengthening trends in new construction and sustained increases in home prices are indicators that taxable values should continue rising into 2017.

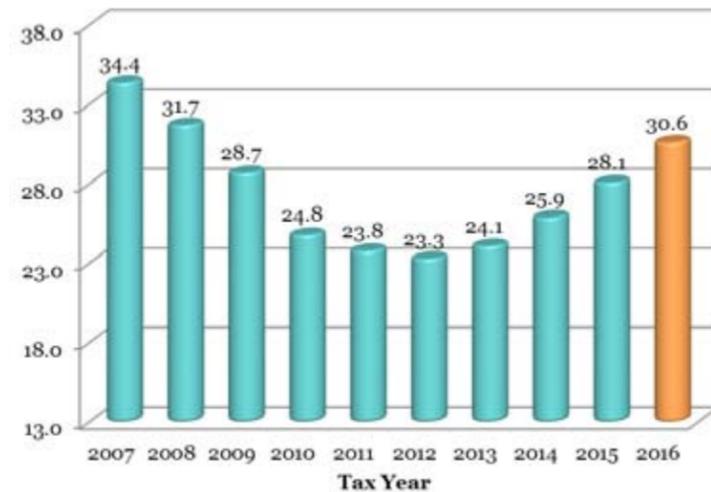


Chart 1.1 - Property Values (in billions)

The Property Appraiser provides assessments as of January 1, 2016 which is the basis for the Fiscal Year 2017 millage levies. In other words, the millage rate set by the Board of County Commissioners for the FY17 budget in September 2016 is applied to the property tax value for 2016 to determine the property tax revenue available for county government in the FY17 budget.

Property Tax Rates

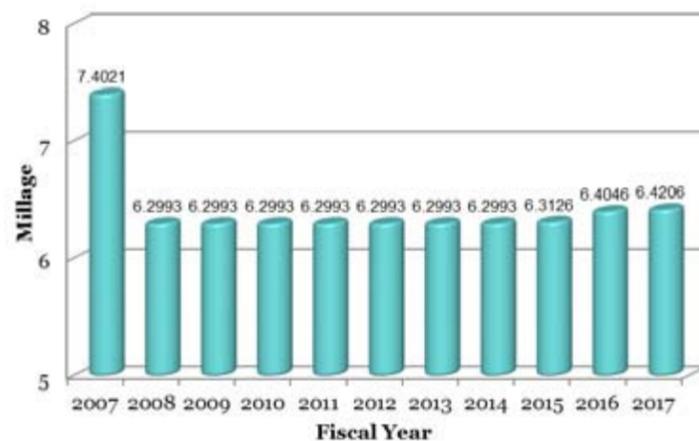


Chart 1.2 - Countywide Operating Millage Rates

Property tax rates or millage rates are set by the Board of County Commissioners to provide funding for the general government operations of Manatee County. One mill is equal to \$1 per \$1,000 of taxable property value. To calculate an individual property tax levy, multiply the taxable value of the subject property after any eligible exemptions by the millage rate and divide by 1,000. From FY08-FY14, Manatee County Government's countywide millage rate remained constant at 6.2993 mills as shown in Chart 1.2. The millage decrease from FY07 to FY08 reflects the implementation of Amendment 1. In FY16 and FY17, the voted debt millage was decreased by .0920 and .0160 respectively which allowed the difference to be applied to the countywide millage.

Other Millages

Other millages are levied by the county to repay general obligation debt approved by the voters, and a separate millage is levied for properties in the unincorporated area of the county. City residents would not pay this UMSTU (unincorporated municipal services taxing unit) levy, but would instead pay a levy from their municipality. The history of these rates from FY07 is presented on Table 1.1. Separate millage rates are also issued by the school board and various other taxing authorities in the county. These millages are not reflected in the table, but a complete list of current millage rates is available at www.taxcollector.com.

Fiscal Year	Countywide Operating	MSTU Unincorp	Voted Debt
2007	7.4021	0.7274	0.1042
2008	6.2993	0.6109	0.0876
2009	6.2993	0.6109	0.0956
2010	6.2993	0.6109	0.1090
2011	6.2993	0.6109	0.1254
2012	6.2993	0.6109	0.1303
2013	6.2993	0.6109	0.1303
2014	6.2993	0.6109	0.1333
2015	6.3126	0.6109	0.1200
2016	6.4046	0.6109	0.0280
2017	6.4206	0.6109	0.0120

Table 1.1 - History of Millage Rates

Value of One Mill

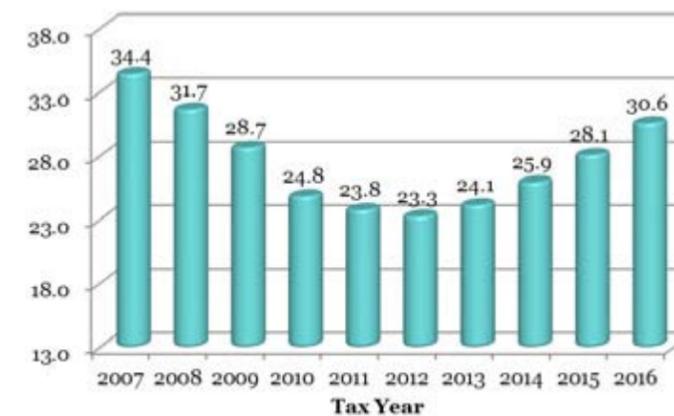


Chart 1.3 - Value of One Mill (in millions)

Value of one mill is equal to one dollar of taxes for every thousand dollars of taxable property value (after any eligible exemptions). The increase in property value as a result of the housing boom and inflating property values from 2002 to 2007 provided an expanding tax base and increased tax revenues. During this time, Manatee County maintained or decreased the millage rate and still captured sufficient revenues to meet rising costs, pay cash for some capital projects and build up cash reserves. As the value of a mill has decreased the past several years, these reserves are being used for budget stabilization in order that the size of government can be downsized slowly and methodically so as not to disrupt essential services.

Millage Summary

The millage summary in Table 1.2 shows no net change in the total millage rates from the previous fiscal year. The small decrease in the voted debt service millage has been applied to the countywide operating millage resulting in no effective change to the taxpayer's millage rate.

A millage levy imposed on residents of the Palm Aire subdivision also remains the same at 0.2546 mills. This levy provides for enhanced maintenance of rights of way in this area of the county.

The voted debt service millage is imposed countywide and is used to pay the principal and interest costs on a general obligation bond issue that was approved by the voters for the purchase of property to protect the county's watershed area.

	FY16 Adopted	FY17 Proposed	Difference
Countywide Operating	6.4046	6.4206	0.0160
Voted Debt Service	0.0280	0.0120	-0.0160
Unincorporated MSTU	0.6109	0.6109	0.0000
Subtotal Unincorp	7.0435	7.0435	0.0000
Palm-Aire MSTU	0.2546	0.2546	0.0000

Table 1.2 - Millage Summary

Homeowner Comparison of Taxes

As property values change, it is necessary to adjust the millage rate to provide for the required debt service coverage.

For the examples in Table 1.3, we are using the average single-family homestead value of \$150,000 after applying all eligible exemptions. The figures below reflect only the change in millage rates and assume that there is no change in the property value. Residents in the municipalities pay an additional municipal levy, not calculated here.

	FY16 Adopted	FY17 Proposed	Difference
Countywide Operating	\$ 960.69	\$ 963.09	\$ 2.40
Voted Debt Service	\$ 4.20	\$ 1.80	\$ (2.40)
Municipality Subtotal	\$ 964.89	\$ 964.89	\$ (0.00)
Unincorporated MSTU	\$ 91.64	\$ 91.64	\$ -
Unincorporated Subtotal	\$ 1,056.53	\$ 1,056.53	\$ (0.00)
Palm-Aire MSTU	\$ 38.19	\$ 38.19	\$ -
Palm-Aire MSTU Subtotal	\$ 1,094.72	\$ 1,094.72	\$ (0.00)

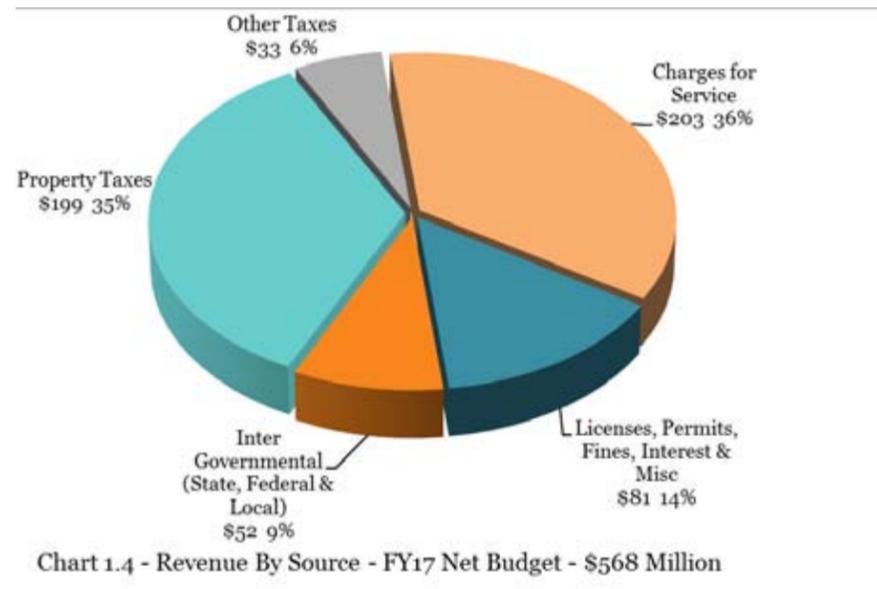
Table 1.3 - Comparison of Taxes

Revenue by Source

Of the total net available resources to Manatee County Government in this budget of \$568,418,925, approximately 35% or \$199 million comes from property taxes. Another 9% or approximately \$52 million comes from federal and state grants - including transit grants, and from state sales tax, state revenue sharing, and other governmental sources. Over \$81 million or 14% is received from licensing and permit fees, fines, interest and other miscellaneous sources.

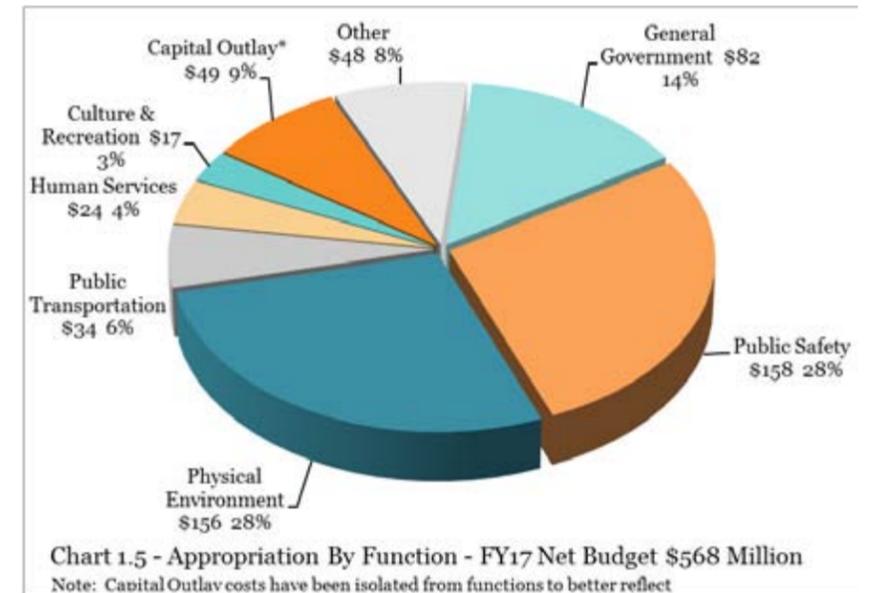
A large source of revenue, \$203 million, comes from charges for services. This means the actual charge related to the service or product is based on the cost to provide and maintain the service. Users of county services, which are primarily water, sewer, and garbage customers, along with users of the convention center and other county facilities, provide 36% of the county's net funding.

A small portion accounting for 6% or slightly over \$33 million is derived from other taxes which include tourist development taxes, communication services taxes and gas taxes.



Appropriation by Function

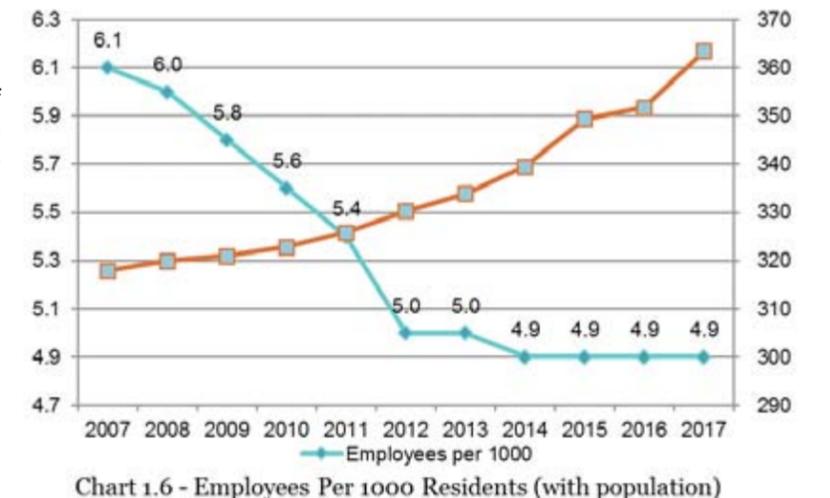
Chart 1.5 shows a breakdown of budgeted expenditures by category based on the state chart of accounts which makes this information useful for comparison to other Florida counties. The categories do not directly correspond with a county department's activities because each county organizes departmental functions differently and portions of departments may be reported in different state categories.



The General Government category accounts for 14% of the budget or \$82 million. This category includes governmental administration, general debt service, planning services, support services, and the budgets of the Clerk of Courts, Tax Collector, Property Appraiser and Supervisor of Elections. The Public Safety budget category has a budget of \$158 million or 28% of the funds available. This category includes the budget for the Sheriff and operation of the jail, ambulance services, building permitting and inspections and code enforcement. Physical Environment, comprises 28% or \$156 million of budgeted expenditures. The largest portion of the appropriation for this category is attributed to the utilities and landfill budget, while the budgets for agriculture and environmental programs are also included. Public Transportation, including road maintenance and the transit system, comprises 6% or about \$34 million of the net adopted budget of \$568,418,925. The Human Services category at approximately \$24 million or 4% provides funding for veterans' services, indigent medical programs, and assistance to non-profit agencies providing services to needy citizens. This category also includes programs funded by the Children's Services tax of 1/3 of a mill levied after the 1990 voter referendum. The monies budgeted for parks, recreation programs and libraries are shown as Culture and Recreation, and comprise 3% or about \$17 million. Capital Outlay includes monies budgeted or reserved for large projects for roads, utilities, parks, buildings or other capital expenditures. This category accounts for 9% or approximately \$49 million. Reserves, gas tax transfers to the cities, economic development and tourist development expenditures are included in the Other category which accounts for 8% or \$48 million.

Employees Per Thousand

Chart 1.6 shows the number of employees under the BCC (excluding Constitutional Officers) as compared to the population of Manatee County. Recent budget years have required reductions in the county's labor force reflected by the downward trend since FY08.



Summary of Budgeted Positions

The list in Table 1.5 below shows positions which report to the Board of County Commissioners by department. In addition, nine positions funded by the county for court administration and guardian ad litem services are shown. Positions for the School Board, constitutional offices, and other taxing authorities do not report to the County Commission and are excluded from this listing.

<u>Department</u>	<u>FY16 Adopted</u>	<u>FY16 Current</u>	<u>FY17 Proposed</u>	<u>Increase/ Decrease</u>
Board of County Commissioners	10	10	10	-
County Administrator	9	9	11	2
County Attorney	24	24	24	-
Building & Development	105	109	112	7
Community Services	81	81	81	-
Convention & Visitors Bureau	20	20	20	-
Financial Management	27	27	27	-
Human Resources	15	15	15	-
Information Technology	74	74	74	-
Neighborhood Services	86	88	90	4
Parks & Natural Resources	61	61	62	1
Property Management	175	175	177	2
Public Safety	252	256	257	5
Public Works	399	402	403	4
Utilities	393	396	400	7
Subtotal	1,731	1,747	1,763	32
Court Administration	8	8	8	-
Guardian Ad Litem	1	1	1	-
Grand Total	1,740	1,756	1,772	32

FY17 Proposed Budget Summary

	<u>General Fund</u>	<u>Transportation Trust Fund</u>	<u>Special Revenue Funds</u>	<u>Debt Service Funds</u>	<u>Capital Projects Funds</u>	<u>Enterprise Funds</u>	<u>Internal Service Funds</u>	<u>Totals</u>
Sources								
Property Taxes:								
General Fund	5,5982	171,090,081	-	-	-	-	-	\$ 171,090,081
Transportation	0,2416	-	7,383,688	-	-	-	-	7,383,688
Library	0,2475	-	-	7,564,002	-	-	-	7,564,002
Unincorporated MSTU	0,6109	-	-	13,499,400	-	-	-	13,499,400
Children's Services	0,3333	-	-	10,186,189	-	-	-	10,186,189
Palm Aire MSTU	0,2546	-	-	100,414	-	-	-	100,414
Voted Debt Services	0,0120	-	-	-	366,739	-	-	366,739
Other Taxes:	3,099,693	18,924,975	12,709,379	-	-	-	-	34,734,047
Licenses & Permits:	705,778	-	11,569,693	-	-	18,751	-	12,294,222
Intergovernmental:								
Federal	-	-	1,099,557	-	-	-	-	1,099,557
State	35,746,837	4,797,713	1,246,092	-	-	1,600,000	-	43,390,642
Other	9,949,313	-	22,741	-	-	-	-	9,972,054
Charge for Service:								
Public Utilities	-	-	-	-	-	160,479,420	-	160,479,420
Other	34,558,481	623,900	1,900,896	-	-	15,862,550	-	52,945,827
Fines & Forfeitures:								
	717,500	-	1,277,970	-	-	193,225	-	2,188,695
Miscellaneous Revenues:								
Interest Income	400,000	45,000	286,218	2,318	177,235	714,627	178,273	1,803,671
Other	4,883,894	423,000	17,621,977	-	-	3,416,920	751,869	27,097,660
Total Revenue	261,151,577	32,198,276	79,084,528	369,057	177,235	182,285,493	930,142	\$ 556,196,308
Non-Revenue:								
Cash Carryover	67,478,803	19,926,344	95,560,022	897,357	43,997,917	170,578,902	-	398,439,345
Internal Services	-	-	-	-	-	-	132,233,545	132,233,545
Interfund Transfers	4,878,067	4,088,386	13,472,932	20,433,397	10,524,691	60,311,652	1,020,000	114,729,125
Statutory 5%	(13,057,579)	(1,609,914)	(3,954,229)	(18,452)	(8,863)	(9,114,275)	(3,631,890)	(31,395,202)
Total Non-Revenue	59,299,291	22,404,816	105,078,725	21,312,302	54,513,745	221,776,279	129,621,655	\$ 614,006,813
Gross Sources	320,450,868	54,603,092	184,163,253	21,681,359	54,690,980	404,061,772	130,551,797	\$ 1,170,203,121
TOTAL								
Less:								
Cash Balance	(53,888,027)	(16,040,671)	(99,834,480)	(539,889)	(4,392,853)	(182,827,354)	-	(357,523,274)
Interfund Transfers	(4,878,067)	(4,088,386)	(13,472,932)	(20,433,397)	(10,524,691)	(60,311,652)	(1,020,000)	(114,729,125)
Internal Services	-	-	-	-	-	-	(129,531,797)	(129,531,797)
Prior Year Project/Grant Balances	-	-	-	-	-	-	-	-
Other Special Taxing Districts	-	-	-	-	-	-	-	-
	(58,766,094)	(20,129,057)	(113,307,412)	(20,973,286)	(14,917,544)	(243,139,006)	(130,551,797)	(601,784,196)
Net New Sources	261,684,774	34,474,035	70,855,841	708,073	39,773,436	160,922,766	-	568,418,925
Uses								
Expenditures:								
General Government	56,103,837	-	5,020,191	21,141,470	-	90,842	-	82,356,340
Public Safety	144,804,444	-	13,025,898	-	-	-	-	157,830,342
Physical Environment	2,638,051	-	2,888,723	-	31,817,072	150,845,528	-	188,189,374
Public Transportation	-	14,832,094	10,594,921	-	5,998,750	8,937,753	-	40,363,518
Economic Environment	5,237,213	-	12,828,790	-	-	-	-	18,066,003
Human Services	13,597,283	-	10,465,998	-	-	-	-	24,063,281
Culture & Recreation	8,059,833	-	7,183,166	-	1,562,130	2,201,102	-	19,006,231
Transfers to Other Govt.	-	3,749,458	-	-	-	-	-	3,749,458
Interfund Transfers	16,058,613	18,875,288	18,299,297	-	4,664,691	56,831,236	-	114,729,125
Internal Services	-	-	-	-	-	-	76,360,364	76,360,364
Reserves:	-	-	-	-	-	-	-	-
Contingency	20,063,567	1,105,581	2,021,789	-	-	2,327,957	387,198	25,906,092
Capital Outlay	-	-	2,000,000	-	7,100,319	-	-	9,100,319
Cash Balance/Prior Yr. Approp.	53,888,027	16,040,671	99,834,480	539,889	39,459,925	147,760,282	52,959,400	410,482,674
Non Expendable Trusts	-	-	-	-	-	-	-	-
Gross Uses	320,450,868	54,603,092	184,163,253	21,681,359	90,602,887	368,994,700	129,706,962	\$ 1,170,203,121
TOTAL								
Less:								
Cash Balance	(53,888,027)	(16,040,671)	(99,834,480)	(539,889)	(39,459,925)	(147,760,282)	-	(357,523,274)
Interfund Transfers	(4,878,067)	(4,088,386)	(13,472,932)	(20,433,397)	(11,369,526)	(60,311,652)	(175,165)	(114,729,125)
Internal Services	-	-	-	-	-	-	(129,531,797)	(129,531,797)
Prior Year Project/Grant Balances	-	-	-	-	-	-	-	-
Other Special Taxing Districts	-	-	-	-	-	-	-	-
	(58,766,094)	(20,129,057)	(113,307,412)	(20,973,286)	(50,829,451)	(208,071,934)	(129,706,962)	(601,784,196)
Net New Uses	261,684,774	34,474,035	70,855,841	708,073	39,773,436	160,922,766	-	568,418,925



County Administration/ Commissioners

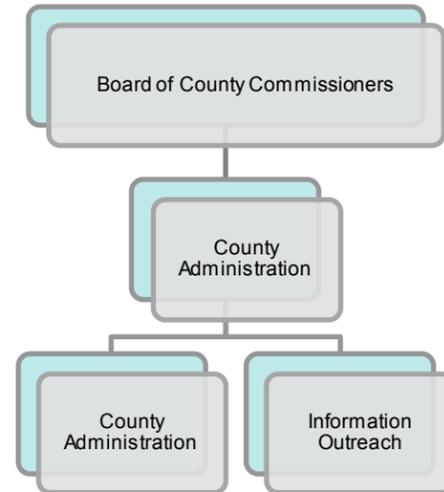
County Administration/Commissioners

The County Administration department provides guidance and direction to departments for the implementation of policies and programs established by the Board of County Commissioners. County Administration consists of two programs - Board of County Commissioners/County Administration and Information Outreach.

The Board of County Commissioners consists of the seven elected commissioners and their support staff. Support staff provides administrative support to the seven County Commissioners, while the Board is responsible for establishing policies through adoption of formal resolutions and ordinances.

The County Administrator's office provides professional management of county departments and programs for residents. The Administrator and staff analyze short-term and long-term trends to plan for anticipated needs and balance county services for residents. This office reinforces the guiding principles providing for a customer-focused, accountable team to implement efficient county operations and cost effective delivery of services to our citizens.

The Information Outreach program is responsible for the county's public information and communication program, the legislative program and coordinating with other local, state and federal legislative liaisons. This program includes the operation of the Manatee Government Access television channel and the Citizens Action Center.



Sources of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Gen Fund/General Revenue	2,608,280	2,564,711	2,658,357
Totals:	2,608,280	2,564,711	2,658,357

Uses of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
County Administration/Board of County Commissioners	2,092,983	1,977,513	1,976,730
Information Outreach	515,297	587,198	681,627
Totals:	2,608,280	2,564,711	2,658,357
Budgeted Positions:	19	19	21

County Administration/Commissioners

Program 0101

County Administration/Board of County Commissioners

Program Purpose and Description

The Board of County Commissioners, which is the governing body of Manatee County, consists of seven elected members. Five members represent a specific geographical district within the county and two members represent the County-At-Large. The Commissioners also sit as chairs of the Manatee County Port Authority, Civic Center Authority and Community Redevelopment Agencies.

The Board of County Commissioners establishes policy through adoption of formal resolutions and ordinances which are implemented by the County Administrator, protects the health, welfare, safety and environment of citizens through services, programs and facilities operated by county departments, and represents the needs and desires of the citizens to other levels of government.

The County Administrator is selected by the County Commission as Manatee County Government's top appointed official. The County Administrator assures all actions, directives and policies of the Board of County Commissioners are promptly, efficiently and effectively carried out, oversees department directors responsible for managing all county programs, facilities and services, undertakes special projects, and provides professional management of county services as well as long-term visioning for county government and the community.

Sources of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Gen Fund/General Revenue	2,092,983	1,977,513	1,976,730
Totals:	2,092,983	1,977,513	1,976,730

Uses of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Personnel	1,952,302	1,786,028	1,850,174
Operating	140,681	191,485	126,556
Capital	0	0	0
Totals:	2,092,983	1,977,513	1,976,730
Budgeted Positions:	15	15	15

County Administration/Commissioners

Program 0103

Information Outreach

Program Purpose and Description

The Information Outreach division provides for a centralized public information program, bringing together all county communication resources to promote and report on county services and improvements. The division is the focal point for official county communication with responsibility for MGA-TV programming and media relations. It has oversight authority for all public information activities in all departments and offices under the County Administrator. Intergovernmental coordination with legislative liaisons and elected officials is also achieved in the Information Outreach division.

The Citizen's Action Center serves as a one-stop center to aid in the resolution of constituent complaints and concerns and it acts as a referral center to government and private service agencies. The center manages requests for service from citizens, making referrals to the appropriate county department for action and monitoring completion of requests.

<u>Sources of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Gen Fund/General Revenue	515,297	587,198	681,627
Totals:	515,297	587,198	681,627

<u>Uses of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Personnel	302,837	273,618	378,514
Operating	188,705	267,493	259,054
Capital	23,755	46,087	44,059
Totals:	515,297	587,198	681,627
Budgeted Positions:	4	4	6

Constitutional Officers

Constitutional Officers Budgets

Only the Manatee County Government portion of the Constitutional Officers budgets are shown, which may not reflect their total budgets, due to receipt of revenues from other sources. For the Tax Collector, the above amounts represent the fees paid by Manatee County Government to the Tax Collector.

Additional information on the budgets and operations of these offices is available on their respective web sites, which are linked on www.mymanatee.org.

Clerk of Circuit Court

	<u>FY15 Adopted</u>	<u>FY16 Adopted</u>	<u>FY17 Proposed</u>
Clerk of Circuit Court	\$ 6,555,936	\$ 6,732,611	\$ 6,896,083
Clerk Support Costs	\$ 453,318	\$ 430,372	\$ 479,048
Funded Positions	94	94	94

Property Appraiser

	<u>FY15 Adopted</u>	<u>FY16 Adopted</u>	<u>FY17 Proposed</u>
Property Appraiser	\$ 3,902,400	\$ 4,309,309	\$ 4,729,058
Property Appraiser Support Costs	\$ 191,451	\$ 185,869	\$ 198,320
Funded Positions	55	57	58

Sheriff

	<u>FY15 Adopted</u>	<u>FY16 Adopted</u>	<u>FY17 Proposed</u>
Sheriff	\$ 99,380,943	\$ 103,878,257	\$ 103,459,834
Sheriff Support Costs	\$ 4,781,767	\$ 5,021,697	\$ 11,301,319
Jail Medical Costs	\$ 5,000,000	\$ 5,000,000	\$ 6,089,431
Capital - Jail Management System	\$ -	\$ 1,200,000	\$ -
Funded Positions	1,157	1,166	1,167

Supervisor of Elections

	<u>FY15 Adopted</u>	<u>FY16 Adopted</u>	<u>FY17 Proposed</u>
Supervisor of Elections-Incl Supt Costs	\$ 2,341,689	\$ 2,389,002	\$ 2,381,521
Capital Equipment - Computer System	\$ 2,600,000	\$ -	\$ -
Funded Positions	19	19	19

Tax Collector

	<u>FY15 Adopted</u>	<u>FY16 Adopted</u>	<u>FY17 Proposed</u>
Tax Collector	\$ 7,533,900	\$ 7,738,661	\$ 9,180,643
Tax Collector Support Costs	\$ 186,666	\$ 181,655	\$ 163,255
Funded Positions	95	95	99

County Attorney

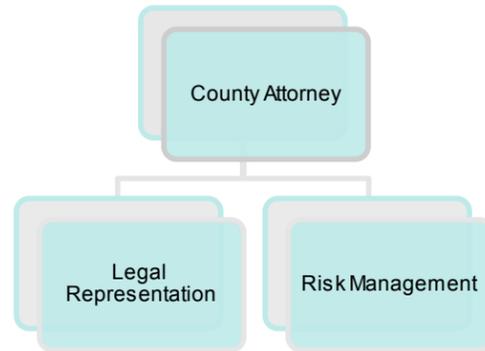
County Attorney

The County Attorney's Office (CAO) provides legal advice and representation to the Board of County Commissioners (Board), the County Administrator and the various departments of county government. Advice is typically dispensed by formal memoranda in response to written Request(s) for Legal Services (RLS). Representation typically occurs when the county is a party to litigation. Whether dispensing advice or representing the county in state or federal court or before administrative tribunals, the CAO seeks to protect the interests of Manatee County Government and by extension, the citizens of the county.

On those occasions when the County Attorney deems it necessary to secure the services of special or outside counsel, the CAO supervises, reviews and coordinates the work of such outside counsel.

The CAO also provides legal advice and representation to a variety of agencies and advisory bodies under the jurisdiction of the Board, and to constitutional officers and other units of local government (all at the direction of the Board and with the consent of the County Attorney), where necessary to protect the county's interests.

The CAO, through its Risk Management division, also oversees the administration of the county's self insurance program, to include workers' compensation, general and auto liability and safety training.



Sources of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Charges for Services	9,552,769	10,183,128	10,131,969
Gen Fund/General Revenue	2,368,544	2,043,568	2,091,418
Totals:	11,921,313	12,226,696	12,223,387

Uses of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Legal Representation	2,594,532	2,323,568	2,371,418
Risk Management (Internal Service)	9,326,781	9,903,128	9,851,969
Totals:	11,921,313	12,226,696	12,223,387

Budgeted Positions: 23 24 24

County Attorney

Program 0701

Legal Representation

Program Purpose and Description

The County Attorney's Office (CAO) provides legal advice and representation to the Board of County Commissioners (Board), the County Administrator and the various departments of county government. Advice is typically dispensed by formal memoranda in response to written Request(s) for Legal Services (RLS). Representation typically occurs when the county is a party to litigation. Whether dispensing advice or representing the county in state or federal court or before administrative tribunals, the CAO seeks to protect the interests of Manatee County Government and by extension, the citizens of the county.

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The CAO also provides legal advice and representation to a variety of agencies and advisory bodies under the jurisdiction of the Board, and to constitutional officers and other units of local government (all at the direction of the Board and with the consent of the County Attorney), where necessary to protect the county's interests.

The CAO, through its Risk Management division, also oversees the administration of the county's self-insurance program, to include workers' compensation, general and auto liability and safety training.

Sources of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Charges for Services	225,988	280,000	280,000
Gen Fund/General Revenue	2,368,544	2,043,568	2,091,418
Totals:	2,594,532	2,323,568	2,371,418

Uses of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Personnel	2,162,573	1,935,479	1,929,016
Operating	431,959	388,089	442,402
Capital	0	0	0
Totals:	2,594,532	2,323,568	2,371,418

Budgeted Positions: 18 19 19

County Attorney

Program 0702

Risk Management (Internal Service)

Program Purpose and Description

Manatee County's self-insurance program, administered by the Risk Management Division, is established to provide a system through which the county can protect its assets and meet its responsibilities under state and federal law. This program includes retention of risk for liability to third parties, for workers' compensation benefits to employees, and for repair and replacement of damaged county vehicles and other property. The Risk Management Division also pursues claims against other persons for damage to county property. In addition, the program includes purchase of sufficient excess commercial insurance to cover catastrophic losses and liabilities.

The self-insurance program provides coverage in the same manner and to the same extent as though general liability, automobile liability and workers' compensation insurance policies had been purchased. The county seeks to fairly and promptly compensate persons injured by acts or omissions of county employees wherein the county has liability.

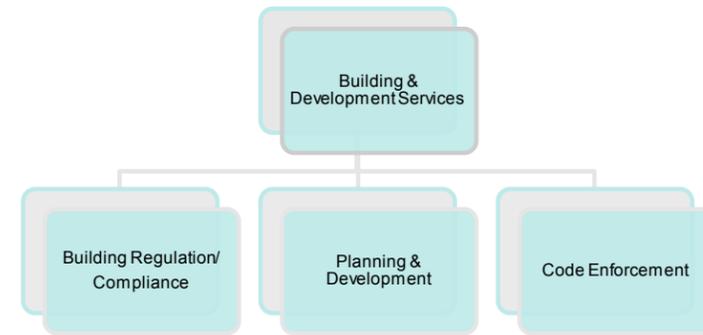
<u>Sources of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Charges for Services	9,326,781	9,903,128	9,851,969
Totals:	9,326,781	9,903,128	9,851,969

<u>Uses of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Personnel	2,639,034	3,204,408	3,359,446
Operating	6,687,747	6,698,720	6,492,523
Capital	0	0	0
Totals:	9,326,781	9,903,128	9,851,969
Budgeted Positions:	5	5	5

County Departments

Building & Development Services

The Building & Development Services department is comprised of three programs: the Building Regulation/Compliance program, the Planning and Development program, and the Code Enforcement program.



The Building Regulation/Compliance program consists of the permitting intake, contractor licensing, plans review, floodplain management, inspections and administrative functions. This program contains the permitting process from beginning to end.

The Planning and Development program is typically the first point of contact for inquiry about what is possible on a piece of property from a land development perspective. This program is also responsible for conducting public hearings and presentations before the Planning Commission and Board of County Commissioners on Development of Regional Impact (DRI) projects, addressing, rezonings, and preliminary site plans. In addition, the Environmental Planning section of this program is charged with implementing the environmental policies of the Manatee County Comprehensive Plan and Land Development Code by providing reviews and comments on all development proposals.

The Code Enforcement program conducts compliance for the land development code, county ordinances and building codes, and responds to complaints of potential violators, providing follow-up contact with complainants and property owners.

Sources of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Charges for Services	8,662,268	9,832,093	10,534,381
Grants	44,569	0	0
Unincorporated MSTU Fund	1,801,054	1,986,400	2,087,126
Totals:	10,507,891	11,818,493	12,621,507

Uses of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Building Regulation/Compliance	6,119,835	7,066,475	7,628,908
Planning and Development	2,542,433	2,765,618	2,905,473
Code Enforcement	1,801,054	1,986,400	2,087,126
Grants - Building & Development Services	44,569	0	0
Totals:	10,507,891	11,818,493	12,621,507

Budgeted Positions: 95 105 112

Building & Development Services

Program 3501

Building Regulation/Compliance

Program Purpose and Description

This program is responsible for the intake, review and inspection of all permits applied for in Manatee County and ensures all work is done in accordance with the Florida Building Code.

The Permitting section handles the intake and issuance of all permits applied for in unincorporated Manatee County as well as issuance of local licenses for contracting. This section also reviews permits for floodplain compliance.

The Plans Review section reviews plans and must remain current on all code changes implemented under the Florida Building Code.

Simple permits in the categories of mechanical, plumbing, electrical, roofing, and doors and windows are available for issuance online once a contractor has filled out the proper paperwork to become an online user. Online permits are able to be issued at any time, day or night, on weekdays, weekends, and holidays.

Inspections may be scheduled through an automated phone system and may be scheduled up to five days in advance. All inspection results are available in real time online. Customers can check the status of their permit in plans review and inspections result history as well as make payments through the website or automated phone line.

Sources of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Charges for Services	6,119,835	7,066,475	7,628,908
Totals:	6,119,835	7,066,475	7,628,908

Uses of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Personnel	3,424,373	3,624,378	4,141,210
Operating	2,642,987	3,442,097	3,487,698
Capital	52,475	0	0
Totals:	6,119,835	7,066,475	7,628,908

Budgeted Positions: 56 63 66

Building & Development Services

Program 3502

Planning and Development Program Purpose and Description

The Planning and Development Services program is typically the first point of contact for customer inquiry for determining development feasibility of property in the unincorporated county. Inquiries come from citizens, real estate professionals and developers. Inquiries are made by e-mail, phone, letter or in person.

Customers receive information about the county's land development regulations, development application and review process and what is necessary from a permitting perspective to develop property. This program is also responsible for the processing of the land development applications and coordinating their review by other county departments and outside agencies. The program also processes land development applications that require public hearings (i.e., rezonings, site plans, etc.) by a hearing officer or the Planning Commission and Board of County Commissioners.

The Planning and Development Services program is also responsible for the long-range planning and implementation of the County Administrator's How Will We Grow? project. This includes working with other departments to improve infrastructure efficiency and decision-making for new development and future capital projects for infrastructure and services. This program is also responsible for improving the county's land development regulations and review processes to improve efficiency and provide improved predictability for citizens and the development community.

The Environmental Planning section of this program reviews land development applications for consistency with the county's environmental regulations, including tree preservation and landscaping requirements. This section is also responsible for review of development proposals primarily for upland and wetland habitat protection, coordination with State and Federal agencies for listed species protection, and erosion and sediment control.

The Planning and Development program also includes Geographic Information System (GIS) services, which provides maps for all land use related public hearings, maintenance of the Official Zoning Atlas, Comprehensive Plan maps (i.e., Future Land Use Map) and other analytical GIS services for planning and building functions.

Sources of Funds	FY15 Actual	FY16 Adopted	FY17 Proposed
Charges for Services	2,542,433	2,765,618	2,905,473
Totals:	2,542,433	2,765,618	2,905,473

Uses of Funds	FY15 Actual	FY16 Adopted	FY17 Proposed
Personnel	2,141,418	2,143,857	2,286,761
Operating	401,015	621,761	618,712
Capital	0	0	0
Totals:	2,542,433	2,765,618	2,905,473
Budgeted Positions:	25	28	32

Building & Development Services

Program 3503

Code Enforcement Program Purpose and Description

The mission of the Code Enforcement program is to protect and improve the health, safety, welfare, and quality of life of the citizens in our communities through the enforcement of Codes (i.e. building, zoning, housing, land development, animal control, fire safety, environmental, etc.), Ordinances, and Statutes. The division also protects consumers, property values, environmentally sensitive lands (i.e. wetlands, conservation areas, etc.), infrastructure and property.

Code Enforcement Officers cover 723 square miles of unincorporated territory. The Division has created ten (10) zones with an Officer in each one. The Officers are responding to concerns/complaints and proactively seeking out violations which include but, are not limited to; unlicensed contractor, unsafe structures, various property maintenance issues, inoperable vehicles, lot clearing, pain management clinics, sexually oriented businesses, criminal nuisances, Vacant Property Registration and Red Light Camera programs. Additionally, it is responsible for maintaining, utilizing, and scheduling the Nuisance Abatement Board, Special Magistrate Hearings, Red Light Camera Hearings and attending circuit court when subpoenaed.

Code Enforcement strives to increase public awareness (Community Code Enforcement) regarding current laws and ordinances through public outreach, personal interaction with the community, and attending community meetings. Staff creates programs that are inexpensive but yield high results and ensures compliance with all applicable laws including property maintenance standards.

Code Enforcement staff work diligently each and every day resolving disputes, issues, and violations. They flex their hours at times to address issues that may be occurring in the evenings. They are attending association, civic, neighborhood, chamber, and professional organization meetings. They are in the communities creating relationships and increasing their personal contact with as many individuals and groups as possible. The Division has begun (6-9-2015) a Bike Patrol Unit to allow for increased visibility and connection with the community.

Sources of Funds	FY15 Actual	FY16 Adopted	FY17 Proposed
Unincorporated MSTU Fund	1,801,054	1,986,400	2,087,126
Totals:	1,801,054	1,986,400	2,087,126

Uses of Funds	FY15 Actual	FY16 Adopted	FY17 Proposed
Personnel	884,841	863,840	993,706
Operating	916,213	1,122,560	1,093,420
Capital	0	0	0
Totals:	1,801,054	1,986,400	2,087,126
Budgeted Positions:	14	13	14

Building & Development Services

Program 9535

Grants - Building & Development Services

Program Purpose and Description

<u>Sources of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Grants	44,569	0	0
Totals:	44,569	0	0

<u>Uses of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Personnel	44,569	0	0
Operating	0	0	0
Capital	0	0	0
Totals:	44,569	0	0
Budgeted Positions:	0	1	0

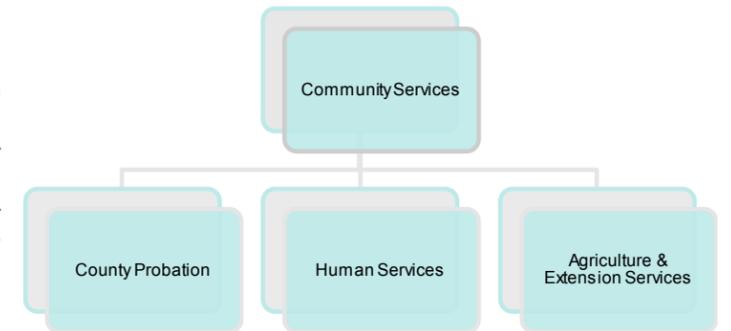
Community Services

The Community Services department provides resources, programs, and educational information to all segments of the county's population. The department consists of three programs: County Probation, Human Services, and Agriculture and Extension Service.

The County Probation program includes probation services and an accredited pretrial unit. Services are administered under the direction of the court, and with public safety in mind, the unit provides the least physically restrictive alternative to jail as directed by the court.

The Human Services program administers services designed to assist vulnerable, at risk, or disadvantaged individuals meet the most basic human needs. The program provides management and distribution of funds to not-for-profit agencies for specific services, and administers grant revenues and/or contracts for federal and state mandated human services programs including Jail Medical, Juvenile Detention, Medicaid Match and Health Care programs. The program also provides entitlement benefit counseling to Veterans and eligibility counseling for specific aid programs.

The Agriculture and Extension Service program provides research based information through educational programming and application of best management practices on farms and in urban settings. These programs through partnerships with the Institute of Food and Agriculture Sciences (IFAS) University of Florida Extension Services and the United States Department of Agriculture (USDA) Natural Resource Conservation Services enable citizens to solve problems and to capitalize on opportunities via increased agriculture production, energy and water conservation, in response to environmental issues and concerns, providing information for families or through the 4-H Youth program. Citizen advisory committees assist in the development, implementation, and evaluation of the educational emphasis for each subject matter area.



Community Services

Sources of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Charges for Services	819,297	794,800	794,300
Children's Services Tax	415,473	493,565	498,095
Gen Fund/General Revenue	2,537,100	3,172,009	3,031,727
Grants	1,637,319	0	0
Utilities System Charges	325,791	335,996	348,012
Totals:	5,734,980	4,796,370	4,672,134

Uses of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
County Probation	1,504,233	1,675,575	1,676,018
Human Services	1,528,607	1,962,040	1,806,820
Agriculture & Extension Service	1,064,821	1,158,755	1,189,296
Grants - Community Services	1,637,319	0	0
Totals:	5,734,980	4,796,370	4,672,134

Budgeted Positions: 80 81 81

Community Services

Program 1001

County Probation

Program Purpose and Description

The County Probation program provides pre-trial services and post sentencing options to the county and circuit courts including pre-trial intervention, supervised release, misdemeanor probation supervision and the offender work program. Each unit within the program is designed to provide the least physically restrictive alternatives to incarceration in the county jail as possible while providing meaningful supervision and when applicable, punishment as ordered by the court.

Sources of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Charges for Services	818,174	793,300	792,800
Gen Fund/General Revenue	686,059	882,275	883,218
Totals:	1,504,233	1,675,575	1,676,018

Uses of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Personnel	1,322,639	1,444,888	1,461,673
Operating	181,594	230,687	214,345
Capital	0	0	0
Totals:	1,504,233	1,675,575	1,676,018

Budgeted Positions: 29 26 26

Community Services

Program 1002

Human Services

Program Purpose and Description

The Human Services program provides for the planning, administration and supervision of programs intended to assist veterans, the young, elderly, disabled, and most vulnerable citizens within the community meet basic human needs. It also provides necessary resources for the county to comply with state and federally mandated programs and assumes fiscal accountability with respect to local match and compliance monitoring of service agreements.

<u>Sources of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Gen Fund/General Revenue	1,113,134	1,468,475	1,308,725
Children's Services Tax	415,473	493,565	498,095
Totals:	1,528,607	1,962,040	1,806,820

<u>Uses of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Personnel	1,386,600	1,638,179	1,646,307
Operating	142,007	323,861	160,513
Capital	0	0	0
Totals:	1,528,607	1,962,040	1,806,820
Budgeted Positions:	25	26	26

Community Services

Program 1005

Agriculture & Extension Service

Program Purpose and Description

The Agriculture & Extension Service program consists of the cooperative extension service and the soil and water conservation programs. These units provide educational programs, materials, and services relevant to the needs and desires of citizens, which enhance their economic status and/or quality of life.

<u>Sources of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Charges for Services	1,123	1,500	1,500
Gen Fund/General Revenue	737,907	821,259	839,784
Utilities System Charges	325,791	335,996	348,012
Totals:	1,064,821	1,158,755	1,189,296

<u>Uses of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Personnel	953,908	958,259	1,016,024
Operating	110,913	192,496	173,272
Capital	0	8,000	0
Totals:	1,064,821	1,158,755	1,189,296
Budgeted Positions:	22	22	22

Community Services

Program 9510

Grants - Community Services Program Purpose and Description

Prior year actuals are reflected below. Amounts for recommended, proposed or adopted columns are shown at zero, as grants are not budgeted until received and accepted during the fiscal year.

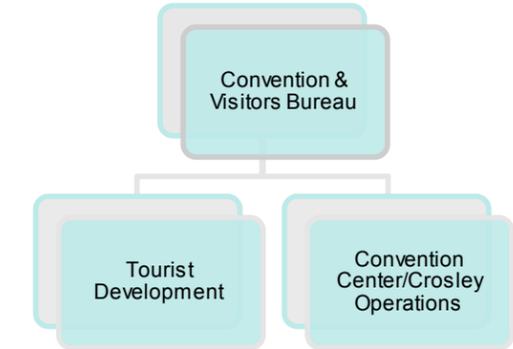
<u>Sources of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Grants	1,637,319	0	0
Totals:	1,637,319	0	0

<u>Uses of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Personnel	350,344	0	0
Operating	1,286,975	0	0
Capital	0	0	0
Totals:	1,637,319	0	0
Budgeted Positions:	4	7	7

Convention & Visitors Bureau

The Bradenton Area Convention & Visitors Bureau (BACVB) promotes the community for tourism, both nationally and internationally. The leisure and sports segments are the two top markets that visit our area. Our niche markets include: eco, agricultural, culinary, arts & culture, corporate, film commission, and destination weddings, which compliment and diversify our visitation.

The BACVB oversees the operation of both the Bradenton Area Convention Center and the Powel Crosley Estate. These facilities host a variety of public/private community and out-of-town events.



Sources of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Charges for Services	1,781,564	1,841,731	1,741,102
Tourist Development Tax	6,868,072	7,511,342	8,804,888
Totals:	8,649,636	9,353,073	10,545,990

Uses of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Tourist Development	6,426,072	6,961,342	8,344,888
Convention Center/Crosley Operations	2,223,564	2,391,731	2,201,102
Totals:	8,649,636	9,353,073	10,545,990

Budgeted Positions: 20 20 20

Convention & Visitors Bureau

Program 1101

Tourist Development

Program Purpose and Description

The Bradenton Area Convention & Visitors Bureau (BACVB) manages a comprehensive marketing and promotions program with tourist tax revenues. The tourist tax is imposed on overnight stays in paid accommodations within Manatee County for a period of six months or less, and the current tax rate is five percent (5 cents are collected for each dollar). The breakdown of expenditure funding is as follows:

Revenue derived from the first four cents are used for marketing, promotions, public relations, convention center and advertising for the destination

Revenue derived from the remaining one cent is designated for beach renourishment.

All tourism-related programs and activities of the BACVB are recommended by the Tourist Development Council (TDC) and approved by the Board of County Commissioners. The TDC is a nine member advisory board comprised of three elected officials (including one County Commissioner who acts as Chair), two interested citizens and four owner/operators of paid accommodations that rent for six months or less.

FY15 was a record-breaking tourism year and our vision is to continue to look at new markets to grow our product. With that, our current challenges are as follows:

Continue partnering with Sarasota and Tampa Convention and Visitors Bureau (CVB) to promote the three county area for sporting events/tournaments, and partner with the region when hosting travel writers and tour operators.

The ongoing development of new full and limited flag hotel properties in the urban core and East county.

<u>Sources of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Charges for Services	158,000	50,000	140,000
Tourist Development Tax	6,268,072	6,911,342	8,204,888
Totals:	6,426,072	6,961,342	8,344,888

<u>Uses of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Personnel	684,293	731,540	701,062
Operating	5,690,773	6,229,802	7,643,826
Capital	51,006	0	0
Totals:	6,426,072	6,961,342	8,344,888
Budgeted Positions:	9	10	10

Convention & Visitors Bureau

Program 1102

Convention Center/Crosley Operations

Program Purpose and Description

The Bradenton Area Convention Center hosts a variety of conventions, tradeshows, concerts and other multi-faceted events year-round. This multi-purpose facility features a 32,000 sq. ft. convention hall, and a 15,000 sq. ft. conference center.

The Powel Crosley Estate hosts a variety of weddings, business meetings, and public arts and culture events year-round. This historic estate offers up to eight meeting rooms and a bayside lawn of over 10,000 sq. ft.

Current challenges our facilities will face over the next two years:
Negotiate with invitation to negotiate (ITN) proposals to secure a convention center hotel.

Develop a plan with University of South Florida (USF) and Florida Department of Transportation (FDOT) on US 41 road design for better ingress/egress.

<u>Sources of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Charges for Services	1,623,564	1,791,731	1,601,102
Tourist Development Tax	600,000	600,000	600,000
Totals:	2,223,564	2,391,731	2,201,102

<u>Uses of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Personnel	786,932	783,131	820,345
Operating	1,436,632	1,498,600	1,340,757
Capital	0	110,000	40,000
Totals:	2,223,564	2,391,731	2,201,102
Budgeted Positions:	11	10	10

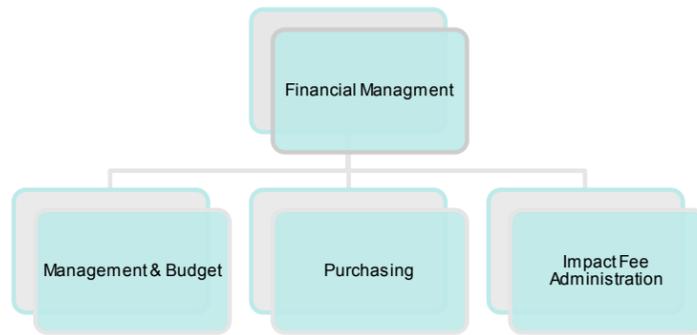
Financial Management

The Financial Management department consists of three programs: Management & Budget, Purchasing, and Impact Fee Administration.

The Management and Budget program develops, reviews and implements the county budget, the Capital Improvement Program (CIP) and related county policies. This program works closely with county departments and the County Administrator and advises the Board of County Commissioners in areas of financial management.

The Purchasing division is the designated legal authority for securing commodities and services for county departments and constitutional offices. Purchasing acquires goods and services in an open, competitive and fair manner without conflict of interest or other impropriety. In addition, Purchasing makes policy and procedural recommendations to the County Administrator and the Board of County Commissioners that promote fair and open competition.

The Impact Fee Administration program coordinates the impact fee rate setting process and oversees the collection of impact fees as well as processing applications for impact fee credits and refunds.



Sources of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Gen Fund/General Revenue	1,818,490	1,814,057	2,085,694
Program/ General Revenue	275,093	317,310	349,136
Totals:	2,093,583	2,131,367	2,434,830

Uses of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Management & Budget	728,081	743,914	949,462
Purchasing	1,090,409	1,070,143	1,136,232
Impact Fee Administration	275,093	317,310	349,136
Totals:	2,093,583	2,131,367	2,434,830

Budgeted Positions: 26 27 27

Financial Management

Program 1401

Management & Budget

Program Purpose and Description

The Management and Budget Administration program provides management oversight and administrative support for the Financial Management department. The budget staff prepares county revenue projections, reviews departmental budget requests, makes funding recommendations to the County Administrator and ensures the county's budget development process complies with deadlines and meets the Truth in Millage (TRIM) requirements set forth in Florida statutes. Since 1985, the Government Finance Officers Association (GFOA) has awarded Manatee County the "Distinguished Budget Presentation Award" for publishing a budget document that meets specific criteria as a policy document, an operations guide, a financial plan and a communication device. Receipt of this award is favorably considered by rating agencies when preparing county bond ratings. Throughout the year, major revenue sources are tracked and expenditures monitored to advise of pending budgetary problems and recommend corrective action to the County Administrator. Changes to the adopted budget are analyzed by budget staff, prepared for approval by the Board of County Commissioners and submitted to the Clerk's Finance Office for posting to the county's accounting system.

This program also provides for oversight, coordination and budgeting of the county's five-year Capital Improvement Program (CIP). Specific resources and cost estimates for capital improvements are monitored to ensure adequate funding of authorized projects. Management and Budget is also responsible for coordination and oversight of an indirect cost allocation plan which is developed by a contracted accounting firm. This plan provides for reimbursement of costs incurred by the General Fund on behalf of programs funded by other sources, primarily enterprise accounts. Staff assigned to this program provides oversight for the Federal Emergency Management Agency (FEMA) reimbursement process following authorized storm events.

Sources of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Gen Fund/General Revenue	728,081	743,914	949,462
Totals:	728,081	743,914	949,462

Uses of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Personnel	690,547	703,086	695,218
Operating	37,534	40,828	254,244
Capital	0	0	0
Totals:	728,081	743,914	949,462

Budgeted Positions: 8 8 8

Financial Management

Program 1402

Purchasing

Program Purpose and Description

The Purchasing Division is the designated legal authority to advise, plan, obtain, deliver and evaluate expenditures for acquisitions of goods and services that are used to fulfill the mission, objectives, obligations and activities in pursuit of desired policy outcomes on behalf of Manatee County.

The mission of the Manatee County Purchasing Division is to administer the procurement process in an open, competitive and fair manner and without conflict of interest or other impropriety or the appearance of impropriety. Our vision is to continually implement and improve best practices, expertise and approaches and to maintain a high quality and efficient Purchasing Division.

The scope of responsibility of the Purchasing Division includes minor and complex acquisition activities, spend and value analysis, dispute resolution, supplier performance, procurement training, vendor relations, planning and procurement consulting, purchasing card program administration, contract development and guiding negotiations from strategy through contract execution. The overall goal of the Purchasing Division is to obtain goods and services for the County in the needed quantity for delivery at the right time from a dependable source offering quality services at competitive pricing.

The Purchasing Division creates, distributes and manages bids, proposals, replies, contracts, quotations, change orders, amendments and addenda for services of a wide and diverse variety and nature. While some acquisition activities are price driven, others are qualification based, requiring a diverse set of skills to manage the many acquisitions appropriately. Purchasing Division also manages and administers a County wide Purchasing Card Program to provide for the efficient acquisition of small dollar purchases.

<u>Sources of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Gen Fund/General Revenue	1,090,409	1,070,143	1,136,232
Totals:	1,090,409	1,070,143	1,136,232

<u>Uses of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Personnel	1,037,583	1,013,544	1,036,362
Operating	52,826	56,599	99,870
Capital	0	0	0
Totals:	1,090,409	1,070,143	1,136,232
Budgeted Positions:	17	17	17

Financial Management

Program 1403

Impact Fee Administration

Program Purpose and Description

New construction in Manatee County has been required to pay impact fees since 1986. These one-time fees are collected from development in the unincorporated portions of Manatee County for roads, parks, public safety and law enforcement. Authorized by the Manatee County Land Development Code, the Impact Fee program must meet all requirements established by state and local law.

New development increases the cost of providing infrastructure for county services. Impact fees are designed to help guarantee that new development pays its share of the costs incurred by Manatee County to meet those needs. Impact fees can only be levied after careful study and analysis. It is essential new development not pay more than its fair share for the capital costs of meeting road, law enforcement, public safety and park needs. As a result, impact fees can only be spent on new capital items such as buying land, building roads, building parks and providing equipment. Impact fees cannot be used to maintain or replace existing facilities.

The Impact Fee program is responsible for the determination of required impact fees, overseeing collection of impact fees, coordination and monitoring of credit applications, preparation of periodic reports on collections and credits, and the evaluation, revision and implementation of the program. This program requires significant coordination with the Building and Development Services, Public Works, Public Safety, and Parks departments. There is also a great deal of contact with the public, particularly with applicants seeking development approvals.

The impact fee administration surcharge fees are currently being evaluated in the current Impact Fee Study and will be brought before the Board in FY16 for approval.

Costs for contracted studies are not included in the adopted budget, but will be added by budget amendment if necessary during the year.

<u>Sources of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Program/ General Revenue	275,093	317,310	349,136
Totals:	275,093	317,310	349,136

<u>Uses of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Personnel	79,205	128,431	150,637
Operating	195,888	188,879	198,499
Capital	0	0	0
Totals:	275,093	317,310	349,136
Budgeted Positions:	1	2	2

Human Resources

The Human Resources department is responsible for a broad range of functions that support the county's workforce needs, facilitates employee engagement and commitment to our organizational mission, supports employee growth and development, and serves to support employee health and well-being goals.

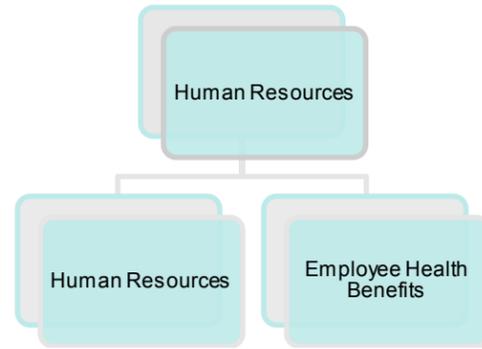
This department contains four sections separated in to two programs: Employment Services, Workforce Planning and Compensation, Employee Development and Labor Relations and Employee Health Benefits.

The Employment Services section provides services that supports the majority of the employee lifecycle from pre-hire to retire. This includes, but is not limited to, recruitment and retention, criminal and employment background verifications, onboarding/off boarding, retirement services support, time and attendance, temporary staffing, and volunteers/interns.

The Workforce Planning and Compensation section provides services that supports the county's compensation planning and design, organizational design analysis, succession planning, performance management, and the merit pay and incentives programs.

The Employee Development and Labor Relations section provides services that supports the county's training and career development programs, workplace diversity, employee engagement and recognition programs, employee and labor relations, workplace investigations, and drug free workplace program. In addition, the program administers the Affirmative Action/Equal Employment Opportunity (EEO) policy of the Board of County Commissioners.

The Employee Health Benefits section is responsible for the health benefits and wellness programs for employees of Manatee County Government. Benefit programs include medical, dental, life, long-term disability, health care and dependent care spending accounts and deferred compensation plans.



Sources of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Charges for Services	40,741,685	42,453,215	45,368,798
Gen Fund/General Revenue	1,040,900	1,135,247	1,119,101
Totals:	41,782,585	43,588,462	46,487,899

Uses of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Human Resources	1,040,900	1,135,247	1,119,101
Employee Health Benefits	40,741,685	42,453,215	45,368,798
Totals:	41,782,585	43,588,462	46,487,899

Budgeted Positions: 15 15 15

Human Resources

Program 1501

Human Resources Program Purpose and Description

The Human Resources program contains three sections:

- Employment Services
- Workforce Planning and Compensation
- Employee Development and Labor Relations

The Employment Services section oversees the employment process to include recruiting locally and nationally through professional journals, internet websites, community agencies, minority organizations, colleges, universities and career/job fairs as well as conducting criminal and employment background verifications and new hire enrollment and orientation. The program assumes primary responsibility for developing and implementing personnel policies that ensure compliance with federal, state, and local employment-related laws, such as the Civil Rights Act of 1964, the Florida Civil Rights Act, the Age Discrimination in Employment Act, the Americans with Disabilities Act, the Florida Unemployment Compensation Act, the Fair Labor Standards Act, the Florida Veterans Preference Act, and the Uniformed Services Employment and Reemployment Rights Act. The Employment Services program also coordinates activities of the electronic time and attendance system, including training, system updates, and payroll coordination and employee time off program (e.g., vacation, sick, personal holiday) accruals. The County's Health Insurance Portability and Accountability Act (HIPAA) privacy officer is in this program. The Employment Services program also assumes responsibility for providing informational Florida Retirement System (FRS) counseling for employees and sponsors periodic retirement and financial planning seminars.

The Workforce Planning and Compensation section assumes primary responsibility for administering the County's classification and compensation plans through job analysis, salary surveys, job description development, career ladders, and position control databases. The program also conducts workforce utilization analysis, succession planning, and organizational design analysis. The program also coordinates the County's performance management system and merit pay and incentives programs.

The Employee Development and Labor Relations section assumes primary responsibility for administering the Affirmative Action (AA)/Equal Employment Opportunity (EEO) policy of the Board of County Commissioners. This program administers a process for investigating applicant and employee complaints of illegal discrimination or harassment. This program also manages the Drug Free Workplace Program in accordance with applicable federal, state and local laws. The Employee Development and Labor Relations section also provides and coordinates employee training and professional development activities including a series of required employment-related, legal training for the leadership team, a leadership academy for non-supervisors, a coaching and mentoring forum for frontline supervisors and managers and a variety of soft-skill courses such as stress management, customer service and sensitivity training and coordinates the tuition reimbursement program for employees furthering their formal education. Additionally, this section is the custodian of the official personnel records for present and past county employees, managing public records requests and review of personnel records, as well as ensuring proper exemption of designated information in accordance with federal and local public records laws. The Employee Development and Labor Relations program is also responsible for the coordination of individual and team awards, including employee of the month/year, and organizing the county's annual longevity banquet where County Commissioners and the County Administrator recognize employees for their years of service.

Human Resources

Program 1501

Human Resources

<u>Sources of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Gen Fund/General Revenue	1,040,900	1,135,247	1,119,101
Totals:	1,040,900	1,135,247	1,119,101

<u>Uses of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Personnel	827,916	799,849	796,870
Operating	212,984	335,398	322,231
Capital	0	0	0
Totals:	1,040,900	1,135,247	1,119,101

Budgeted Positions:	10	10	10
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Human Resources

Program 1503

Employee Health Benefits

Program Purpose and Description

For any organization the size of Manatee County Government, benefits are a key element of the employee compensation program needed to recruit and retain qualified and productive employees. Manatee County Government's health plan has been recognized nationwide as a leader amongst employer-sponsored plans due to the focus on preventative care and wellness.

The Employee Health Benefits program (EHB) manages the county's comprehensive cafeteria-style benefits which include medical, dental, and life insurance, long-term disability, health care spending accounts, dependent care spending accounts and 457 deferred compensation plans for active employees and retirees, as well as COBRA benefits for former employees and their eligible dependents. In addition, various health and lifestyle management programs and services are offered to members of the health plan based upon the analysis of historical claim and other related data.

The groups participating in the health plan include employees and their eligible dependents of the Board of County Commissioners, Manatee County Port Authority and constitutional officers.

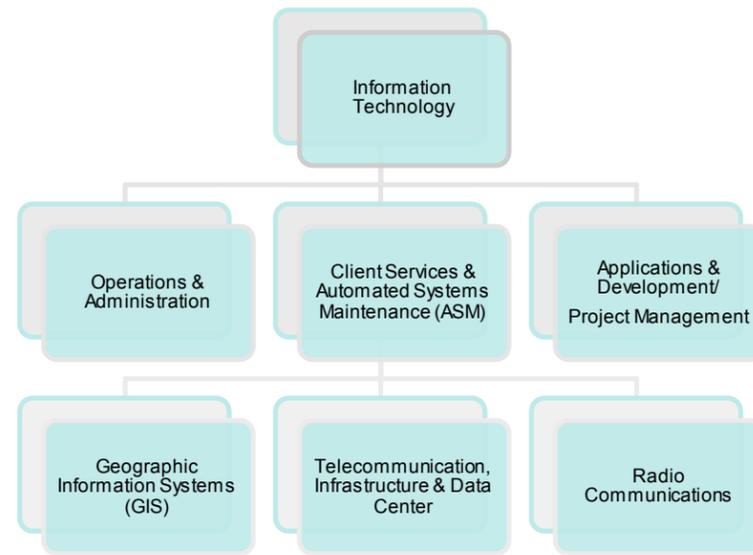
<u>Sources of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Charges for Services	40,741,685	42,453,215	45,368,798
Totals:	40,741,685	42,453,215	45,368,798

<u>Uses of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Personnel	352,832	346,766	364,336
Operating	40,388,853	42,103,449	45,001,462
Capital	0	3,000	3,000
Totals:	40,741,685	42,453,215	45,368,798

Budgeted Positions:	5	5	5
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Information Technology

The Information Technology department has six programs consisting of Operations & Administration, Client Services & Automated Systems Maintenance (ASM), Applications & Development/Project Management, Geographic Information Systems (GIS), Telecommunications & Infrastructure & Data Center, and Radio Communications. These programs are responsible for offering multiple forms of technology services to Manatee County Government and the citizens of Manatee County by providing full support to all Board of County Commission departments and varying levels of support to the Clerk of the Court, Court Administration, Sheriff, Property Appraiser, Supervisor of Elections, State Attorney, Local Municipalities, Fire Districts and Public Defender.



Sources of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Charges for Services	2,769,097	3,663,799	3,947,563
Gen Fund/General Revenue	7,295,629	8,723,146	8,947,537
Utilities System Charges	360,554	338,958	352,120
Totals:	10,425,280	12,725,903	13,247,220

Uses of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Operations and Administration	2,581,516	3,266,437	3,457,839
Client Services and Automated Systems Maintenance (ASM)	2,509,574	2,603,355	2,876,199
Applications & Development/Project Management	2,648,072	2,933,191	3,067,525
Geographic Information Systems (GIS)	573,302	702,931	659,402
Telecommunications, Infrastructure & Data Center	976,675	1,410,242	1,358,877
Radio Communications	1,136,141	1,809,747	1,824,378
Totals:	10,425,280	12,725,903	13,244,220

Budgeted Positions: 74 74 74

Information Technology

Program 1601

Operations and Administration Program Purpose and Description

The Operations division maintains the Hardware systems of Manatee County including systems administration, storage management, networking and security of the overall computer system. The current system is comprised of servers, both virtual and stand alone, and touches all county and constitutional offices connected to the county computer system. This program also includes the Information Technology department director and three administrative staff that support the entire Information Technology department.

Sources of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Gen Fund/General Revenue	2,581,516	3,266,437	3,457,839
Totals:	2,581,516	3,266,437	3,457,839

Uses of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Personnel	1,559,714	1,649,243	1,832,719
Operating	906,036	1,117,194	1,125,120
Capital	115,766	500,000	500,000
Totals:	2,581,516	3,266,437	3,457,839

Budgeted Positions: 17 17 19

Information Technology

Program 1602

Client Services and Automated Systems Maintenance (ASM)

Program Purpose and Description

Client Services provides user support for end user devices including PCs, laptops, gateways, printers, and ipads. This includes a help desk operation during normal working hours to assist any county user with a software or hardware problem that may arise. Client Services maintains the inventory listing of computer devices currently in use and the basic Microsoft licensing requirement for all these devices. This group also includes a technical training staff which provides software application training classes to all county and constitutional offices employees for the various applications being utilized by the county (Microsoft Word, Excel, Lotus Notes, etc). The ASM fund provides funding for hardware support and replacement for computer devices and printers throughout the county.

Sources of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Charges for Services	1,094,877	1,120,941	1,448,603
Gen Fund/General Revenue	1,414,697	1,482,414	1,430,596
Totals:	2,509,574	2,603,355	2,879,199

Uses of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Personnel	1,467,429	1,417,979	1,399,070
Operating	1,042,145	1,090,376	1,232,129
Capital	0	95,000	245,000
Totals:	2,509,574	2,603,355	2,876,199
Budgeted Positions:	15	18	17

Information Technology

Program 1603

Applications & Development/Project Management

Program Purpose and Description

The Applications and Development group is responsible for the software support and database management of all major applications and a number of in-house developed programs that are in use by the county and some of the constitutional offices. This includes the assistance in the implementation of any new applications acquired by the county, the ongoing upgrade of current applications, program creation and modification of custom in-house developed applications, response to day to day problem solving for end users, and support of the county internal and external website. Major applications supported include the county financial application, Integrated Fund Accounting System (IFAS), the records management application, On base (document imaging system), Utilities applications, Ventyx/Customer Suite, Building department's permitting system, Community Plus, county e-mail system, and Public Safety's Computer-Aided-Dispatch (CAD) application. Total databases currently being managed and maintained for all county departments and constitutional offices is over 150 unique databases. The Project Management group included in this program is responsible for the defining and tracking of Information Technology department project requests from the various BCC and outside agencies.

Sources of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Gen Fund/General Revenue	2,648,072	2,933,191	3,067,525
Totals:	2,648,072	2,933,191	3,067,525

Uses of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Personnel	1,943,390	1,938,365	2,072,365
Operating	704,682	994,826	995,160
Capital	0	0	0
Totals:	2,648,072	2,933,191	3,067,525
Budgeted Positions:	20	20	21

Information Technology

Program 1604

Geographic Information Systems (GIS)

Program Purpose and Description

The Geographic Information System (GIS) section is responsible for the development of comprehensive digital land information data sets, applications and standards in conjunction with county departments and constitutional offices and acts as a clearinghouse for such information to county departments, constitutional offices and the public. GIS staff facilitates data creation and provides for the upkeep of a comprehensive base map and a library composed of hundreds of feature layers which include streets, property ownership, development patterns, utility infrastructure to name but a few. Many of these layers are integrated into various mission critical applications such as 911 dispatching, building permitting, utility billing, etc. The GIS section provides digital or paper based maps for displays for a variety of purposes, chief among them board presentations.

<u>Sources of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Gen Fund/General Revenue	212,748	363,973	307,282
Utilities System Charges	360,554	338,958	352,120
Totals:	573,302	702,931	659,402

<u>Uses of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Personnel	451,061	489,771	449,912
Operating	119,396	213,160	209,490
Capital	2,845	0	0
Totals:	573,302	702,931	659,402
Budgeted Positions:	7	6	5

Information Technology

Program 1605

Telecommunications, Infrastructure & Data Center

Program Purpose and Description

The Telecom & Data Center divisions are responsible for the repairs, maintenance and expansion of the county telephone system, fiber network, and computer device wiring issues for all county owned property. Responsibilities also includes management of the physical aspects of the data center including electrical requirements, rack expansion, cooling and engineering issues.

<u>Sources of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Charges for Services	538,079	733,111	674,582
Gen Fund/General Revenue	438,596	677,131	684,295
Totals:	976,675	1,410,242	1,358,877

<u>Uses of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Personnel	389,320	415,789	355,977
Operating	583,160	994,453	1,002,900
Capital	4,195	0	0
Totals:	976,675	1,410,242	1,358,877
Budgeted Positions:	7	5	4

Information Technology

Program 1606

Radio Communications Program Purpose and Description

The 800 MHz radio program supports the county's private digital radio system utilized for public safety purposes. Support is provided for dispatch consoles and portable and mobile radios connected to the primary Public Safety Answering Point (PSAP) for Manatee County Emergency 911. The radio equipment is utilized by approximately 45 agencies including county departments and all local fire and law enforcement agencies. There are radio site locations throughout the county with three in-building amplifier systems that provide a wide area of coverage for critical communications. The functions of this program are divided into 3 major areas: system site support; radio installation, repair and preventative maintenance; and radio purchases and programming. As an internal service fund, this program provides for scheduled maintenance and replacement for county-owned radios.

Sources of Funds			
	FY15 Actual	FY16 Adopted	FY17 Proposed
Charges for Services	1,136,141	1,809,747	1,824,378
Totals:	1,136,141	1,809,747	1,824,378

Uses of Funds			
	FY15 Actual	FY16 Adopted	FY17 Proposed
Personnel	493,972	570,713	584,881
Operating	642,169	814,034	814,497
Capital	0	425,000	425,000
Totals:	1,136,141	1,809,747	1,824,378
Budgeted Positions:	8	8	8

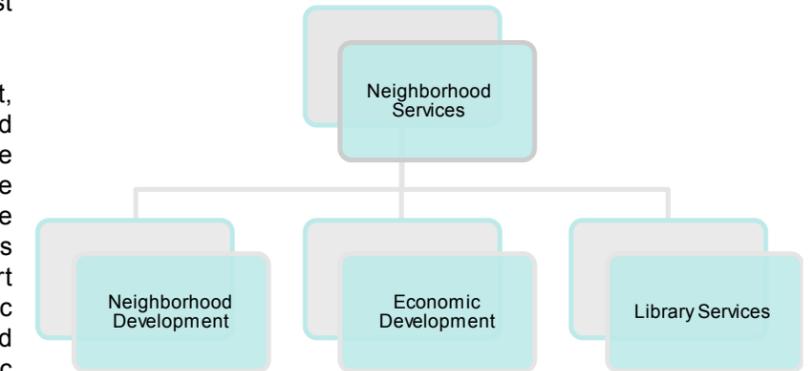
Neighborhood Services

The Neighborhood Services Department consists of three programs - Neighborhood Development, Economic Development, and Library Services. Citizens, neighborhood groups and businesses serve as the client base for the services offered by the Department. Elevating the quality of customer service and enhancements to a "Business Friendly" environment has been our main focus since the Department was created in 2007. In 2009, the Library Services Division was added to the Economic Development Division, Community Development Division and the Neighborhood Planning Division to comprise the Department.

The Neighborhood Development program works one-on-one with local neighborhoods to support residents seeking to improve conditions in their neighborhood. This is accomplished by regular participation in neighborhood meetings, on-line communication and attendance at community events. Many times this program is the link between the citizen and other County Departments to resolve problems. Close coordination with code enforcement and the crime prevention unit of the Sheriff's office have proved successful in this program.

The Economic Development program seeks to retain and expand existing local business, and attract new business to the area. Growing the economic base of the County through Quality Target Industries (QTI) jobs in manufacturing, bio/clean technology, life sciences, information technology, financial and professional services, corporate headquarters, and sports performance makes this happen. Job opportunities at or above 115% of the average annual County wage may be eligible for financial incentives. Rapid response permitting provides a time and cost savings to businesses.

The Southwest County Improvement District, commonly referred to as SWTIF, was adopted by the Board on June 3, 2014 and became effective October 1, 2014 with a 30 year life span. In this new Tax Increment Finance District, 50% of the tax increment revenues are directed to the District to support projects such as redevelopment, economic development, crime prevention, and infrastructure improvements. The Economic Development Ad Valorem Tax Exemption (EDATE), also adopted on June 3, 2014, provides an additional incentive in the County's Economic Development toolbox for qualified new or existing businesses to relocate or expand to foster local economic growth and increase employment.



In the Library Services program, six public library facilities are open to the public a minimum of forty hours each week. These facilities serve as resource and information centers for citizens in the areas of the Islands, Palmetto, Central (Bradenton), South Manatee (Bayshore Gardens), Braden River (State Road 70), and Rocky Bluff (Ellenton/Parrish). The staff of the Library Services program educate and inform library patrons through a wide variety of media material. Specific young adult and children's programming is also provided at the various library branch locations.

Neighborhood Services oversees over \$12.4 million dollars in grant or program funds from the following major sources: the State Housing Initiative Partnership (SHIP) program, the Community Development Block Grant (CDBG) program, the Emergency Solutions Grant (ESG) program and the Home Investment Partnership (HOME) program. The Neighborhood Stabilization (NSP) Grant Program continues as well, in its final programmatic and fiscal reporting and close-out activities. Each of these grant programs provide funding for housing or neighborhood stabilization activities. Funding is based on the extent of foreclosures, subprime mortgages and mortgage delinquencies and defaults. Grant funding is not included in the proposed budget, rather it is added when the grant agreement is approved by the Board.

Neighborhood Services

Sources of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Charges for Services	24,420	15,000	15,000
Fines & Forfeitures	117,559	145,000	145,000
Grants	1,651,174	0	0
Program/ General Revenue	8,571,421	10,713,508	11,874,955
Totals:	10,364,574	10,873,508	12,034,955

Uses of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Neighborhood Development	599,890	729,343	817,335
Economic Development	1,794,704	3,355,039	4,414,738
Library Services	6,318,806	6,789,126	6,802,882
Grants - Neighborhood Services	1,651,174	0	0
Totals:	10,364,574	10,873,508	12,034,955
Budgeted Positions:	84	86	90

Neighborhood Services

Program 3401

Neighborhood Development Program Purpose and Description

Department staff within this program are the core support for the administrative and fiscal responsibilities of the entire Department, and all supported programs, special projects and advisory boards. Department staff work directly with citizens to provide access to federal, state and local funded programs for services such as housing rehabilitation and replacement, infrastructure improvements, neighborhood improvement plans, and social services. By preserving and revitalizing existing neighborhoods, we empower residents to take pride in ownership and improvements to raise the quality of life throughout the County.

The intensive mandated reporting for the Community Development Block Grant (CDBG) functions are contained in this program and require a high level of commitment by the administration. Manatee County is an entitlement community under CDBG. Accurate regulatory compliance procedures are performed in this program and include all aspects of the Integrated Disbursement and Information System (IDIS) and the Disaster Recovery and Grant Reporting (DRGR) system. The compliance procedures are required by the Department of Housing and Urban Development (HUD) in order to fund, track and evaluate programs and services utilizing these Federal funds.

Additional responsibilities of staff in this program include timely reporting of numerous Federal Systems such as Semi Annual Labor Standards, Contract and Subcontract Activity, Minority Business Enterprise/Women's Business (MBE/WBE), financial and performance reporting and the Consolidated Annual Performance & Evaluation Report (CAPER).

Housing Assistance programs are contained in this program, and include all operation, supervision and administration of the State Housing Initiative Partnership (SHIP) Program. The Department oversees concurrent fiscal years of the State Housing Trust Fund and HOME Investment programs. The Home Investment Partnership Fund is the federal element of this program and is provided through the entitlement process of HUD, CDBG, the Emergency Solutions Grant (ESG), and the Residential Construction Mitigation Program (RCMP). Federal reporting carries beyond grant depletion and requires compliance for five years after a grant closeout.

The State of Florida Office of Economic and Demographic Research (EDR) Local Economic Development Incentives Report is developed in this program to report the County's progress regarding Economic Development Programs and activities to the State. This is an annual requirement.

Administration completes all departmental reports to the Board of County Commissioners (BCC) and the County Administrator on the Department's projects, fiscal payments, advisory board administrative functions, reporting and policies and procedures to carry out the business of the Department.

First contact with the public occurs in this unit. Functions of the front lobby, telephone coverage, question response, information and referral, application inquiry, agenda functions, human resource requirements, employee benefits coordination and neighborhood revitalization efforts are also provided in this program.

Neighborhood Services

Program 3401

Neighborhood Development

<u>Sources of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Program/ General Revenue	599,890	729,343	817,335
Totals:	599,890	729,343	817,335

<u>Uses of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Personnel	308,014	379,633	366,878
Operating	291,876	349,710	450,457
Capital	0	0	0
Totals:	599,890	729,343	817,335
Budgeted Positions:	8	8	8

Neighborhood Services

Program 3403

Economic Development

Program Purpose and Description

The Economic Development program focuses on the role County government plays in establishing a business friendly environment that promotes quality job creation, expansion, and retention of companies within all of Manatee County. The program presents an "At Your Service" approach to cultivate relationships with the business community. The goal of this program crosses all Department and Administration boundaries in an effort to promote economic development. As of December 31, 2014, 60 active projects, either new or retained and expanded, have received Board approval for economic development incentives. 3,758 jobs are projected to be created and retained over the next five year period with an average wage of \$47,778. This is 32% over the 2013 Manatee County average wage. The calculated return on investment to the community over 5-10 years, in direct and indirect jobs, and in wages based on the incentives awarded is expected to be in excess of \$1.9 billion.

The program manages the economic development strategies of the Board of County Commissioners, acts as the liaison to the business community, to the Bradenton Area Economic Development Corporation, and to Port Manatee. The program coordinates all economic development incentive requests from businesses and provides leadership to neighborhood associations, and the Enterprise Zone Development Area (EZDA).

Management serves as lead for the Manatee County economic development team, providing customer service, research and information, site location assistance and rapid response permitting to inquiring companies. Expedited review includes project scoping, and pre-application meetings with the Building and Development Services department and other key departments in county government, based on project scope. The expedited review team includes community partners such as fire districts, Southwest Florida Water Management District (SWFWMD) and the Department of Environmental Protection (DEP). Additionally, staff in the Economic Development program participate in national and international trade missions to attract businesses to the region.

The program provides leadership to the Jobs Now Team, made up of one key person from each county department selected to build the business climate in local government, learn the needs of local businesses, enhance relationships, market the Economic Development Incentive (EDI) program, facilitate the Qualified Targeted Industries (QTI) and Quick Action Closing Fund incentive programs, and administration of the Brownfield grant from the Environmental Protection Agency.

The program has managed the work activities and recent dissolution of the two Community Redevelopment Areas (14th Street West and South County). The program will now serve as the lead for activities within the newly formed Southwest County Improvement District, commonly referred to as SWTIF. On June 3, 2014, the Board approved the dissolution of the two CRAs and designated that remaining fund balances be used to continue existing operational services within the two areas. The SWTIF became effective October 1, 2014, to support projects such as redevelopment, economic development, crime prevention and infrastructure improvements. The two former CRAs are within the boundaries of the SWTIF.

Neighborhood Planning provides support to residents seeking to improve conditions in their neighborhoods and also assists neighborhoods in developing improvement strategies to address their issues and concerns. The Neighborhood Connections program serves close to 3,000 organizations, non-profit agencies, and other organizations/individuals with electronic notification of resources and

Neighborhood Services

Program 3403

Economic Development

information. The Neighborhood Mapping project with GIS map services locator has established a map of over 2,700 neighborhoods in Manatee County.

<u>Sources of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Program/ General Revenue	1,794,704	3,355,039	4,414,738
Totals:	1,794,704	3,355,039	4,414,738

<u>Uses of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Personnel	455,385	623,918	773,012
Operating	1,339,319	2,731,121	3,441,726
Capital	0	0	200,000
Totals:	1,794,704	3,355,039	4,414,738
Budgeted Positions:	6	10	11

Neighborhood Services

Program 3404

Library Services

Program Purpose and Description

The Manatee County Public Library System program consists of six community information centers (facilities) as well as a virtual library presence. Annually, over 1 million individuals visit the Manatee County Libraries in-person, many for research or entertainment support as well as to attend programs and meetings. Additionally, over 1.2 million customers visit the library's website annually to borrow eBooks, eAudio and streaming video as well as use online journals and a myriad of virtual resources. The variety of information formats (both print and electronic) facilitates greater use as well as ease of access by our community. Statistics show that locally one out of every three homes do not have Internet access, so the libraries have become the gap filler, providing computers and Internet access in particular for social services and job searching.

The library research support team responds to more than 300,000 questions in-person, via email, as well as the on-line Ask-A-Librarian Statewide service. In addition, the research librarians provide instruction on electronic resources including video collections, financial, education, and language virtual tools. Digital archival photographs, interlibrary loan service and Federal documents are also available. The youth services team, serving birth to age eighteen, coordinates regular and special event programming, outreach to schools and Head Start programs, storytelling, creative development, family literacy and homework support, parental resources, and library use instruction. Program examples include the annual Mana Con comic convention and the Recycled Fashion Show which draw large attendance and encourage creativity. The Manatee Library has earned the Betty Davis Miller Youth Services Award from the Florida Library Association.

The library program offers a multitude of resource material formats that include print, electronic, and audio visual. Special collections include genealogy, young adult, large print, micro-materials, the Eaton and Florida local history collection, and foreign languages.

The library program participates in the community through events such as the farmer's market, Snooty's birthday, health fairs, and Riverwalk programs, along with Little Free Libraries, Nook deposit collections, and onsite training. Technology support in the form of one-on-one training, computer classes, and technology drop in tables is offered wherever needed. Computer classes are taught in Spanish as well as in English. Service to our Hispanic population earned the 2014 FLA Maria Chavez Hernandez Libraries Change People's Lives Award.

Manatee Libraries work in partnership with community groups such as Career Source Suncoast. The library is a part of the Tampa Bay Library Consortium which provides continuing education and coordinates reciprocal borrowing among the regional libraries. The library program receives additional support from the Library Board of Trustees, the six location based Friends of the Library, the Library Foundation and volunteers who provide over 25,000 hours of service each year. The Manatee Library has earned the Innovative Library of the Year Award from the Florida Library Association. In January of 2015, the Library Foundation held their annual Author event hosting the author Stephen King who spoke to a sold out crowd (380) at the downtown Players Theatre. They raised over \$100,000 from the event and used the funds to partner with the County (\$150,000) to purchase the new Integrated Library System (ILS) software.

The recent Chiller renovations at the Central Library created an opportunity for additional enhancements to the facility working through the Property Management Department. Also a temporary Library Annex

Neighborhood Services

Program 3404

Library Services

was opened. Upon completion of renovations, enhanced WIFI, Youth and Adult areas, attention to increased learning environments and upgrades to the fire alarm and camera system will be completed within this decision unit.

<u>Sources of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Charges for Services	24,420	15,000	15,000
Fines & Forfeitures	117,559	145,000	145,000
Program/ General Revenue	6,176,827	6,629,126	6,642,882
Totals:	6,318,806	6,789,126	6,802,882

<u>Uses of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Personnel	3,144,597	3,100,957	3,231,962
Operating	3,147,190	3,665,924	3,570,920
Capital	27,019	22,245	0
Totals:	6,318,806	6,789,126	6,802,882

Budgeted Positions:	64	63	64
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Neighborhood Services

Program 9534

Grants - Neighborhood Services

Program Purpose and Description

Prior year actuals are reflected below. Amounts for recommended, proposed or adopted columns are shown at zero, as grants are not budgeted until received and accepted during the fiscal year.

<u>Sources of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Grants	1,651,174	0	0
Totals:	1,651,174	0	0

<u>Uses of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Personnel	473,895	0	0
Operating	1,177,279	0	0
Capital	0	0	0
Totals:	1,651,174	0	0

Budgeted Positions:	6	5	7
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Parks & Natural Resources

The Parks & Natural Resources Department has three programs - Resource Management, Environmental Protection & Mining Regulation, and Recreation Programs.

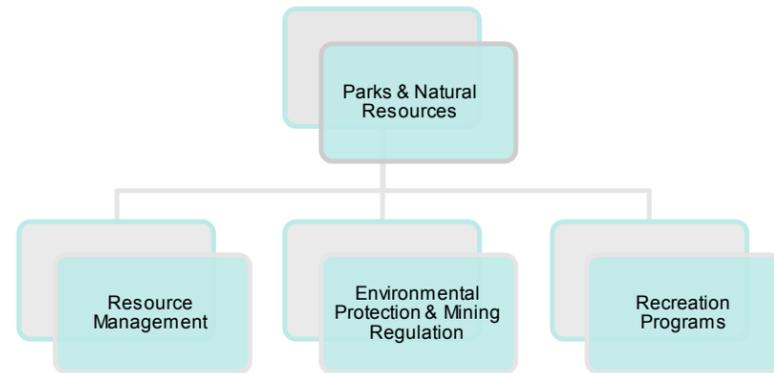
The Resource Management program is responsible for restoring and maintaining over 30,000 acres of county conservation preserve lands and coastal resources, and is responsible for environmental land acquisitions and land restoration including passive recreational development and maintenance of boat ramps, artificial reefs and waterways, aids to navigation and abandoned vessel removal. It is also responsible for maintaining a diverse offering of educational and volunteer programs within Manatee County's conservation properties.

The Environmental Protection & Mining Regulation program protects surface water by managing Manatee County's State/Federal Management and Storage of Surface Waters Permit (MS4) and groundwater through the Small Quantity Hazardous Waste Generator (SQG) and Water Well Construction Permitting activities and enforces the Manatee County Fertilizer Ordinance. It also administers the county's Phosphate Mining and Reclamation Code, providing regulatory oversight on major earthmoving projects with a primary focus on phosphate mining and shell pit operations.

The Recreation program provides opportunities for Manatee County residents and visitors to improve their lives by providing quality, safe and beautiful parks. It supervises, coordinates and implements county recreational programs at over 40 parks and facilities to ensure quality and safety for over 500,000 participants annually.

There are two eighteen hole golf courses (Manatee County Golf Course and Buffalo Creek Golf Course) owned by Manatee County and operated by Pope Golf, LLC. They offer year-round play with clubhouse and pro shop facilities.

The Parks & Natural Resources department is also responsible for beach renourishment projects on Anna Maria Island, the county's Federal legislative program, the West Coast Inland Navigation District (WCIND) program, and Restore Act.



Parks & Natural Resources

Sources of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Charges for Services	2,840,479	2,569,462	2,625,515
Gen Fund/General Revenue	1,617,502	1,924,779	2,445,189
Phosphate Severance Tax	898,074	912,902	729,153
Program/ General Revenue	87,370	150,000	150,000
Tourist Development Tax	382,232	429,149	430,007
Utilities System Charges	1,528,465	1,607,191	1,592,092
Totals:	7,354,122	7,593,483	7,971,956

Uses of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Natural Resources	3,270,437	3,397,673	3,709,038
Environmental Protection & Mining Regulation	1,401,690	1,500,556	1,429,209
Recreation Programs	2,681,995	2,695,254	2,833,709
Totals:	7,354,122	7,593,483	7,971,956

Budgeted Positions: 59 61 62

Parks & Natural Resources

Program 3201

Natural Resources

Program Purpose and Description

The Natural Resources program was established to conserve and protect natural resources under ownership or management of Manatee County. The Natural Resources program includes two operating areas covering resource management and education/volunteer programming.

Natural Resources was established to conserve and protect the natural resources of Manatee County. The program manages and maintains over 30,000 acres contained in 16 public preserves in the county. Natural Resources' priority is the conservation of the natural and cultural resources, while maintaining and restoring the ecological integrity of the historic native ecosystems. Water resource protection is a primary factor in land management and land use decisions. The staff of the Parks & Natural Resources department is continually working to restore or enhance disturbed and degraded areas of our county conservation lands to their native condition by using natural processes of prescribed fire burns in combination with mechanical cutting and clearing. Invasive, non-native plant species which negatively alter natural plant communities are removed by select application of herbicide. The Natural Resources program endeavors to provide excellent visitor experiences and access to these beautiful natural areas by maintaining all facilities and trails for passive recreational use.

This program also maintains the Marine Resources division, which is tasked with such responsibilities as design, repair and maintenance of the waterside components of county boat ramp facilities, inspection and repair/replacement of county owned aids to navigation, channel markers, as well as boating safety and manatee protection zones, investigation and removal of abandoned vessels, and deployment and maintenance of artificial reefs throughout county waters. Program staff work extensively with state and local regulatory and law enforcement personnel regarding issues involving county waters.

The Education/Volunteer program is responsible for maintaining a diverse offering of programs within Manatee County's conservation properties. Programs offered include hands-on environmental education opportunities and passive outdoor recreational activities designed to accommodate participants from pre-school age to senior citizens using the preserves as "nature's classrooms". Many activities are also supported by a volunteer network of over 2,000 individuals.

Anna Maria Island contains nine miles of sandy beach coastline which provides citizens abundant recreational activities while at the same time serves as a buffer to lessen the damages to private property, emergency evacuation routes and public property. Over time, these beaches require renourishment due to coastal storms and natural erosion which displace the sand. This renourishment effort is managed by this department by participating with the State of Florida and the federal government through cost sharing.

Parks & Natural Resources

Program 3201

Natural Resources

<u>Sources of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Charges for Services	83,990	84,500	84,500
Gen Fund/General Revenue	1,202,804	1,198,989	1,693,721
Program/ General Revenue	87,370	150,000	150,000
Phosphate Severance Tax	495,740	528,590	337,845
Tourist Development Tax	382,232	429,149	430,007
Utilities System Charges	1,018,301	1,006,445	1,012,965
Totals:	3,270,437	3,397,673	3,709,038

<u>Uses of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Personnel	1,734,171	1,765,149	1,776,192
Operating	1,530,091	1,632,524	1,932,846
Capital	6,175	0	0
Totals:	3,270,437	3,397,673	3,709,038

Budgeted Positions:	29	29	29
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Parks & Natural Resources

Program 3202

Environmental Protection & Mining Regulation

Program Purpose and Description

The Environmental Protection program protects our streams, rivers and bays through the implementation of numerous programs by regulating the land application of domestic wastewater residuals (the semi-solid by-product of the sewage treatment process), maintaining the county's compliance with its state issued National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) permit which ensures our stormwater systems carry the cleanest water possible, reviewing proposed developments for their water quality impacts and collecting and analyzing water samples and implementing management plans in support of numerous local, regional, state and federal water quality programs, including three National Estuary Programs and the USEPA Clean Water Act Program - Total Maximum Daily Loads (TMDL). Water resource data collected and evaluated by the department are used to develop watershed management strategies to ensure compliance with environmental regulations and provide the citizens with healthy, productive water bodies.

This program protects groundwater resources through Pollutant Storage Tanks (PST), Small Quantity Hazardous Waste Generators (SQG) and Water Well Construction Permitting activities. PST activities ensure that petroleum storage tanks (such as at gas stations) are properly constructed, installed, maintained and where necessary, removed in order to reduce the incidence of leaks or spills. SQG staff routinely inspect small businesses (such as vehicle repair shops) where small quantities of hazardous wastes are generated to make sure these materials are handled and disposed of safely, thereby reducing environmental impacts and the risks of adverse health, safety and welfare conditions. The Water Well Construction Permitting activities provide groundwater protection by ensuring the proper installation, maintenance and abandonment of water wells and that the work is done only by licensed contractors and well-informed property owners. This oversight is critical to making clean water available to the consumer by protecting groundwater supplies from contamination caused by improper well drilling practices. This program also enforces the county fertilizer ordinance. Training and certification are provided to local landscapers on the proper use of fertilizers to reduce the potential nutrient-laden runoff into Manatee County waterways.

The Mining Regulation program administers the county's Phosphate Mining and Reclamation Code and provides oversight on major earthmoving projects with a primary focus on phosphate mining and shell pit, or borrow pit operations. The Phosphate Mining Code provides that mining activities are carried out in the most environmentally sensitive way possible and that reclamation restores the post-mining landscape to productive, beneficial use.

Additionally, the Environmental Protection program assists other county departments by providing monitoring services for wetland mitigation sites, evaluating compliance of regulated and non-regulated petroleum storage systems and providing assistance in developing and reviewing environmental site assessments.

Parks & Natural Resources

Program 3202

Environmental Protection & Mining Regulation

<u>Sources of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Charges for Services	110,537	86,182	86,182
Gen Fund/General Revenue	378,655	429,316	372,592
Phosphate Severance Tax	402,334	384,312	391,308
Utilities System Charges	510,164	600,746	579,127
Totals:	1,401,690	1,500,556	1,429,209

<u>Uses of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Personnel	983,099	930,417	967,810
Operating	394,112	491,297	432,353
Capital	24,479	78,842	29,046
Totals:	1,401,690	1,500,556	1,429,209
Budgeted Positions:	12	12	12

Parks & Natural Resources

Program 3203

Recreation Programs

Program Purpose and Description

The Recreation Division is responsible for all county park playgrounds, programs and activities, including the operation of the G.T. Bray Recreation Center. This 50,000 square foot recreational complex includes a gym, aquatics facility, tennis center, fitness center, child watch, teen/game room, tennis and racquetball courts, a 50 meter pool, dive well, splash ground and kiddie pool. It also houses multipurpose rooms for youth programs, exercise and fitness classes, personal training sessions, rentals for birthday parties, social gatherings, a catering prep area and Wi-Fi. Front desk staff is responsible for processing payments for all programs and services offered, racquet repairs and stringing services, and maintaining the clay tennis courts three times per day. Staff also coordinate all county park and preserve pavilion rentals.

Recreation athletic staff is responsible for the Youth Camp Program, which includes the Summer Blast Camp, Teen Camp and specialty camps that provide participants with a variety of supervised recreational activities and field trips. Athletics staff also coordinate with youth and adult sports organizations serving 1,000 plus teams on over 70 athletic fields. The aquatic staff manages three pool facilities at G.T. Bray, East Bradenton and John H. Marble Parks, and two splash grounds at Pride and Lincoln Park, which offer swim lessons and lifeguard training. Manatee County also partners with Sarasota County to offer the Gulf Coast Senior Games offering 20 plus sporting events to seniors ages 50 and above.

In August 2011, a franchise license agreement was signed with Pope Golf, LLC., to operate and maintain the Manatee County Golf Course and Buffalo Creek Golf Course. Both golf courses are regulation par 72 courses and operate as daily fee golf courses open for play to the general public with discounted rates for Manatee County residents. Franchise revenues are paid to the county based on a percentage of gross revenues.

Sources of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Charges for Services	2,645,952	2,398,780	2,454,833
Gen Fund/General Revenue	36,043	296,474	378,876
Totals:	2,681,995	2,695,254	2,833,709

Uses of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Personnel	1,176,371	1,212,624	1,322,268
Operating	1,379,897	1,400,630	1,468,779
Capital	125,727	82,000	42,662
Totals:	2,681,995	2,695,254	2,833,709

Budgeted Positions: 18 20 21

Property Management

The Property Management department consists of seven programs: Building Management, Construction Services, Property Acquisition, Survey, Records, Grounds Maintenance, and Replacement and Renewal Projects. All programs are supported by the Administration and Fiscal Services division, located in the Building Management program.

Building Management maintains and manages county facilities, providing electrical, air conditioning, plumbing and maintenance services.

Construction Services completes minor construction and renovation projects and provides vertical construction management resources for county owned facilities.

Property Acquisition manages land purchases, easements, land exchanges, leases, vacations and acquisition of property for capital improvement road projects for all county needs.

Survey provides survey services for all county departments and ensures compliance with state and county rules and regulations for recorded plats.

Records oversees the management of all paper and electronic records created by the county and provides mail/courier services for the county and constitutional officers together with in-house centralized scanning, copying and printing services for all county departments.

Grounds Maintenance provides maintenance to over 50 parks and over 40 non-park areas, beach facilities, Board of County Commissioner and Constitutional Officers' facilities, and monitors landscaping and general grounds maintenance.

Replacement and Renewal projects (R&R) are one-time, non-recurring projects to maintain, enhance or rehabilitate county facilities.



Property Management

Sources of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Beach Erosion Fund	20,406	0	0
Charges for Services	1,470,362	1,508,865	1,430,000
Gen Fund/General Revenue	15,749,031	15,446,683	15,801,858
Program/ General Revenue	714,294	779,084	787,860
Tourist Development Tax	287,545	320,851	320,851
Utilities System Charges	195,785	184,779	189,019
Totals:	18,437,423	18,240,262	18,529,588

Uses of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Building Management	7,345,327	7,300,485	7,326,259
Property Acquisition	378,457	371,030	364,575
Construction Services	1,689,464	1,612,318	1,735,700
Survey	531,622	592,833	612,304
Replacement and Renewal Projects	1,650,414	2,115,700	2,315,700
Records	732,980	800,480	758,643
Grounds Maintenance	6,109,159	5,447,416	5,416,407
Totals:	18,437,423	18,240,262	18,529,588

Budgeted Positions: 175 175 177

Property Management

Program 3301

Building Management

Program Purpose and Description

The Building Management program manages and maintains county facilities, with the exception of all Utility Department buildings, in order to provide a safe and functional environment for county residents and employees by providing cost effective maintenance of air conditioning, electrical and plumbing systems, pest control, painting, janitorial services and life safety concerns, to include but not limited to, security access repairs and programming, video system installation and maintenance services and audio visual equipment maintenance services. This program also oversees the county's responsibility, as mandated by state legislature, to provide accommodations for other constitutional officers, to include Guardian Ad Litum.

Building Management monitors the condition of assigned county facilities and develops and manages renewal and replacement projects. Additionally, indoor air quality of leased and owned facilities is monitored under this program. This monitoring is performed in accordance with established testing protocols and the correction of deficiencies, if any, is then managed under this program.

Building Management is also responsible for maintaining county parking facilities. Additionally, Building Management reviews and recommends options to operate county buildings in a more energy efficient manner, monitors the utilization of existing office space, and recommends and implements various energy conservation measures.

Sources of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Charges for Services	733,186	813,865	735,000
Gen Fund/General Revenue	6,612,141	6,486,620	6,591,259
Totals:	7,345,327	7,300,485	7,326,259

Uses of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Personnel	3,541,493	3,416,692	3,461,214
Operating	3,736,767	3,738,793	3,720,045
Capital	67,067	145,000	145,000
Totals:	7,345,327	7,300,485	7,326,259

Budgeted Positions: 65 67 67

Property Management

Program 3302

Property Acquisition

Program Purpose and Description

The Property Acquisition program manages the acquisition and disposal of real property for the county. The program manages property purchases required by the county for capital improvement projects and the purchase of any property the county may need for its general operation and as may be required for compliance with provisions of the Land Development Code. In addition, this department disposes of surplus properties that no longer serve a purpose to the county.

The Property Acquisition program negotiates with property owners, reviews and/or prepares title reports, title insurance binders, appraisal reports, conveyance instruments and resolutions, legal descriptions, right-of-way maps, construction drawings, surveys and sketches. Property is acquired in fee simple and easement interests through donation, purchase acquisition, and if necessary, eminent domain.

The Property Acquisition program administers vacation requests related to subdivisions of record, easements and road right-of-way which have been dedicated for public purpose.

The Property Acquisition program maintains a detailed database of all real and improved property owned by the county. The program undertakes research related to and administers the disposition of surplus county owned real and improved property. The program facilitates the process and utilizes Requests for Proposal, Invitation to Negotiate and Public Notices to dispose of the surplus property.

This program also has the responsibility of negotiating and maintaining lease agreements for use of county real property or for county space needs in non-county buildings. This includes administering existing county lease agreements to ensure compliance with all lease provisions.

<u>Sources of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Program/ General Revenue	378,457	371,030	364,575
Totals:	378,457	371,030	364,575

<u>Uses of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Personnel	344,939	337,661	335,632
Operating	33,518	33,369	28,943
Capital	0	0	0
Totals:	378,457	371,030	364,575
Budgeted Positions:	5	5	5

Property Management

Program 3303

Construction Services

Program Purpose and Description

The Construction Services program is responsible for all vertical construction undertaken by the county. The program provides both project and construction management resources for the renewal of county owned facilities, to increase efficiency or extend the useful life of such facilities. The Construction Services program provides services in the planning, design, development and construction of new county structures. Responsibilities include working with other county departments and consultants to ensure that projects are designed and implemented according to each department's request and public need. Additionally, this program has the responsibility of managing the construction projects of all county departments except for those in the Public Works and Utilities departments.

This program is responsible for the planning and design of renovation projects in county owned structures, and provides the manpower for completion. With larger projects, the program oversees contracted engineering, drafting and general construction services necessary to complete projects. The program provides the resources to complete field inspections of these projects to assure compliance with applicable county standards, plans and specifications. The managing of these construction projects includes coordinating and prioritizing all submissions by county departments and constitutional offices, preparation of the project control sheets to establish project budgets and funding sources, and monitoring of project expenditures.

The program also includes a structural maintenance and repair team responsible for proactive maintenance and repair on county facilities in parks, beaches and constitutional offices.

The Construction Services program periodically performs building inventory inspections to ensure county owned and leased facilities are safe, efficient and functional, in accordance with established inspection protocols.

<u>Sources of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Charges for Services	377,237	350,000	350,000
Gen Fund/General Revenue	1,312,227	1,262,318	1,385,700
Totals:	1,689,464	1,612,318	1,735,700

<u>Uses of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Personnel	1,380,372	1,277,196	1,398,670
Operating	306,592	335,122	337,030
Capital	2,500	0	0
Totals:	1,689,464	1,612,318	1,735,700
Budgeted Positions:	20	21	22

Property Management

Program 3304

Survey

Program Purpose and Description

The Survey program serves the citizens of Manatee County and the various county departments by providing land surveying services in compliance with Chapter 5J-17 of the Florida Administrative Code pursuant to FS Chapter 472. An example of such assistance would be assisting the Geographic Information Systems (GIS) division in accurately fitting parcels into the overall "fabric" of their data. By incorporating technology like Global Positioning Systems, a digital level, and a robotic total station with laser scanning capabilities, the Survey program has improved its efficiency and accuracy.

FS 177.081(1) requires all Subdivision Plats must be reviewed by a Professional Surveyor and Mapper (PSM) prior to recording. The Survey program can reduce the cost of plat review by providing this service in-house. By way of reference, in fiscal year 2007 the county spent approximately \$200,000 to have outside consultants assist with review of subdivision plats. In average development conditions, reduced staffing would necessitate some plats to be reviewed by outside consultants or would delay the completion of the review. The Survey program also reviews descriptions and sketches prepared by PSM's for easement or right-of-way dedications prior to recording in the public records. The review of these documents helps insure they meet the requirements of Florida Administrative Code 5J-17.052(5) and survey related matter of concert to the County. Beyond statutory requirements, the Survey program additionally assists with the review of surveys and construction plans from other departments in the County. The Survey program also provides assistance to the County Attorney's Office in matters related to land surveying.

At current staffing levels, the Survey program performs some surveys for county projects (approximately 12% of all county projects) and assists with the preparation of work assignments providing oversight and basic review of the information supplied by outside professional surveyors. As a semi-official repository of survey data, the Survey program is working with the Records program to accumulate and organize survey records partnering with private surveyors and providing assistance to the general public with both horizontal and vertical data.

To help the public more fully understand its flood risks and try to help reduce the cost of flood insurance, the Survey program has established and maintained a network of high precision, highly stable benchmarks throughout the county. Presently, about 75% of the proposed benchmarks have been set. Completion of the project has been delayed since matching cooperative funding from SWFWMD is no longer available.

To assist the public with matters regarding the location of boundary lines, the survey division will be transitioning in 2017 from establishing vertical control to the recovery of Public Land Corners. These monuments are vitally important to the orderly planning, management, use, conservation, and public enjoyment of Florida's natural resources (FS 177.502).

Property Management

Program 3304

Survey

Sources of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Program/ General Revenue	335,837	408,054	423,285
Utilities System Charges	195,785	184,779	189,019
Totals:	531,622	592,833	612,304

Uses of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Personnel	388,968	382,363	406,661
Operating	142,654	210,470	205,643
Capital	0	0	0
Totals:	531,622	592,833	612,304

Budgeted Positions: 6 6 6

Property Management

Program 3305

Replacement and Renewal Projects

Program Purpose and Description

Replacement and Renewal projects (R&R) are one-time, non-recurring projects to maintain, enhance or rehabilitate county facilities.

Property Management receives a budgetary allotment for these projects, and highest priority projects are completed as funding allows. Property Management and/or County Administration management may modify the proposed list of projects from time to time by adding or deleting from the list as a result of higher priority projects arising during the fiscal year.

There are three different categories within this program; Property Management facilities, Property Management grounds, and Parks and Recreation. The facilities budget is allocated toward the R&R of all county facilities. The grounds R&R budget is for various park facilities and other structures, and Parks and Natural Resources manages the budget for playgrounds and park R&R.

An annual amount of \$200,000 is carried forward with a budget amendment to this decision unit for MCDF detention pods.

<u>Sources of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Gen Fund/General Revenue	1,650,414	2,115,700	2,315,700
Totals:	1,650,414	2,115,700	2,315,700

<u>Uses of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Personnel	0	0	0
Operating	1,492,934	1,665,700	1,865,700
Capital	157,480	450,000	450,000
Totals:	1,650,414	2,115,700	2,315,700
Budgeted Positions:	0	0	0

Property Management

Program 3308

Records

Program Purpose and Description

The Records Division program is organized into three sections; records management, mail/courier services, and in-house scanning and copying services.

Records management oversees the management of all paper and electronic records created by the county; to include maintenance, retention, preservation, reproduction, and destruction as mandated by Florida State Statute. Included in this section is providing access to county records to both internal and external customers as mandated by the Florida Public Records Act. Per the Sunshine Law staff responds to request for Public Records coordinating the response for all County Departments, by phone, email, in writing and in person. Staff spends time with customers on the phone and at the counter answering questions and providing copies of requested documents. The Records Division processes all new files generated by the Building and Development Services department, including researching, retrieval, scanning, and indexing of documents in to the OnBase system.

The Mail/Courier section processes mail for the county and constitutional officers. This section provides mail/courier services facilitating mail pickup and delivery to all county departments at both internal and external locations throughout the county. The Mail/Courier section sorts and delivers incoming mail, interoffice mail, outgoing mail and unscheduled special mass mailings. Quality controls ensure the accurate processing of outgoing mail to the U.S. Post Office and other independent carriers. Automated mail inserting services are provided for the mailing of form letters and informational inserts. Bulk mailing services are available for all county and Constitutional Officers.

The final section provides in-house centralized scanning, copying, and printing services for all county departments.

<u>Sources of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Charges for Services	359,939	345,000	345,000
Gen Fund/General Revenue	373,041	455,480	413,643
Totals:	732,980	800,480	758,643

<u>Uses of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Personnel	569,330	527,377	532,635
Operating	163,650	273,103	226,008
Capital	0	0	0
Totals:	732,980	800,480	758,643
Budgeted Positions:	11	10	10

Property Management

Program 3309

Grounds Maintenance

Program Purpose and Description

Grounds Maintenance provides maintenance to over 50 parks and over 40 non-park areas, beach facilities, Board of County Commissioner and Constitutional Officers' facilities, and monitors landscaping and general grounds maintenance.

The Grounds Maintenance program is responsible for maintaining all park and beach water fountains, site furniture, athletic field lighting, tennis, basketball and racquetball courts, and fencing and landscaping for parks and non-park facilities. Grounds Maintenance is also responsible for the day to day routine repairs to park and beach restrooms, pavilions, fencing, concession stands, and dugouts.

<u>Sources of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Beach Erosion Fund	20,406	0	0
Gen Fund/General Revenue	5,801,208	5,126,565	5,095,556
Tourist Development Tax	287,545	320,851	320,851
Totals:	6,109,159	5,447,416	5,416,407

<u>Uses of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Personnel	3,087,148	2,957,668	2,986,873
Operating	2,619,416	2,489,748	2,429,534
Capital	402,595	0	0
Totals:	6,109,159	5,447,416	5,416,407
Budgeted Positions:	68	66	67

Public Safety

The Public Safety department consists of five programs, each serving a special purpose or function to ensure the safety of the citizens of Manatee County and to preserve or enhance quality of life in the county. The Public Safety department works daily with citizens, elected officials, and many other agencies, including fire and law enforcement agencies, to achieve their goals. All Public Safety programs respond directly to the needs of the citizens of Manatee County, for emergencies as well as routine community services. The employees providing these services are dedicated to serving the county and its residents with excellence and professionalism.

The Animal Services program provides animal control services countywide and animal adoption services from both the Palmetto facility and downtown Bradenton adoption center.

The Emergency Communications Center (ECC) provides 911 call center and emergency medical, fire, and law enforcement dispatch protocols. The ECC program includes Public Safety Information Technology (IT) which provides information technology services for the Public Safety department's unique technology systems such as the computer-aided dispatch (CAD) system. Switchboard operations for county government are also part of the ECC program which answers and disseminates approximately 14,000 calls per month for all county departments and constitutional offices.

Each year, the 911 center in Emergency Medical Services answers over 40,000 calls for service providing basic and advanced life support services for ill or injured patients, including transportation to the hospital. EMS billing is part of this program, combining field operations with the business side of the division.

Emergency Management provides communitywide pre and post incident planning for response, recovery and mitigation of man-made and natural disasters such as hurricanes, floods, community health related issues and terrorism.

Marine Rescue provides beach lifeguard and emergency medical technician services on the county beaches and responds to the scenes of medical emergencies and drowning incidents along the coastal waterways Manatee County.



Public Safety

Sources of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
911 Surcharge	1,140,498	1,405,459	1,688,591
Charges for Services	10,987,281	10,563,290	11,550,000
Gen Fund/General Revenue	9,823,364	11,788,861	10,725,512
Grants	207,331	0	0
Totals:	22,158,474	23,757,610	23,964,103

Uses of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Animal Services	2,268,030	2,211,796	2,311,947
Emergency Communications Center	3,891,918	4,315,035	4,200,689
Emergency Medical Services (EMS)	14,346,487	15,751,344	15,816,776
Emergency Management	586,604	579,811	579,763
Marine Rescue	858,104	899,624	1,054,928
Grants - Public Safety	207,331	0	0
Totals:	22,158,474	23,757,610	23,964,103

Budgeted Positions: 217 252 257

Public Safety

Program 2201

Animal Services

Program Purpose and Description

The Animal Services program implements and enforces Manatee County Animal Ordinance 12-10; providing for the redemption and adoption of dogs and cats, investigation of animal cruelty, dangerous dogs and animal nuisance complaints, impoundment of dogs and cats running loose, and the care of sick and injured animals. Animal Services works closely with many animal welfare organizations and is striving to develop a no-kill community with the support of all animal welfare organizations and the citizens of Manatee County.

Sources of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Gen Fund/General Revenue	2,268,030	2,211,796	2,311,947
Totals:	2,268,030	2,211,796	2,311,947

Uses of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Personnel	1,127,886	1,165,058	1,257,671
Operating	1,088,889	1,046,738	1,054,276
Capital	51,255	0	0
Totals:	2,268,030	2,211,796	2,311,947

Budgeted Positions: 0 26 26

Public Safety

Program 2203

Emergency Communications Center Program Purpose and Description

The Emergency Communications Center (ECC) provides 911 services, radio and data communications to all of the county public safety agencies operating in Manatee County. These agencies missions encompass a variety of crucial emergency support functions including medical and fire emergency, law enforcement actions and hazardous materials incidents. The process begins with the receipt of 911 call. A series of key questions, pre-arrival instructions and dispatch priorities are used to triage and dispatch Fire and/or EMS units. Law enforcement calls for the Manatee County Sheriffs Office is processed using Intergraph CAD System (CAD) and transferring only in progress calls. All other law enforcement calls are transferred directly to the appropriate law enforcement agency. For incidents involving Fire and/or EMS, the activities are monitored until the culmination of the call. The ECC also maintains the Backup Emergency Communications Center (BUECC), which houses both the Manatee Sheriff's Office and ECC personnel during contingency operations.

The ECC program contains the Manatee County switchboard program whose operators routinely process up to 14,000 calls per month during business hours for multiple internal county departments and constitutional offices. Switchboard employees also greet and assist visitors at the County Administration Building.

The ECC program includes ECC Information Technology. This group includes an IT Project Manager and a Systems Analyst II. These positions are responsible for our Computer Aided Dispatch (CAD) system.

The following Florida statutes support the ECC:

- FS 365.171: Mandates the State Plan which establishes the authority and accountability within the County Commission's purview, and the formation of the county 911 facility/system.
- FS 365.172: Establishes the E911Board, expectations of Public Safety Answering Point (PSAP) and E911 surcharge fee.
- FS 365.173: Establishes parameters for disbursements, percentages and allocations derived from the E911 fee.
- FS 401.465: Mandates all 911 Public Safety Telecommunications (PSTs) to become certified by October 2012.

Sources of Funds	FY15 Actual	FY16 Adopted	FY17 Proposed
911 Surcharge	1,140,498	1,405,459	1,688,591
Gen Fund/General Revenue	2,751,420	2,909,576	2,512,098
Totals:	3,891,918	4,315,035	4,200,689

Uses of Funds	FY15 Actual	FY16 Adopted	FY17 Proposed
Personnel	2,661,141	2,711,666	2,840,043
Operating	1,221,282	1,453,369	1,360,646
Capital	9,495	150,000	0
Totals:	3,891,918	4,315,035	4,200,689
Budgeted Positions:	45	44	43

Public Safety

Program 2204

Emergency Medical Services (EMS) Program Purpose and Description

The EMS program includes personnel for the administration of the Public Safety department and EMS billing services. The Emergency Medical Services (EMS) program provides advanced, pre-hospital emergency medical care and transportation to the citizens and visitors of Manatee County in accordance with state and national standards for medical care. EMS interacts with multiple agencies to provide unified support during disasters and major incidents. EMS acts proactively to promote health and safety by educating children and parents about adverse conditions and situations that may affect their environment. EMS also operates a Continuous Quality Improvement program to acquire significant data for measurement and analysis regarding fleet performance and medical control. NFPA 1710, provides a basic and advanced life support response standard, which defines the population density per deployment criteria and metric standards for fleet performance. FS Chapter 401 and FAC64J-1, defines the parameters for Florida EMS providers, and provides regulatory requirements. FS 125.01 authorizes the Board of County Commissioners to provide ambulance services.

Sources of Funds	FY15 Actual	FY16 Adopted	FY17 Proposed
Charges for Services	10,987,281	10,563,290	11,550,000
Gen Fund/General Revenue	3,359,206	5,188,054	4,266,776
Totals:	14,346,487	15,751,344	15,816,776

Uses of Funds	FY15 Actual	FY16 Adopted	FY17 Proposed
Personnel	10,364,485	11,156,035	11,425,521
Operating	3,884,008	4,122,524	4,336,255
Capital	97,994	472,785	55,000
Totals:	14,346,487	15,751,344	15,816,776
Budgeted Positions:	155	161	167

Public Safety

Program 2205

Emergency Management Program Purpose and Description

The Emergency Management (EM) program protects the community by coordinating and integrating all activities necessary to build, sustain and improve the capability to lessen the impact of, prepare for, respond to, and recover from threatened or actual natural disasters, acts of terrorism, or other man-made disasters. The program is guided by FS 252.31 through 252.946 to protect citizens and property.

Emergency Management has developed and continues to promote a robust program that actively works with all county and municipal departments, emergency response agencies such as EMS, Fire Districts, Law Enforcement, School Board of Manatee, businesses and not-for-profit organizations to strengthen our Emergency Management team. During Emergency Operations Center activations, EM oversees the entire response and recovery efforts of a multi-jurisdictional emergency event and ensures that the Board of County Commissioners disaster policy recommendations are enforced.

Emergency Management manages the application registration for our special needs program. Emergency Management supports over 1,000 applications annually, and partners with the School District of Manatee County, Manatee County Health Department, Manatee County Area Transit and the American Red Cross to provide shelters and emergency transportation during activations of the Emergency Operations Center.

Emergency Management sponsors courses that range from the Incident Command System to WebEOC courses. We conduct preparedness seminars to our citizens and businesses, and participate with Manatee Educational TV to develop preparedness question and answer interviews and public service announcements that will be shown throughout the hurricane season. Staff assists some municipalities and businesses with their disaster plan development. EM develops or reviews county, emergency response partners and medical facility disaster plans.

EM conducts annual hurricane response and recovery exercises. In addition, we conduct department Continuity of Operations Plan (COOP) exercises and participate in numerous agencies exercises.

<u>Sources of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Gen Fund/General Revenue	586,604	579,811	579,763
Totals:	586,604	579,811	579,763

<u>Uses of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Personnel	311,327	290,613	330,584
Operating	262,739	289,198	249,179
Capital	12,538	0	0
Totals:	586,604	579,811	579,763
Budgeted Positions:	4	5	5

Public Safety

Program 2206

Marine Rescue Program Purpose and Description

Marine Rescue watches over, protects and responds to the needs of the approximately 2.8 million visitors that enjoy the county's guarded beaches each year. Lifeguards handle a variety of incidents inside and outside the beach boundaries, from minor first-aid cases, lost children and major medical incidents to RIP current rescues. They are also being dispatched by 911 to the scenes of medical emergencies and drowning incidents along the entire Anna Maria Island area. Personnel enforce county ordinances within the Coquina Park and are capable of driving EMS ambulances to the hospital if the need arises. Program personnel are rescue dive certified and have assisted law enforcement with victim location and evidence recovery, and provide educational discussions and community outreach to small groups on drowning prevention and water based emergencies.

The Marine Rescue program also plays a crucial role in the event of disasters by working with emergency management and law enforcement when the barrier islands are evacuated. Marine rescue assists in traffic control, medical care, victim rescue and transport and are on-scene in the event that emergency workers or residents need to be rescued from floodwaters. In post-storm operations, lifeguards are involved in search and rescue, recovery operations and medical triage/care. When the barrier islands are inaccessible, lifeguards will secure the beaches and assist local law enforcement in post-storm recovery duties.

<u>Sources of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Gen Fund/General Revenue	858,104	899,624	1,054,928
Totals:	858,104	899,624	1,054,928

<u>Uses of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Personnel	599,146	664,781	791,448
Operating	241,141	234,843	263,480
Capital	17,817	0	0
Totals:	858,104	899,624	1,054,928
Budgeted Positions:	11	14	14

Public Safety

Program 9522

Grants - Public Safety Program Purpose and Description

This program contains the Emergency Management Preparedness Assistance (EMPA) grant and the Emergency Management Performance Grant (EMPG). Two Emergency Planner salaries and benefits are funded 50/50 from each grant. The operating costs for the two positions are funded under the Emergency Management program.

Prior year actuals are reflected below. Amounts for recommended, proposed or adopted columns are shown at zero, as grants are not budgeted until received and accepted during the fiscal year.

Sources of Funds	FY15 Actual	FY16 Adopted	FY17 Proposed
Grants	207,331	0	0
Totals:	207,331	0	0

Uses of Funds	FY15 Actual	FY16 Adopted	FY17 Proposed
Personnel	99,532	0	0
Operating	67,046	0	0
Capital	40,753	0	0
Totals:	207,331	0	0
Budgeted Positions:	2	2	2

Public Works

The Public Works department (PWD) is dedicated to enhancing the quality of life in Manatee County by providing services in response to the needs of those who live, work, and visit our county. Beyond the day-to-day business of providing service, the staff within Public Works stands ready to execute contingency plans should our community receive damage from a natural or man-made disaster. There are seven budget programs - Field Operations, Project Management, Traffic Management, Infrastructure Engineering, Fleet Services, Stormwater Management, and Transit and Paratransit.

The Field Operations program is comprised of Field Maintenance and key administrative, fiscal and materials inventory functions.

The Project Management program consists of Project Management and Infrastructure Inspections. These two functional areas combine to administer and monitor capital projects.

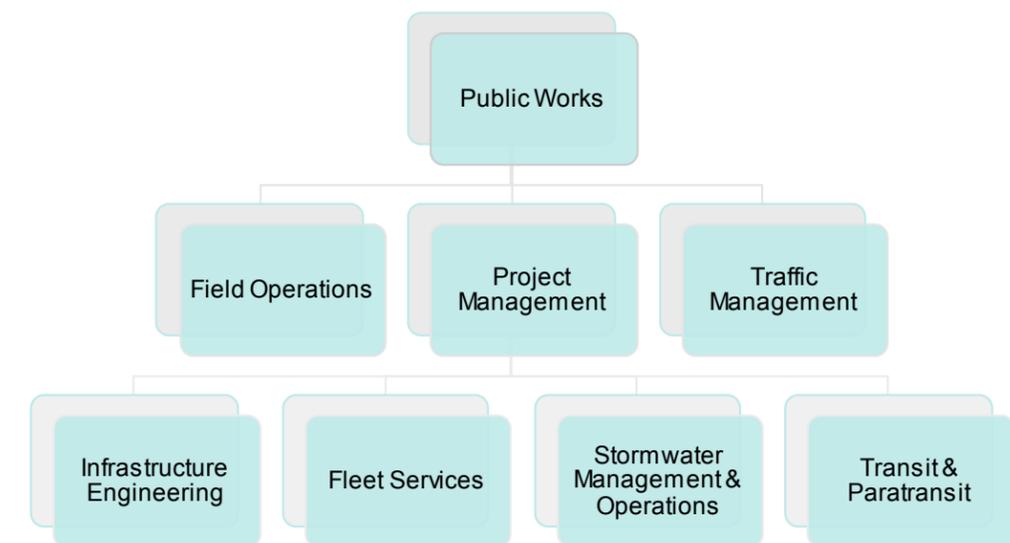
The Traffic Management program includes the following divisions: Transportation Planning, Traffic Design, Traffic Operations, and the Traffic Management Center (TMC). The TMC is presented as an independent functional area, as the new TMC will benefit multiple jurisdictions, with cooperative funding for staffing and operations. This program provides continuity of traffic and transportation functions by combining planning, design, operations, and maintenance.

The Infrastructure Engineering program is comprised of the Transportation Infrastructure Engineering and Utilities Infrastructure Engineering divisions. These divisions provide the optimum level of coordination among project initiatives and maintenance throughout Manatee County.

The Fleet Services program provides vehicle and equipment maintenance and replacement, and Fuel Services and operates via Internal Service Funds.

The Stormwater Management program contains the Stormwater Management and Operations divisions, and manages the stormwater section of the Field Operations division and Stormwater Engineering. Providing a dedicated program for the stormwater functions will enable the department to collect accurate data specific to the cost of providing stormwater services in Manatee County.

The Transit and Paratransit program provides daily fixed route bus, trolley, and paratransit service throughout the cities and unincorporated areas in Manatee County.



Public Works

Sources of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Charges for Services	11,144,684	18,376,894	18,453,400
Contributions	11,373	20,000	20,000
Gas Taxes	3,202,313	3,018,411	2,988,028
Grants	0	1,600,000	1,600,000
Program/ General Revenue	19,428,559	20,289,143	20,143,931
Unincorporated MSTU Fund	1,862,526	1,999,448	2,039,226
Utilities System Charges	5,978,512	5,914,009	5,795,665
Totals:	41,627,967	51,217,905	51,040,250

Uses of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Field Operations	8,052,313	9,157,038	9,353,306
Project Management	1,610,158	1,579,396	1,621,746
Traffic Management	5,385,312	5,968,966	5,559,331
Infrastructure Engineering	2,073,756	1,858,562	1,873,964
Fleet Services	9,797,455	17,109,894	17,186,400
Stormwater Management & Operations	6,571,389	6,736,970	6,507,750
Transit & Paratransit	8,137,584	8,807,079	8,937,753
Totals:	41,627,967	51,217,905	51,040,250

Budgeted Positions: 389 399 403

Public Works

Program 2501

Field Operations

Program Purpose and Description

The Field Operations program covers the maintenance of all county rights-of-way (ROW) and structures located within them. This includes pavement maintenance, ROW mowing, road grading, sidewalk and curb repair, and median maintenance.

Field Operations is comprised of the Field Maintenance division and key administrative, fiscal, and material inventory functions. Each provides an invaluable function in the general upkeep of the county systems that facilitate everyday life.

The Field Maintenance division is responsible for the complete maintenance of ROW with the exception of water and sewer lines. Shell roads are graded on a weekly to bi-weekly basis depending on the traffic volume. Roadside mowing is performed four times each year on designated routes, mainly in rural areas, while some areas in Bradenton also receive this service. Brush clearing and trash pickup is performed continuously by in-house staff and road gang crews on the roadsides. Pothole and sidewalk trip concerns are addressed by in-house staff to maintain a safe environment for the public. In-house construction crews complete small scale projects to keep costs to a minimum. In addition, the Field Maintenance division performs maintenance on countywide bridges with an in-house crew.

This program also provides first-in team road clearing crews for hurricane season that represent the A and B team shifts for keeping traffic signals in operation before a storm event and immediately after the event. The remainder of the division has assigned tasks before and after a storm that range from regular duties, sandbags, downed tree removal, washout repairs resulting from flooding, and general debris hauling as necessary. The program is also responsible for on-call rotations to receive calls from the Citizen's Action Center, Sheriff's Office, Florida Highway Patrol (FHP) and other sources in after-hours situations for downed trees, emergency road repairs and clean up, dead animal removal, street flooding, and other emergency calls.

Sources of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Gas Taxes	1,941,345	1,855,994	1,910,115
Program/ General Revenue	6,110,968	7,301,044	7,443,191
Totals:	8,052,313	9,157,038	9,353,306

Uses of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Personnel	4,053,551	3,963,873	4,057,778
Operating	3,964,732	5,193,165	5,295,528
Capital	34,030	0	0
Totals:	8,052,313	9,157,038	9,353,306

Budgeted Positions: 76 76 75

Public Works

Program 2502

Project Management

Program Purpose and Description

The Project Management program is comprised of Project Management and Infrastructure Inspections. These two areas administer and monitor capital projects and are supported by administrative and fiscal staff. Oversight is provided to support the planning, design, land acquisition, and construction elements for the transportation, stormwater, potable water, wastewater, and solid waste capital improvement programs. Projects serviced include improvements and expansion of existing roadways, stormwater improvements, utility plant expansion projects for potable water and wastewater, rehabilitation and extension of potable water and wastewater distribution lines, and landfill expansion and improvement projects. The Infrastructure Inspections division and Bonds Administration section coordinate all activity related to private developer securities for performance and defects tied to development construction.

Project management services are comprehensive, and initiated during the planning phase of the five year Capital Improvement Program (CIP). As part of each CIP programming cycle, current projects are assessed relative to project status, funding, and schedule. The current project commitments create the framework for the new CIP funding request. New project priorities are submitted based on potential growth and development, engineering assessments, and rehabilitation requirements to meet standards and service requirements. Projects are scheduled in the five year CIP based on priority and the availability of funding. In addition to capital projects, annual funding is programmed for transportation and utility rehabilitation programs, which ensure that roadway resurfacing, bridge rehabilitation, intersection upgrades, and potable water and wastewater rehabilitation occur each year to address repair and rehabilitation of existing infrastructure.

Project Management staff works with client departments to establish the project scope, coordinates with in-house engineering to determine the appropriate engineering method, as some projects are designed in-house, while others utilize consulting services. They manage each project through the design phase, work with in-house land acquisition staff when appropriate to contract for services and oversee the project schedule during land acquisition activity. Finally they coordinate with the Purchasing division for project procurement and oversee and coordinate construction activity.

Infrastructure Inspections monitors all project construction to ensure compliance with Manatee County standards. Projects inspected and monitored include those initiated by Manatee County, as well as all developer construction projects. This division performs on-site inspections during the construction phase, and observes and approves project testing activities. The division also coordinates with Bonds Administration staff to ensure developer compliance with bonded improvements prior to release of project securities.

Sources of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Utilities System Charges	322,215	300,855	309,227
Unincorporated MSTU Fund	1,287,943	1,278,541	1,312,519
Totals:	1,610,158	1,579,396	1,621,746

Public Works

Program 2502

Project Management

Uses of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Personnel	2,884,161	2,874,270	2,964,248
Operating	-1,274,003	-1,294,874	-1,342,502
Capital	0	0	0
Totals:	1,610,158	1,579,396	1,621,746
Budgeted Positions:	34	38	39

Public Works

Program 2503

Traffic Management

Program Purpose and Description

The Traffic Management program is comprised of Transportation Planning, Traffic Design, Traffic Operations, and the Traffic Management Center (TMC).

Transportation Planning focuses on long-range planning, review of new developments impact to transportation, and provides testimony at public hearings. Additional responsibilities include concurrency, providing the Board of County Commissioners comprehensive overviews, traffic study coordination, policy reviews for impact fees and concurrency stipulations, and development order preparation.

Traffic Design develops, implements, and administers traffic engineering functions to include traffic engineering studies, construction plan review, vehicle count data, and administration of vehicular crash record data. In addition, this division conducts signal timing and coordination for the county's traffic signals. This division also includes the regional Traffic Management Center (TMC). The TMC operates the traffic control system, which manages the operation of traffic signals, cameras and vehicle detection devices to improve traffic flow within the region.

Traffic Operations provides maintenance and repair for the county's signalized intersections (many are owned by the Florida Department of Transportation and maintained by the county), school zone flashers, street lights, traffic signs, pavement markings, and the intelligent transportation system field infrastructure. The division works in conjunction with Traffic Design and the TMC to administer adjustments to these devices and respond to emergencies which helps facilitate traffic flow.

The Traffic Management Center (TMC) provides a unified intelligent transportation management system for Manatee and Sarasota counties. Pursuant to an interlocal agreement executed in 2005, Manatee County, the City of Sarasota, Sarasota County, the City of Bradenton, and the Florida Department of Transportation agreed to cooperate and coordinate in the operation of the unified intelligent transportation management system. The agreement provided that each party would bear a proportional share of the ongoing operational costs of the Traffic Management Center, with the basis of proportional share being population numbers from the most recent census data available. Each governmental unit has begun contributing their identified proportional share in FY15.

Sources of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Program/ General Revenue	4,810,729	5,248,059	4,832,624
Unincorporated MSTU Fund	574,583	720,907	726,707
Totals:	5,385,312	5,968,966	5,559,331

Uses of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Personnel	2,947,858	3,045,245	3,192,131
Operating	2,217,374	2,873,721	2,332,200
Capital	220,080	50,000	35,000
Totals:	5,385,312	5,968,966	5,559,331
Budgeted Positions:	49	51	51

Public Works

Program 2504

Infrastructure Engineering

Program Purpose and Description

The Infrastructure Engineering program consists of two separate engineering divisions and provides engineering design and review for the Capital Improvement Program which includes roadways, bridges, potable water, wastewater, and reclaimed water projects. Additionally, this program is responsible for ensuring safe and efficient infrastructure to accommodate multi-modal movement throughout Manatee County. The Infrastructure Engineering program is also responsible for the review of all residential and commercial development plans within Manatee County, and right of way use permitting.

Transportation Infrastructure Engineering provides essential engineering design for Manatee County transportation capital projects, as well as for maintenance and rehabilitation projects for intersections and bridges. The division is responsible for regulating all activities within the public right of way and administering Manatee County Ordinance 08-70, which provides regulation and control of all construction activity within the public right of way. In addition, the division is tasked with the review of all residential and commercial development plans within Manatee County.

Utilities Infrastructure Engineering provides professional engineering services to support Manatee County's potable water, wastewater, and reclaimed water utility systems. Ongoing design services are provided to support the annual renewal and rehabilitation programs for the water and wastewater systems, lift station rehabilitation, and the installation of generators at lift stations countywide. This program also provides review services for conceptual and final designs, project analysis and cost estimating, construction certification, utility conflict resolution, origination of utility standards and specifications, and master planning to determine system requirements in the future.

Sources of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Program/ General Revenue	807,281	867,113	877,477
Utilities System Charges	1,266,475	991,449	996,487
Totals:	2,073,756	1,858,562	1,873,964

Uses of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Personnel	1,513,285	1,731,948	1,763,056
Operating	560,471	126,614	110,908
Capital	0	0	0
Totals:	2,073,756	1,858,562	1,873,964
Budgeted Positions:	23	22	22

Public Works

Program 2505

Fleet Services

Program Purpose and Description

The Fleet Services program consists of two internal service functions, Fleet Services and Fuel Services, each which provide support to Manatee County and other designated governmental service agencies.

Fleet Services is a customer service operation which functions as an internal service fund, providing vehicle and equipment maintenance for vehicles, construction units, small engine, and light turf units that comprise the fleet. The division operates four separate maintenance facilities with a material distribution center located at each site, and is staffed by highly trained professionals experienced in vehicle and equipment maintenance and management. Services include maintenance and repair, replacement planning, specification and purchase coordination, field services, operation and care instruction, and other integrated services provided by total fleet management programs. The division's mission is to keep the county moving, and the goal is to be recognized by customers as continually improving efficiency and effectiveness by providing the highest level of fleet services at the lowest possible cost.

Fleet Services administrative offices are located within the 26th Avenue East Fleet facility which includes a full service maintenance operation and associated material distribution center. The facility is charged with maintenance of emergency vehicles, transit buses, construction and agriculture equipment and general service vehicles. The 66th Street West Fleet facility is charged with maintenance of water and sewer trucks and equipment, construction and agriculture equipment, and general service vehicles. This location also provides a full service materials distribution center. The Lena Road Fleet facility maintains heavy specialized off-road landfill equipment, agriculture equipment, and general service vehicles. Fleet Service's fourth facility, located at the 26th Street East complex, provides maintenance of units designated as small engine and light turf, such as chain saws, hydraulic mowers, and other specialized turf equipment.

Fuel Services operates as an internal service fund, providing fuel and lubricants for all Board of County Commissioners vehicles and to outside agencies including the Manatee County Sheriff's Office, fire departments, the Manatee County School Board, Tax Collector, Health Department, Property Appraiser, States Attorney, City of Anna Maria, City of Bradenton Beach, and the Manatee County Housing Authority. This program services 72 fuel tanks monthly with a capacity of over 400,000 gallons and will supply fuel for additional county owned small lift station tanks and portable generator tanks.

Fuel Services is a 24/7 customer service based division operating as an internal service fund. The division provides fuel and repairs to over 70 fuel tanks filled with petroleum products located within the county. A team of highly trained professionals provide fuel to over 3,200 customers including many outside agencies including the Manatee County Sheriff's Office, Fire Departments, Tax Collector, Health Department, Property Appraiser, States Attorney, City of Anna Maria, City of Bradenton Beach and the Manatee County Housing Authority. Over 2,500 vehicles utilize the current fuel depots with a capacity of almost 200,000 gallons of vehicle fuel. Fuel Services provides fuel and service to more than 50 generator tanks for emergency power at county buildings and lift stations.

Public Works

Program 2505

Fleet Services

<u>Sources of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Charges for Services	9,797,455	17,109,894	17,186,400
Totals:	9,797,455	17,109,894	17,186,400

<u>Uses of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Personnel	2,379,612	2,432,025	2,738,728
Operating	7,417,843	8,822,150	8,311,292
Capital	0	5,855,719	6,136,380
Totals:	9,797,455	17,109,894	17,186,400

Budgeted Positions:	38	37	41
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Public Works

Program 2507

Stormwater Management & Operations

Program Purpose and Description

The Stormwater Management and Operations program consists of two divisions, which combined provide direct services to ensure proper maintenance, engineering, and monitoring of stormwater infrastructure. This program budget presents an overview of the service levels required to support stormwater infrastructure throughout Manatee County.

Stormwater Field Maintenance provides a wide range of maintenance functions to include inlet and pipe repairs, brush clearing, ditch and pipe cleaning, street sweeping, canal and pond spraying, and roadside vegetation control. Furnishing these essential services ensures compliance with FS 334.03 and 336.02, the county's National Pollution Discharge Elimination System (NPDES) permit, and helps minimize the county's risk to potential tort liability claims. This division provides detailed work order management to document service time and costs relative to specific functions performed. The Stormwater Field Maintenance division provides first-in team road clearing crews during hurricane season.

Stormwater Engineering provides engineering review of all private and public stormwater improvement projects in Manatee County. The division reviews all capital improvement projects, land development sites and proposed county facilities for compliance with the Land Development Code (LDC) and the Manatee County Comprehensive Plan. The Stormwater Engineering division reviews and approves all activities within Federal Emergency Management Agency (FEMA) Flood Plain, and issues approvals of no-rise certificates in compliance with federal regulations. The division also participates and writes an annual report for the FEMA Community Rating System and Environmental Protection Agency (EPA) National Pollutant Discharge Elimination System based on data collected annually.

Sources of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Gas Taxes	1,260,968	1,162,417	1,077,913
Program/ General Revenue	920,599	952,848	939,886
Utilities System Charges	4,389,822	4,621,705	4,489,951
Totals:	6,571,389	6,736,970	6,507,750

Uses of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Personnel	2,975,311	3,041,335	3,063,546
Operating	3,590,780	3,695,635	3,444,204
Capital	5,298	0	0
Totals:	6,571,389	6,736,970	6,507,750
Budgeted Positions:	55	55	55

Public Works

Program 2508

Transit & Paratransit

Program Purpose and Description

The core mission of Manatee County Area Transit is to provide alternative transportation options to reduce the use of privately operated automobiles by citizens and visitors of Manatee County by utilizing high occupancy, environmentally friendly and efficient vehicles as mass transportation, while also providing traffic and parking mitigation solutions.

Manatee County Area Transit (MCAT) provides daily fixed route bus and trolley services with complementary paratransit services for Americans with Disability Act (ADA) and Transportation Disadvantaged (TD) requirements. MCAT serves Bradenton, Ellenton, Palmetto, the Gulf Beach communities and limited unincorporated areas of Manatee and neighboring counties. Fixed route bus service is operated from 6:00 a.m. to 7:00 p.m., Monday through Saturday. Fixed route service is not offered on Sundays.

MCAT fixed bus routes connect with the free Manatee Trolley on Anna Maria Island. Daily trolley service is operated from 6:00 a.m. to 10:30 p.m. from the Anna Maria City Pier to Coquina Beach in 20 minute intervals. MCAT fixed bus routes also connect with the Longboat Key route, which runs from Coquina Beach through St. Armands Circle in downtown Sarasota. The Longboat Key service is a joint effort of Manatee and Sarasota counties, providing daily service from 6:00 a.m. to 8:00 p.m. in one hour intervals.

Manatee County Area Transit also offers origin to destination paratransit service by appointment for people who qualify due to age or disability. MCAT is the state designated Community Transportation Coordinator for Manatee County for coordination of paratransit services provided by private providers. Through cooperative agreements, MCAT works in conjunction with Lighthouse for the Blind, Community Care for the Elderly, Easter Seals, United Cerebral Palsy, Agency for persons with Disabilities, Veterans Services through the Community Services department and other local agencies to meet transportation needs of their clients. MCAT also serves as the primary provider of emergency transportation services for citizens without other transportation choices during emergency events and evacuations.

Sources of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Charges for Services	1,347,229	1,267,000	1,267,000
Contributions	11,373	20,000	20,000
Grants	0	1,600,000	1,600,000
Program/ General Revenue	6,778,982	5,920,079	6,050,753
Totals:	8,137,584	8,807,079	8,937,753

Uses of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Personnel	5,690,156	5,803,571	5,965,462
Operating	2,447,428	3,003,508	2,972,291
Capital	0	0	0
Totals:	8,137,584	8,807,079	8,937,753
Budgeted Positions:	114	120	120

Utilities

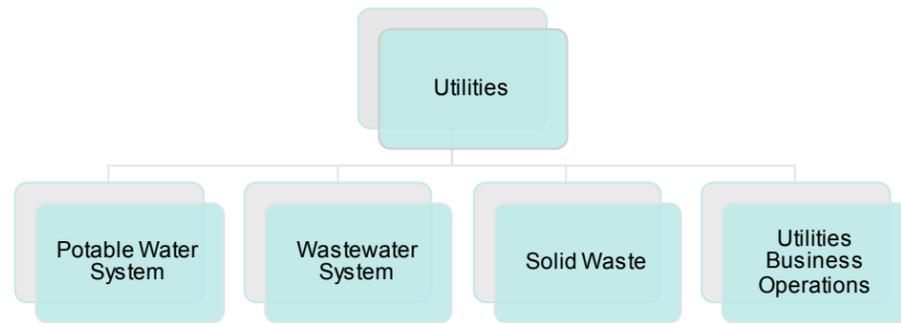
The Utilities department is comprised of four programs: Potable (drinking) Water, Wastewater, Solid Waste, and Business Operations.

The Potable Water program is responsible for the supply, treatment, distribution, and metering for retail and wholesale water customers. This program also includes the quality control laboratory, water conservation, the maintenance team, the infrastructure locates group, and utility records.

The Wastewater program provides collection, pumping and treatment of wastewater for retail and wholesale customers, laboratory services, oversight of an industrial pretreatment program, and distribution of reclaimed water.

The Solid Waste program provides garbage service to retail accounts (both residential and commercial) by contracted waste haulers. The collected material as well as household hazardous waste is managed by the county's landfill. The Solid Waste program also oversees recycling service to residential customers.

The Business Operations program is responsible for customer service, billing, collection, administration, fiscal and safety services for the Utilities large customer base and operating divisions.



Sources of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Utilities System Charges	96,607,753	107,373,353	114,415,553
Totals:	96,607,753	107,373,353	114,415,553

Uses of Funds

	FY15 Actual	FY16 Adopted	FY17 Proposed
Potable Water System	20,209,817	21,871,136	24,112,722
Wastewater System	24,144,976	26,794,429	28,510,478
Solid Waste	31,474,994	36,610,453	38,992,205
Utilities Business Operations	20,777,966	22,097,335	22,800,148
Totals:	96,607,753	107,373,353	114,415,553

Budgeted Positions: 393 393 400

Utilities

Program 2301

Potable Water System

Program Purpose and Description

The Manatee County Water program provides retail potable (drinking) water service to over 320,000 county and seasonal residents in unincorporated Manatee County and the cities of Bradenton Beach, Holmes Beach and Anna Maria, and wholesale service to the neighboring communities of Palmetto, Longboat Key, Bradenton and Sarasota County. This large and complex program is responsible for the supply, quality, operation and maintenance of the potable system and the treatment of an annual daily average of 38 million gallons of water per day.

Lake Manatee is the primary source of raw water for the system. The lake's drainage basin (watershed) covers 82,240 acres and the reservoir volume is 5.9 billion gallons. In addition, the system receives raw water from two well fields. The largest is located in Duette Park, a 23,000 acre watershed conservation area owned and managed by the county for the protection of the Lake Manatee water supply. Manatee County is a member of the Peace River Manasota Regional Water Supply Authority (PRMRWSA). The purpose of the Authority is to develop and protect future water supplies to serve customers in Charlotte, DeSoto, Manatee and Sarasota counties.

All potable water distributed by the water program is purified at the Lake Manatee Water Treatment Facility. The water quality control laboratory monitors water quality throughout the system, performing over 45,000 chemical analyses annually to ensure the safety of the potable water. This section is also responsible for algae control, chemical treatment quality control and customer complaint response. The water treatment section operates and maintains the plant and the dam, with all of its associated pumps, basins, generators, electrical components, computers and equipment which require around the clock operation, scheduled preventive maintenance and necessary emergency repairs.

Fifteen high-service pumps move finished water to the transmission mains. The distribution system consists of over 1,800 miles of water lines ranging in size from 2 inches to 54 inches in diameter and five booster pump stations. Storage tanks are located at strategic points around the county providing 32 million gallons of storage capacity.

This Program is responsible for reading over 110,000 meters every month to ensure accurate and timely billing. In addition, the field services section installs new meters, replaces aging or malfunctioning meters, disconnects service and investigates service questions. A meter repair and testing facility is maintained on site and all large meters are tested for accuracy on either a semi-annual or annual basis.

The in-house maintenance and distribution crews repair line breaks, replace aging infrastructure (services, lines and valves), locate and test valves, extend lines and work with the Public Works department to assist with infrastructure changes and additions. The Locates and Records section is responsible for marking over 4,800 miles of underground facilities and mapping the digital spatial information about this infrastructure.

The Water Compliance Division oversees compliance with all federal, state, regional and local requirements and permit conditions. This division also includes the Water Conservation program and the Cross Connection Control program. The Water Conservation program increases community awareness of water related issues, educates residents about conservation and responsible irrigation and provides incentives for customers to implement conservation measures. The Cross Connection Control program ensures compliance of over 65,000 backflow prevention devices attached to the county water system.

Utilities

Program 2301

Potable Water System

The Potable Water program includes the protection, quality control, operation and maintenance of the entire system, from the water source to a customers' tap. The drinking water program operates 24 hours a day, 7 days a week. Our goal is to be "always on, always safe, always affordable".

<u>Sources of Funds</u>			
	FY15 Actual	FY16 Adopted	FY17 Proposed
Utilities System Charges	20,209,817	21,871,136	24,112,722
Totals:	20,209,817	21,871,136	24,112,722

<u>Uses of Funds</u>			
	FY15 Actual	FY16 Adopted	FY17 Proposed
Personnel	8,679,866	8,259,285	8,679,295
Operating	11,529,951	13,466,301	15,247,227
Capital	0	145,550	186,200
Totals:	20,209,817	21,871,136	24,112,722
Budgeted Positions:	141	143	146

Utilities

Program 2302

Wastewater System

Program Purpose and Description

The Manatee County Wastewater program encompasses all stages of wastewater operations. This includes maintenance of over 2,000 miles of collection lines, including 1,200 miles of gravity mains and 460 miles of force mains, and 25,000 manholes. These lines are served by over 600 pumping (lift) stations that convey raw sewage to three water reclamation facilities for treatment. On a daily basis, the three plants treat approximately 25 million gallons of the county's wastewater every day to reuse standards. Reclaimed water is delivered through an interconnected pipeline, to a variety of customers including agricultural, residential and recreational. These customers use the reclaimed water for irrigation thereby offsetting the use of potable water for that purpose. Solid residuals are treated in a state of the art biosolids dryer and the final product is sold as fertilizer.

Wastewater operations are highly regulated by the Florida Administrative Code (FAC), the Department of Environmental Protection, and the Manatee County Sewer Use Ordinance. FAC sections include requirements for pretreatment monitoring of industrial customers, wastewater sampling, testing and reporting, minimum staffing levels and training, operation of collection systems, laboratory methodology, and treatment levels, among others. Analytical testing is performed by the Central Wastewater Laboratory to ensure water quality requirements are met per the Florida Department of Environmental Protection (FDEP) operating permits.

Maintenance of the wastewater system is an ongoing and complex task. The nature of the wastewater process is corrosive and harsh. Pipes, pumps, valves and plant components are affected and their useful life reflects the environment in which they operate. Preventive maintenance programs for the plants, lift stations and collection lines are critical and allow staff to anticipate issues and reduce emergency repairs. Replacement and rehabilitation of the system components is an ongoing process. The Wastewater program operates 24 hours a day, seven days a week, and includes all of the functions necessary to ensure the safety of the community, the staff, and the environment.

<u>Sources of Funds</u>			
	FY15 Actual	FY16 Adopted	FY17 Proposed
Utilities System Charges	24,144,976	26,794,429	28,510,478
Totals:	24,144,976	26,794,429	28,510,478

<u>Uses of Funds</u>			
	FY15 Actual	FY16 Adopted	FY17 Proposed
Personnel	8,956,600	8,717,917	9,177,771
Operating	15,188,376	17,739,183	18,988,990
Capital	0	337,329	343,717
Totals:	24,144,976	26,794,429	28,510,478
Budgeted Positions:	147	147	150

Utilities

Program 2303

Solid Waste

Program Purpose and Description

The Solid Waste program encompasses all aspects of solid waste disposal as well as collection within the unincorporated parts of the county. This begins with management of the waste hauler franchise agreements for garbage collection. Residential customers receive solid waste, yard waste and recycling collection. Commercial customers are offered many options for the service that best meets their needs. Additionally, the program handles the disposal of solid waste from municipalities located within Manatee County.

The Solid Waste Enforcement section serves as liaisons between the waste haulers, customers and other county staff on all field related matters. They ensure haulers are delivering services as specified in their agreements and related county ordinances. The section is also responsible for management of disaster debris contractors retained by the county. This includes coordinating efforts with the Emergency Operations Center for reestablishing routes to the county's critical care facilities, debris collection and management as well as assuring franchise haulers have access to residents after a disaster event.

The Solid Waste program includes operation of the Lena Road Landfill. The landfill is a Class I Solid Waste Management Facility. It is located in east Manatee County, on 1,200 acres, at 3333 Lena Road. The landfill operates six days a week, managing 360,000 tons of material, delivered annually by contracted waste haulers, other municipalities within the county and residents. The days and hours of operation are Monday through Saturday, 8:00 am - 5:00 pm. The Lena Road Landfill is the only Class I solid waste disposal facility currently in the county.

The operation of the county landfill is governed by permits, issued by the Florida Department of Environmental Protection (FDEP). These permits regulate much of the operation including the type of waste accepted, maintenance of the leachate, stormwater and gas collection systems, the type and amount of cover material used, the dollars reserved annually for eventual closure of the landfill, security, the level of training and certification of management staff and operators, and the litter control required across the entire facility.

All vehicles entering the landfill must weigh in at the Scalehouse. This highly automated facility performs several critical functions. They determine the origin of the waste, the type of material and the incoming and outgoing weight of each vehicle. This information provides the basis for billing and tonnage received and reporting that information to FDEP. In addition, the Scalehouse attendants direct the non-franchise vehicle traffic.

The Recycling section is a critical element in the management of solid waste in the county. This section is responsible for all special waste received at the landfill inclusive of educating and promoting good recycling habits to the residents of Manatee County. The Household Hazardous Waste and Electronic Scrap Collection Programs currently operate from the main facility at the Lena Road Landfill on the third Saturday of each month from 9:00 am - 3:00 pm. The program also reaches out to the community with mobile, off-site collection days serving the island cities, north river, and the south/west areas of the county. These programs are critical to protecting the environment and the landfill from disposal of potentially harmful waste. Their success is a tribute to the citizens of Manatee County who have participated and chosen to support sound environmental practices and to the foresight of the county in developing the facilities and program.

Utilities

Program 2303

Solid Waste

The Solid Waste program provides the highest level of solid waste management service in a cost effective manner while adhering to all regulatory requirements and protecting the health and safety of the environment and citizens of Manatee County.

<u>Sources of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Utilities System Charges	31,474,994	36,610,453	38,992,205
Totals:	31,474,994	36,610,453	38,992,205

<u>Uses of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Personnel	2,940,828	2,931,805	3,042,418
Operating	28,534,166	33,338,173	35,839,287
Capital	0	340,475	110,500
Totals:	31,474,994	36,610,453	38,992,205

Budgeted Positions:	39	39	39
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Utilities

Program 2304

Utilities Business Operations Program Purpose and Description

The Utilities Department Business Operations program is responsible for the administration of the Utilities programs (potable water, wastewater and solid waste), all customer service functions and support services to the operation including the Utilities warehouse. Additional Business Operation responsibilities include safety, security, radio communications and emergency services for the Utilities Department.

Annually, the Utilities Customer Service section answers over 176,190 phone inquiries and handles over 21,381 e-mail contacts with customers through the county website. Customer Service processes requests from new and existing customers for connections and disconnections, payment arrangements, special service needs, investigation and complaint resolution. In addition to the call center and website, Utilities customers visit the office and may call after business hours to an answering service available 24/7.

Over 1,355,020 bills are mailed/e-mailed annually and payments are received electronically in addition to cash and checks. The Business Operations division is responsible for the billing and collection services, payment processing and financial control and reporting of revenue. In addition, the Systems Support section acts as a liaison with the Information Technology department in the maintenance of the customer information system as well as other hardware and software needs. They also provide training and reporting assistance.

The Utilities warehouse maintains inventory of frequently used materials for the Water Distribution, Sewer Collection, Lift Station, In-House Maintenance and other crews. This consolidation provides for better inventory control and a streamlined process for the field crews.

Administration of the operating division includes budget preparation and management. This is the responsibility of the fiscal division which also processes purchases, vendor payments, travel requests and reimbursements, billing for infrastructure damage and monitors work assignments.

<u>Sources of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Utilities System Charges	20,777,966	22,097,335	22,800,148
Totals:	20,777,966	22,097,335	22,800,148

<u>Uses of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Personnel	3,257,917	4,219,570	4,367,935
Operating	17,520,049	17,770,865	18,422,426
Capital	0	106,900	9,787
Totals:	20,777,966	22,097,335	22,800,148
Budgeted Positions:	66	64	65

Other County Funded Programs

Economic Development

Program 6000

Economic Development Programs

Program Purpose and Description

Economic Development Programs include Community Redevelopment Agencies (CRAs) and Downtown Development Authorities (DDAs) for 14th Street, Bradenton Downtown, Bradenton Beach, Bradenton Central, and Palmetto.

<u>Sources of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
CRA Revenues	3,481,524	3,712,642	4,002,271
Totals:	3,481,524	3,712,642	4,002,271

Uses of Funds

<u>Sub Programs</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Palmetto Downtown Development Authority(DDA)	1,462,656	1,617,952	1,734,334
Bradenton Community Redevelopment Area (CRA)	1,162,025	1,189,010	1,279,666
Bradenton Beach DDA	246,540	291,143	321,236
14th Street CRA (City)	194,065	180,864	211,511
Central CRA	416,238	433,673	455,524
Totals:	3,481,524	3,712,642	4,002,271

General Government

Program 6301

General Government

Program Purpose and Description

These programs are not affiliated with specific county departments but rather are general governmental expenditures.

<u>Sources of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Gen Fund/General Revenue	1,746,420	2,033,243	2,173,550
Unincorporated MSTU Fund	1,076,014	686,030	686,030
Totals:	2,822,434	2,719,273	2,859,580

Uses of Funds

<u>Sub Programs</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
General County	1,731,955	2,014,243	2,151,550
General County MSTU Ordinance Codification	1,076,014	686,030	686,030
	14,465	19,000	22,000
Totals:	2,822,434	2,719,273	2,859,580

Human Services Programs

Program 6401

Non-Profit Agencies - Adults

Program Purpose and Description

This program is administered by the Community Services department, Human Services division, to provide funding to community-based non-profit agencies to meet a variety of human service needs.

Some human services for adults, such as those provided for physically impaired, developmentally challenged, alcoholism, mental illness, homelessness and spouse abuse may be more effectively addressed by qualified local agencies outside of the county government. These community agencies often have expertise and resources which cannot be duplicated by the county.

<u>Sources of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Gen Fund/General Revenue	680,782	653,691	653,691
Totals:	680,782	653,691	653,691

Uses of Funds

<u>Sub Programs</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Catholic Charities	30,471	30,471	30,471
Community Coalition on Homelessness	154,310	191,617	191,617
Community Center for Deaf & Hard of Hearing	52,570	0	0
HOPE Family Services	56,044	56,044	56,044
Manasota Lighthouse for the Blind	16,250	16,250	16,250
UCP of Southwest Florida	32,203	32,203	32,203
Meals On Wheels	88,496	88,496	88,496
Myakka Community Center - Adults	13,301	13,301	13,301
Our Daily Bread	7,237	7,237	7,237
Salvation Army	17,361	17,361	17,361
Suncoast Center for Independent Living	28,855	28,855	28,855
United Way 211 Program	35,765	35,765	35,765
Suncoast Partnership to End Homelessness	86,828	75,000	75,000
Women's Resource Center	24,345	24,345	24,345
Suncoast Community Capital	10,418	10,418	10,418
Easter Seals of SW Florida	26,328	26,328	26,328
Totals:	680,782	653,691	653,691

Human Services Programs

Program 6402

Non-Profit Agencies - Youth

Program Purpose and Description

This program is administered by the Community Services department, Human Services division, to provide funding for programs pursuant to the Children's Services Ordinance, and from other sources to community-based non-profit agencies which meet a variety of youth services needs.

Funds are provided for some human services such as those provided for child abuse, developmental challenges, mental illnesses and child day care which may be more effectively addressed by qualified local agencies outside the county government. Funds are also provided to non-profit community agencies that have the ability to reach those youth most affected by substance abuse with prevention programs as well as residential and outpatient treatment. These community agencies often have expertise and resources which cannot be duplicated by the county.

Recommendations for funding of specific programs and amounts are made by the Children's Services Advisory Board following an extensive application and review process.

<u>Sources of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Gen Fund/General Revenue	838,252	838,252	838,252
Children's Services Tax	6,736,834	8,818,536	8,818,536
Totals:	7,575,086	9,656,788	9,656,788

Uses of Funds

<u>Sub Programs</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Childrens' Services Tax Programs	7,575,086	9,656,788	9,656,788
Totals:	7,575,086	9,656,788	9,656,788

Human Services Programs

Program 6403

Health Care Programs

Program Purpose and Description

This program is administered by the Community Services department, Human Services division, to provide funding to non-profit agencies and private medical providers to meet a variety of health-related needs of eligible citizens of Manatee County.

Funding is provided for health-related services, such as mental health, public health, hospital, physician, maternal and acute care to indigent residents of Manatee County in accordance with Ordinance 08-26 and the Indigent Care Agreement. Funding to non-profit agencies is recommended after the needs of the community are evaluated and it is determined that the agency, with the assistance of the county, can address the identified need.

<u>Sources of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Gen Fund/General Revenue	8,751,658	9,177,206	9,152,419
Program/ General Revenue	6,685,404	200,000	0
Totals:	15,437,062	9,377,206	9,152,419

Uses of Funds

<u>Sub Programs</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Hospital Costs	4,629,862	0	0
Indigent - Doctors Payments	538,238	0	0
Rural Health Services	606,008	430,500	430,500
Prescriptions/Emergency Room	220,763	200,000	200,000
Other Eligible Benefits	1,407,674	1,550,000	1,550,000
Public Health Department	2,282,105	1,082,461	1,082,461
We Care Manatee, Inc.	71,626	74,975	74,975
Medicaid Matching Funding	4,778,212	4,936,695	4,911,908
Mental Health & Transportation	902,574	902,575	902,575
Turning Points	0	200,000	0
Totals:	15,437,062	9,377,206	9,152,419

Judicial Programs

Program 6100

Courts/Judicial

Program Purpose and Description

These programs include only the county funded portion of court requirements including Drug Court, Court Administration, State Attorney, Public Defender, Judicial Center, Guardian Ad Litem, Legal Aid, and court related technology.

<u>Sources of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Program/ General Revenue	3,053,017	3,255,390	3,333,906
Totals:	3,053,017	3,255,390	3,333,906

Uses of Funds

<u>Sub Programs</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
State Attorney	496,912	518,409	518,409
Public Defender	128,222	135,734	123,107
Court Facilities/Support Costs	168,190	180,035	180,035
Court Technology	585,435	719,079	834,060
Drug Court	406,835	430,701	416,301
Circuit Court - Criminal	10,222	15,000	15,000
Circuit Court - Civil	5,390	1,500	1,500
Circuit Court - Juvenile	37,732	70,238	58,981
County Court - Civil	49,999	48,741	50,560
Judicial Center Support	1,093,872	1,065,745	1,065,745
Bar Association Legal Aid Society	70,208	70,208	70,208
Totals:	3,053,017	3,255,390	3,333,906

Miscellaneous Programs

Program 6500

Miscellaneous Programs

Program Purpose and Description

These programs are not affiliated with specific county departments but include assessment districts, countywide programs and agencies associated with the Board of County Commissioners.

<u>Sources of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Beach Erosion Fund	265,973	300,000	300,000
Charges for Services	73,444	70,800	74,320
Gen Fund/General Revenue	668,982	876,456	876,456
Metro Planning Organization Fund	1,358,634	1,242,042	1,242,042
Palm Aire MSTU Fund	61,393	130,136	130,136
Totals:	2,428,426	2,619,434	2,622,954

Uses of Funds

<u>Sub Programs</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Longboat Key Erosion Control	265,973	300,000	300,000
Street Lighting Districts	73,444	70,800	74,320
Palm Aire MSTU	61,393	130,136	130,136
Juvenile Detention	668,982	876,456	876,456
Sarasota-Manatee Metro Planning Organization (MPO)	1,358,634	1,242,042	1,242,042
Totals:	2,428,426	2,619,434	2,622,954

Other Community Services

Program 6200

Other Community Services

Program Purpose and Description

Other Community Services consists of programs not associated with specific departments within the county. These programs assist various facets within the community and include non-profit organizations.

<u>Sources of Funds</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Gen Fund/General Revenue	2,015,665	1,950,045	2,080,045
Unincorporated MSTU Fund	0	1,000	1,000
Totals:	2,015,665	1,951,045	2,081,045

Uses of Funds

<u>Sub Programs</u>	FY15 Actual	FY16 Adopted	FY17 Proposed
Combat Duty Grants for Ad Valorem Tax Assistance	271	13,000	13,000
Hardship Assessment & Fee Assistance	0	11,000	11,000
Medical Examiner & Transport	1,485,685	1,525,300	1,505,300
Manatee Educational TV	338,249	135,616	135,616
Keep Manatee Beautiful	53,114	53,114	53,114
Mote Marine	22,521	18,015	18,015
Solution to Avoid Red Tide (START)	9,500	9,500	9,500
Indigent Burials	106,325	80,500	80,500
Neglected Cemeteries	0	105,000	105,000
Rubonia Community Center	0	0	125,000
Manatee Community Foundation	0	0	25,000
Totals:	2,015,665	1,951,045	2,081,045



Transfers

Transfers

Governmental accounting requires financial transactions be recorded in individual funds and account groups, each of which is a separate accounting entity. Each fund is accounted for by providing a separate, self-balancing set of accounts comprised of its assets, liabilities, reserves, equities, revenues, and expenditures. Different fund types include General Fund, Special Revenue funds, Debt Service funds, Capital Project funds, Enterprise funds, and Internal Services funds.

The requirement that each fund must be a separate accounting entity means there must be a method to record transactions occurring between funds. Interfund Transfers are an accounting mechanism by which monies can be transferred from one fund to another fund. Interfund transfers are merely transfers of funds, not actual revenues and expenditures, but nevertheless must be budgeted as expenditures and revenues to comply with fund accounting requirements. Interfund transfer amounts are included in the county's total budget, but are excluded from the county's net budget to avoid the duplication caused by the fund accounting methodology. Transfers generally fall into four categories;

1. Transfers to Capital Project Funds:

Transfer From	Transfer To	Amount
4 Cent Gas Tax Maint. Project	Local Option 4 Ct Gas Tax Cap Proj	\$ 400,000
5th & 6th Cent Gas Tax Fund	Local Option 5th & 6th Ct Cap Proj	800,000
9th Cent Gas Tax Maint. Project	Gas Tax Capital Projects	1,330,000
Local Option 5 Cent Gas Tax	Local Option 5 Ct Gas Tax Cap Proj	100,000
Radio Fund	Building Capital Projects	844,835
Road Impact Fees	Road Imp Fee Cap Projects	3,500,000
Solid Waste	Solid Waste Capital Projects	1,800,000
Stormwater Management	Stormwater Capital Projects	3,660,000
Transportation Trust	9th Cent Gas Tax Maint. Project	1,349,197
Transportation Trust	4 Cent Gas Tax Maint. Project	1,327,691
Transportation Trust	5th Cent Bd Voted Gas Tax Proj	4,148,159
Transportation Trust	Gas Tax Capital Projects	5,882,616
Water & Sewer Operating	Utilities Maintenance Projects	4,000,000
Water & Sewer Operating	Water & Sewer Capital Projects	20,000,000
Total		\$ 49,142,498

2. Transfers to Debt Service Funds:

Transfer From	Transfer To	Amount
General Fund	2010 Refunding Debt Service	\$ 1,571,935
General Fund	2013 Rev Ref/Improve Bonds	7,028,667
General Fund	2013 Rev Improve Note	368,195
General Fund	2014 Rev Improvement Bond	480,534
General Fund	2016 Rev Improvement Bond	2,124,713
Assessment Revenue	2013 Rev Ref/Improve Bonds	26,962
Beach Erosion Control	2016 Rev Improvement Bond	1,084,622
Law Enf. Impact Fees	2013 Rev Ref/Improve Bonds	1,432,669
Local Option 4 Cent Cap Proj	2013 Rev Ref/Improve Bonds	3,549,856
Parks Impact Fees	2010 Refunding Debt Service	97,794
Public Safety Impact Fees	2016 Rev Improvement Bond	545,017
Public Safety Impact Fees	2013 Rev Ref/Improve Bonds	397,779
Road Impact Fees	2016 Transportation Rev Impr Note	78,000
Solid Waste	2013 Rev Ref/Improve Bonds	342,067
Solid Waste	Solid Waste Debt Service	436,287
Unincorporated Services	2016 Rev Improvement Bond	1,304,587
Water & Sewer FIF	W & S Debt Service	2,726,594
Water & Sewer Operating	W & S Debt Service	12,421,146
Total		\$ 36,017,424

3. Transfers from one fund to another for specific purpose

Transfer From	Transfer To	Amount
General Fund	Hernando Avenue Streetlighting	\$ 150
General Fund	Washington Park Streelighting	300
General Fund	Childrens' Services	838,252
General Fund	Court Technology	250,000
General Fund	Radio Fund	750,000
General Fund	Port TIF	82,354
General Fund	Southwest TIF	2,540,772
Building Capital Projects	Health Self Insurance Fund	270,000
Solid Waste	Stormwater	8,500,000
Tourist Development Tax	General Fund	500,000
Tourist Development Tax	Civic Center	600,000
Transportation Trust	Transit	6,167,625
Unincorporated Services	General Fund	1,432,925
Unincorporated Services	Hwy-Local Road Maintenance	4,088,386
Unincorporated Services	Impact Fees	200,000
Unincorporated Services	Building Department	130,955
Unincorporated Services	Port TIF	7,855
Unincorporated Services	Southwest TIF	241,746
Water & Sewer	General Fund	2,945,142
Total		\$ 29,546,462

Total Interfund Transfers \$ 114,706,384

4. Other Transfers - Transfers to other government agencies for a specific purpose. By statute, certain gas tax proceeds received from the state must be passed through to the incorporated municipalities (cities) in Manatee County.

Transfers to other government agencies:

Transfer From	Transfer To	Amount
General Fund	Metropolitan Planning Org.	\$ 22,741
Local Option 2 ¢ Gas Tax	Other Municipalities	662,913
Local Option 4 ¢ Gas Tax	Other Municipalities	1,324,457
Local Option 5 ¢ Gas Tax	Other Municipalities	1,393,657
Ninth Cent Gas Tax	Other Municipalities	368,431

Total \$ 3,772,199

Total Transfers \$ 118,478,583



Reserves

Reserve Policy

On May 25, 2010, the County Commission adopted the following policy regarding budgeted reserves to ensure appropriate amounts are available for operating cash and emergency reserves. Following the policy is a list of specific reserves that are included in the adopted budget.

Budget Policy – Reserves

Resolution No. R-10-098

1. Purpose and Intent
 - A. Establish policies for committed and uncommitted reserve amounts.
 - B. Identify the funds to which the policies apply.
 - C. Define the terms that are used in reporting and budgeting reserves.
 - D. Provide guidance as to how reserves are to be used in emergency situations.
2. General Considerations
 - A. To maintain adequate reserves is important for the county's financial well-being, and for being prepared for periods of time when regular revenue streams may be interrupted. Although several terms including "fund balance", "cash balance", and "reserves" are often used interchangeably to describe reserves, each of these terms has a slightly different meaning. Clear distinctions should be made in the way that these terms are used in order to fully explain the reserve policies.
 - B. Manatee County Government's financial structure includes over 150 funds, each created for a different purpose. Typically, references to governmental reserves usually relate to the General Fund, where most governmental activities are budgeted. However, other funds, especially large Enterprise Funds, should maintain adequate reserve levels as well. It is not necessary to maintain reserves or cash balances in all funds. This policy will identify the major funds for which reserves should be maintained. For smaller funds, reserve levels can be determined administratively.
 - C. These reserve policies apply to budgets, which are based on estimates. Terminology used in these policies, as well as terms that may be used in discussions related to reserves and fund balances, is defined below. In the definition section, terms used in relation to budgets are separated from terms used in relation to financial statements in order to avoid confusion.
3. Calculation of Beginning Balance
 - A. To prepare fund budget estimates for the future year, the first source of funds for which an estimate is provided is typically the beginning cash balance, also known as the cash carryover. This estimate is derived by starting with the ending cash balance from the financial statements from the years previous, adding all projected revenues for the current year, and subtracting all projected expenses for the current year. For instance, for the FY16 budget, the calculation starts with the ending cash balance from FY14, adds projected revenues from FY15, then subtracts projected expenditures from FY15 to determine the beginning cash balance for FY16. Because this estimate should always be conservative, it is recommended the number derived from the calculation described above be reduced by a factor of approximately five percent before entering a beginning cash balance figure in the fund budget for the future year.
4. Calculation of Budgeted Funds Available For Reserves
 - A. To calculate the budgeted funds available for reserves, all projected sources of funds for the coming year are totaled. From this, all budgeted expenditures, transfers, and other uses of funds are subtracted. The remainder is available for reserves.
5. Identification of Committed Reserves
 - A. Within the amount identified as available for reserves, various amounts may be identified as being committed for certain purposes, including but not limited to reserves for contingency, salary adjustments, capital outlay, prior year encumbrances, etc.
 - B. Uncommitted reserves will generally be shown in the reserves for cash balance and in a portion of reserves for contingency. Although budget amendments during the year may transfer funds from the reserve for cash balance, such transfers shall not reduce the estimated cash balance below amounts required by this policy. Budget amendments may also transfer funds from reserve for cash balance in lieu of appropriating unanticipated revenue.
6. Calculation of Minimum Level of Uncommitted Reserves
 - A. For the funds enumerated in this policy as requiring minimum cash balance levels, the minimum cash balance required is twenty percent of the fund's total budgeted operating expenditures.

7. Funds Subject to This Policy
 - A. This policy shall apply to the General Fund, the Transportation Trust Fund, the Unincorporated Municipal Services Taxing Unit Fund, the Utility Fund, and the Solid Waste Fund. Calculations for the Utility Fund, the Solid Waste Fund, and the Transportation Trust Fund may include uncommitted reserves in related (i.e. – funded from similarly restricted revenues) capital project funds and/or maintenance funds to meet the twenty percent requirement.
 - B. For all other funds with budgets in excess of \$500,000, reserve levels will be established annually via an administrative process taking into account cash flow, operating needs, and emergency requirements. In these cases, written notations explaining the reserve calculation will be provided.
8. Use of Reserves and Other Cash Sources In Emergency Situations
 - A. It is important to note that in an emergency event, cash available to mitigate problems that might be encountered due to interrupted cash flow and due to the need to make large unbudgeted expenditures to preserve public health and safety will be greater than the twenty percent of operating expenditures used to establish minimum cash balances.
 1. Typically there will be many millions in cash available in capital project budgets and other non-operating accounts that could be reallocated to provide needed cash flow.
 2. It is generally expected, and verified by past experience that any amounts reallocated in this fashion will be reimbursed at near one hundred percent levels through FEMA.
 - B. Procedures have been established to set up special expenditure accounts to capture expenditures related to the emergency for the purpose of documenting costs for FEMA reimbursement.
 1. For an initial period of time, existing contingency reserves would be adequate in most cases to provide funding for these special accounts. However, in an emergency of major proportions, requiring staff efforts over extended periods of time as well as significant capital outlay and contractual service expenditures, additional sources of funds may be required.
 2. The situation may be exacerbated if the emergency has caused interruption of revenue collection efforts, which could result in budgeted funds being available, but without actual cash to support the budget.

In a major emergency, the uncommitted reserves would be one of the sources of funds for the operational and capital expenditures required to address the emergency. However, other funding sources may also be available, and should be considered for use. Such other sources may include capital project funds, interfund loans, and short term borrowing. In recent decades, FEMA has always provided for reimbursement of nearly all emergency outlays expended by local governments. Therefore, there are reasonable expectations that FEMA funds will be available to repay short term loans, interfund loans, and funds depleted from reserves and capital projects.

Reserves & Cash Balances

Included in the annual budget are reserve accounts which set aside monies for designated or undesignated purposes, falling into various categories for the budget, as listed below. Reserve funds cannot be spent unless approval, by the Board of County Commissioners via budget amendment resolution, is received. Some reserves are directly connected to departmental operating budgets shown in the previous section of this document. However, most of the departmental operating budgets are in the General Fund and do not have specified reserves. Therefore, in order to have a consistent format to display and compare departmental budgets, reserves are shown separately below. The "Budget by Fund" section also contains information as to specific amounts set aside within the reserves in each fund.

1. Reserve for Contingency

General Fund	\$13,324,630
Automated Systems Maintenance	199
Building Department Fund	3,191
Communications Fund	1,047
Convention Center	151,296
Court Technology Fee Fund	11,119
Children's Services Fund	299
Fleet Services	1,546
Fuel Services	100
Health Self Insurance	2,493
Manatee County Public Library	5,934
Phosphate Severance Tax	100
Self Insurance Fund	249
Solid Waste Fund	3,491
Southwest TIF	0
Storm Water Management	598
Tourist Development Tax	650,000
Transit System Capital Improvements	80,016
Transportation Trust	308,728
Unincorporated Services Tax	147,645
Water/Sewer Operating Fund	<u>26,428</u>
Total	\$14,719,109

2. Capital Outlay

2016 Revenue Improvement Bond Capital Project	\$3,005,484
Building Capital Project	844,835
Storm Water Capital Improvement	750,000
Tourist Development Tax	2,000,000
Water & Sewer Capital Improvements	<u>2,500,000</u>
Total	\$9,100,319

3. Reserve for Salary Adjustment

General Fund (Incl. some Constitutional Offices)	\$6,738,937
911 Enhancement Fee	39,380
Automated Systems Maintenance	11,392
Building Department Fund	278,538
Children's Services Tax	31,898
Communications Fund	17,118
Convention Center	48,937
Court Technology	12,781
Fleet Services	180,685
Health Self Insurance Fund	23,603
Impact Fee Administration	10,695
Manatee County Public Library	142,603
Phosphate Severance Tax	39,585
Radio Fund	38,544
Self Insurance	115,856
Solid Waste	205,005
Southwest TIF	26,931
Storm Water Management	165,429
Tourist Development Tax	62,857
Transportation Trust/Gas Taxes	978,698
Unincorporated Services Tax	376,388
Water and Sewer Operating	<u>1,646,757</u>
Total	\$11,192,617

4. Reserve for Cash Balance

General Fund	\$53,888,027
2016 Revenue Improvement Bond Capital Project	1,412,164
2016 Transportation Revenue Improvement Note Capital Project	17,364,500
911 Enhancement Fees	720,020
Assessment/Dredging Projects	1,865,381
Automated Systems Maintenance	798,534
Beach Erosion Control & Cap. Projects	6,566,641
Building Capital Projects	564,417
Building Department	17,237,068
Cable Franchise Fees	0
Central Stores/Fuel Services	2,715,171
Children's Services	2,874,266
Communications	24,498
Convention Center & Convention Center Capital Projects	1,474,741
Court Technology	338,997
CRA County Capital Project Fund	11,337
Debt Service - 2013 Rev Refunding & Improvement Bonds	66,308
Debt Service - 2014 G.O. Refunding Bonds	531,276
Dredging Assessments	657,341
Emergency Medical Services Trust	756
EMS Impact Fees	23,296
ESCO Capital Projects	76,556
Fleet Services	4,315,894
Florida Boating Improvement Program	964,987

Gas Tax 80% Constitutional Capital Projects	1,474,240
Gas Tax 9th Cent Road Mtc & Resurfacing	2,313,070
Gas Tax Local Option 4 Cents Capital/Maint. Projects	1,542,934
Gas Tax Local Option 5 Cents Board Voted Cap. Proj.	2,237,648
Gas Tax Local Option 5th & 6th Cent Cap. Projects	3,340,155
Green Bridge Demolition	336,888
Health Self Insurance	10,760,228
Impact Fee Administration	2,697,512
Jail Facility	36,914
Law Enforcement Impact Fees & Capital Projects	1,311,279
Library Impact Fees	380,000
Library, Library Eaton Trust, Library Gift & Cap Projects	2,168,213
Natural Resources Grants	470,676
Palm Aire MSTU	131,517
Parks Impact Fee & Capital Projects	14,037,663
Phosphate Severance Tax	2,353,176
Port TIF	167,870
Public Safety Impact Fees & Capital Projects	1,376,108
Radio Public Safety	366,454
Revenue Improvement Notes 2013 Series	552
Road Impact Fees & Capital Projects	35,150,157
Self Insurance	10,344,955
Soild Waste Debt Service	7,578
Solid Waste	47,663,315
Solid Waste Capital Projects	1,939,945
Southwest TIF	1,675,073
Special Law Enforcement Trust	624,425
Storm Water Management & Capital Projects	2,571,430
Street Lighting Districts	38,415
Substance Abuse Treatment	51,292
Transit System	21,922
Tourist Development Tax	4,070,652
Transportation Trust	16,040,671
Tree Trust	396,503
Unincorporated Services	10,176,051
Utilities & Maint./Cap. Projects	62,748,272
Utilities 2010A	165,054
Utilities 2010B	223,060
Utilities 2010C	124,164
Utilities 2015	1,163,523
Water & Sewer Debt Service	<u>2,155,410</u>

Total **\$359,347,140**

5. Reserve for Future Claims – To provide for projected increase in claims

Health Insurance	\$13,136,327
Other Post Employment Benefits (OPEB)	10,497,339
Landfill Closures	<u>27,501,868</u>

Total **\$51,135,534**

Total Reserves & Cash Balances **\$445,494,719**

Budget by Fund

Fund Balance Policy

The fund balance analysis provides a schedule for beginning and ending balances in each fund. The beginning fund balance for the upcoming budget year is estimated by reviewing each fund to project the outcome of revenues and expenditures as of September 30. To this estimated beginning balance, projected revenues are added, and projected expenditures and reserves are deducted to provide the estimated ending balance.

To ensure that fund balance, in aggregate, is always adequate to provide cash flow until anticipated revenues are realized, a minimum fund balance level is determined for each major operating budget fund based on the individual history of revenue inflow and cash outflow. Manatee County restricts the funding for ongoing operations to recurring revenue sources. Fund balance is not typically used for recurring expenditures, but is used to fund non-recurring operation or capital expenditures when it is determined that sufficient fund balance is available. As an exception to this policy, beginning in FY10, reserves above the amounts needed for operating cash and minimum fund balances were identified to allow for gradual downsizing of county government in response to declining property tax values.

Capital project balances are projected at zero dollars to attempt to appropriate all available sources. We expect that all project appropriations will be expended over the life of the project.

Estimates of ending fund balances are conservative for several reasons;

1. The balance projections reflect the policy of using one-time monies such as fund balances for one-time purchases (e.g., equipment, renovations and improvements, projects, etc.) Also, all projections are based on "cash" and exclude constitutional officer balances, and thus will be lower than fund balances shown on financial statements.
2. Revenues are estimated conservatively. New fees or revised fees for services are not included until adopted by the Board of County Commissioners, which often happens after adoption of the annual budget. Additionally, Florida law requires that revenue estimates budgeted be reduced by a 5% contingency factor. Thus, revenues actually received in a year almost always exceed the revenue estimate that was adopted in the annual budget.
3. Budgeted reserves are available for expenditure, and although large portions are never expended, year-end balance projections may assume that reserves will be spent. When beginning balances were projected, the assumption was made that reserves would not be spent unless the need could be forecasted at the time of the beginning balance projection.

The combination of factors listed above may result in year-end balance projections that reflect a decreasing fund balance. This has been part of the historical budget stabilization plan; yet projected fund balances are estimated to be more than sufficient to meet policy requirements. In most years, actual fund balances turn out to be higher. Historically, we have seen fund balances in Manatee County remain stable for the above listed reasons.

None of our major funds are budgeted for FY16 with a decrease in their estimated ending fund balance. These fund balances are the result of careful management of the balances which we have accumulated in the funds for Budget Stabilization purposes and for specific one-time expenditures. These expenditures are for planned uses of fund balance and we have been careful to make sure the balances are still at a strong level in each fund and meet cash flow, contingency and policy needs. Because of our efforts to only fund recurring expenditures from recurring revenues, fund balances that are being used to fund ongoing needs due to revenue reductions were brought to the attention of the Board with the understanding that future budgets will be reduced or future revenue growth will be committed to replace reserves in the recurring revenue stream. The Utility System Funds are utilizing fund balance for system consulting projects, new and upgraded equipment, automation, and capital projects. A number of non-major funds also show decreases but these are in line with planned uses of fund balance for nonrecurring items and they do not reduce the fund balances in any fund below appropriate levels or impact operating needs in those funds.

On May 25, 2010, the County Commission formally adopted a budget policy for Reserves which is included in the Reserves section of this document. During FY11, the Government Accounting Standards Board (GASB) adopted GASB Statement 54, which revised guidelines for reporting fund balances. The Board of County Commissioners adopted fund classification guidelines reflecting Statement 54 at the November 21, 2011 Board meeting.

General Fund

The General Fund is used to account for all financial resources of the county except those required to be accounted for in another fund. Other funds are established based on legal requirements and generally accepted accounting principles for government entities as set forth by the Governmental Accounting Standards Board (GASB).

	Actual FY15	Adopted FY16	Proposed FY17
Beginning Balance/Budgeted Cash	73,461,581	79,078,638	67,478,803
Subtotal	73,461,581	79,078,638	67,478,803
Revenues to be received during Fiscal Year:			
Property Taxes	137,684,034	156,800,435	171,090,081
Other Taxes	2,949,017	3,618,800	3,099,693
Licenses and permits	719,908	801,100	705,778
Intergovernmental	42,763,422	44,414,045	45,696,150
Charges for services	35,384,478	34,073,029	34,553,481
Fines and forfeitures	660,262	717,500	717,500
Interest income	548,824	300,000	400,000
Contributions	1,175,358	909,474	909,474
Miscellaneous	4,971,515	3,924,420	3,979,420
Operating grants	163,302	112,712	0
Transfers from other funds	8,915,167	5,628,067	4,878,067
Less Statutory 5%	0	-12,283,576	-13,057,579
Subtotal	235,935,288	239,016,006	252,972,065
Total Sources	309,396,869	318,094,644	320,450,868

General Fund (Continued)

	Actual FY15	Adopted FY16	Proposed FY17
Budgeted Expenditures by Department in this fund:			
County Administration	2,601,000	2,548,624	2,647,898
Clerk of Circuit Court	7,928,086	7,238,386	7,236,961
Property Appraiser	4,204,459	4,372,604	4,484,928
Sheriff	114,438,723	118,271,464	120,462,944
Supervisor of Elections	1,845,917	2,430,029	2,381,521
Tax Collector	6,901,619	7,428,394	8,196,628
County Attorney	2,524,044	2,183,455	2,280,576
Community Services	16,066,305	17,271,616	16,995,507
Financial Management	1,818,490	1,814,057	2,085,694
Human Resources	1,040,900	1,135,247	1,119,101
Information Technology Dept	7,295,628	8,723,146	8,944,537
Public Defender	128,222	135,734	123,107
Public Safety	20,763,999	21,934,366	22,275,512
States Attorney	496,912	518,409	518,409
Public Works(Transp/Prj Mgt)	100	0	0
Court Administrator	170,444	187,576	290,535
General Government	5,234,259	5,745,885	6,175,821
Court Costs	1,160,759	1,132,945	1,132,945
Parks&NaturalResourcesDept	4,365,544	4,494,241	4,542,114
Property Management Dept	17,484,002	17,140,855	17,409,406
Neighborhood Services Dept	615,775	945,245	1,088,536
Guardian Ad Litem	28,812	59,238	47,981
Subtotal	217,113,999	225,711,516	230,440,661
Transfers Out to Other Funds/Agencies:			
Transfer to General Fund	3,556,685	0	0
Tran to Child Svc Tax Fund	838,252	838,252	838,252
Transfer to MPO	17,559	22,741	22,741
Tranfers to Grant >7/03	141,710	0	0
TSF:HernandoAveStreetLights	50	0	150
Trans to Court Technology	0	250,000	250,000
Transfer to 2006 Rev Imp Bonds	3,742,025	3,748,500	0
Tsf to Revenue Refund Bds 2010	451,523	505,283	1,571,935
Tsf to RevRef/Imp Bds 2013	3,065,498	3,145,753	7,028,667
Tsf to Rev Imp Note 2013	346,299	356,811	368,195
Tsf to Rev Impr Bond-2014	287,399	471,654	480,534
Tsf to Rev Impr Bond-2016	0	0	2,124,713
Tr to P&R Capital Projects	360,000	0	0
Tr to Build Cap Projects	6,725,360	2,160,000	0
Transfer to SCty CRA Cap Prj	0	600,000	0
Tran to Port Operating	446,500	446,500	0
Tran to Stormwtr Cap Proj	88,000	0	0
Tran to Radio-PubSfty	1,071,000	600,000	750,000
Transfer to Washington Grdn	0	0	300
Transfer to Port TIF	61,492	197,721	82,354
Transfer to Southwest TIF	713,272	1,147,378	2,540,772
Subtotal	21,912,624	14,490,593	16,058,613

General Fund (Continued)

	Actual FY15	Adopted FY16	Proposed FY17
Reserves & Set Aside Amounts:			
Reserves - BCC Contingency	0	1,050,000	1,050,000
Reserves - Economic Development	0	500,000	500,000
Reserves - Grant	0	663,671	663,671
Reserves - Sanctions Coordinator	0	40,000	0
Reserves - Special Counsel	0	150,000	150,000
Reserves - IT Equipment/Improvements	0	500,000	0
Reserves - Wrkforce/Millennial Hsing	0	200,000	0
Reserves - Department Shortfall	0	170,000	170,000
Reserves - MSO Helicopter	0	791,368	1,491,216
Reserves - CRAs	0	1,608,000	2,205,738
Reserves - Health Care	0	6,273,620	6,596,360
Reserves - SOE Redistricting	0	0	350,000
Reserves - Contingency - VoIP Maint	0	147,645	147,645
Reserves - DJJ	0	219,576	0
Salary Adjustment - PFP	0	4,915,241	6,238,937
Salary Adjustment - Constitutionals	0	-3,347,536	0
Reserves - Compression	0	0	500,000
Reserves - Golf Course Capital	0	0	135,000
Reserves - Cash Balance - Operating	0	59,365,210	52,510,027
Reserves - Economic Development	0	122,998	0
Reserves - Beach	0	875,000	1,060,000
Reserves - Medicaid Match	0	362,000	0
Reserves - R & R	0	300,000	100,000
Reserves - Debt Service	0	3,000,883	83,000
Reserves - PAO Budget Adjustment	0	-15,141	0
Subtotal	0	77,892,535	73,951,594
Total Uses	239,026,622	318,094,644	320,450,868

For Constitutional Officers, the amounts on this report include support costs paid by the county in addition to the Constitutional Officers budget.

*Estimates of encumbrances, prior year rollovers, and returns of constitutional officers will be added to the budget later in the process, when more accurate projections can be made. These items are excluded from the net budget in order to avoid double counting of prior year items.

911 Enhancement Fee

Fees charged to telephone and cell phone users to partially cover the cost of operating the 911 emergency communications division of Public Safety are accounted for in this fund. County dispatchers answer all 911 calls for Manatee County and several municipalities.

	Actual FY15	Adopted FY16	Proposed FY17
Beginning Balance/Budgeted Cash	1,286,972	1,018,682	1,117,421
Subtotal	1,286,972	1,018,682	1,117,421
Revenues to be received during Fiscal Year:			
Other Taxes	1,618,410	1,200,000	1,400,000
Interest income	4,581	600	600
Less Statutory 5%	0	-60,030	-70,030
Subtotal	1,622,991	1,140,570	1,330,570
Total Sources	2,909,963	2,159,252	2,447,991
Budgeted Expenditures by Department in this fund:			
Public Safety	1,140,498	1,405,459	1,688,591
Subtotal	1,140,498	1,405,459	1,688,591
Transfers Out to Other Funds/Agencies:			
Tr to Build Cap Projects	530,800	0	0
Subtotal	530,800	0	0
Reserves & Set Aside Amounts:			
Salary Adjustment - PFP	0	12,261	39,380
Reserves - Cash Balance - Operating	0	741,532	720,020
Subtotal	0	753,793	759,400
Total Uses	1,671,298	2,159,252	2,447,991

Affordable Housing Subsidy

This fund was created to provide funds that enable the county to subsidize owner occupied affordable housing by paying a portion of impact fees due on eligible properties. The money has been provided via a transfer from the General Fund; unspent balances may be transferred back to the General Fund if needed as a secondary source of budget stabilization money.

	Actual FY15	Adopted FY16	Proposed FY17
Beginning Balance/Budgeted Cash	2,966,816	1,439,276	2,768,781
Subtotal	2,966,816	1,439,276	2,768,781
Revenues to be received during Fiscal Year:			
Interest income	16,598	5,000	8,200
Less Statutory 5%	0	-250	-410
Subtotal	16,598	4,750	7,790
Total Sources	2,983,414	1,444,026	2,776,571
Budgeted Expenditures by Department in this fund:			
Neighborhood Services Dept	42,368	70,750	121,800
Subtotal	42,368	70,750	121,800
Transfers Out to Other Funds/Agencies:			
Subtotal	0	0	0
Reserves & Set Aside Amounts:			
Reserves - Cash Balance - Operating	0	1,373,276	2,654,771
Subtotal	0	1,373,276	2,654,771
Total Uses	42,368	1,444,026	2,776,571

Assessment Projects

These funds account for the assessment revenue received from road paving and dredging assessment projects.

	Actual FY15	Adopted FY16	Proposed FY17
Beginning Balance/Budgeted Cash	2,263,679	2,377,655	2,483,484
Subtotal	2,263,679	2,377,655	2,483,484
Revenues to be received during Fiscal Year:			
Interest income	47,101	6,000	6,000
Assessments	141,695	115,000	115,000
Less Statutory 5%	0	-6,050	-6,050
Subtotal	188,796	114,950	114,950
Total Sources	2,452,475	2,492,605	2,598,434
Budgeted Expenditures by Department in this fund:			
Public Works(Transp/Prj Mgt)	5,308	48,500	48,750
Subtotal	5,308	48,500	48,750
Transfers Out to Other Funds/Agencies:			
Tsf to RevRef/Imp Bds 2013	28,284	26,898	26,962
Subtotal	28,284	26,898	26,962
Reserves & Set Aside Amounts:			
Reserves - Cash Balance - Operating	0	2,417,207	2,522,722
Subtotal	0	2,417,207	2,522,722
Total Uses	33,592	2,492,605	2,598,434

Capital project funds include multi-year project budgets carried over from previous years and are not reflected above.

Automated Systems Maintenance

This fund accounts for the user charges and costs of recovery and maintenance for county PC network system operations.

	Actual FY15	Adopted FY16	Proposed FY17
Beginning Balance/Budgeted Cash	2,109,178	2,235,290	2,154,718
Subtotal	2,109,178	2,235,290	2,154,718
Revenues to be received during Fiscal Year:			
Charges for services	1,510,847	1,718,386	100,000
Interest income	11,652	9,390	9,484
Less Statutory 5%	0	-86,389	-5,474
Subtotal	1,522,498	1,641,387	104,010
Total Sources	3,631,676	3,876,677	2,258,728
Budgeted Expenditures by Department in this fund:			
Information Technology Dept	1,271,716	1,120,941	1,448,603
Subtotal	1,271,716	1,120,941	1,448,603
Transfers Out to Other Funds/Agencies:			
Transfer to General Fund	0	750,000	0
Subtotal	0	750,000	0
Reserves & Set Aside Amounts:			
Reserves - Contingency - VoIP Maint	0	199	199
Salary Adjustment - PFP	0	5,266	11,392
Reserves - IT Replacement	0	500,000	0
Reserves - Cash Balance - ASM	0	1,500,271	798,534
Subtotal	0	2,005,736	810,125
Total Uses	1,271,716	3,876,677	2,258,728

Actual prior year's fund summary results do not include depreciation (a non-cash expense) or capitalized computer replacement equipment which are reflected in the annual financial statements per financial guidelines.

Beach Erosion Control and Capital Projects

One cent of the Tourist Development Tax is used for beach renourishment and maintenance. Monies are transferred from the special revenue fund to the Beach Erosion Control Capital Projects fund to account for beach renourishment projects which are also included on this report. Capital Project Funds include multi-year project budgets carried over from previous years and are not reflected below.

	Actual FY15	Adopted FY16	Proposed FY17
Beginning Balance/Budgeted Cash	1,739,237	3,022,154	5,848,634
Subtotal	1,739,237	3,022,154	5,848,634
Revenues to be received during Fiscal Year:			
Other Taxes	2,322,644	2,193,837	2,259,652
Intergovernmental	699,897	0	0
Interest income	46,697	25,000	25,000
Contributions	378	0	0
Capital grants	73,046	0	0
Transfers from other funds	3,270,321	0	0
Less Statutory 5%	0	-110,942	-114,233
Subtotal	6,412,982	2,107,895	2,170,419
Total Sources	8,152,219	5,130,049	8,019,053
Budgeted Expenditures by Department in this fund:			
County Administration	35,883	0	0
Financial Management	335,652	365,815	367,790
Parks&NaturalResourcesDept	1,988,214	0	0
Property Management Dept	20,406	0	0
Subtotal	2,380,155	365,815	367,790
Transfers Out to Other Funds/Agencies:			
Tsf to Rev Impr Bond-2016	0	0	1,084,622
Tr to Beach Erosion Control	3,242,898	0	0
Subtotal	3,242,898	0	1,084,622
Reserves & Set Aside Amounts:			
Reserves - Cash Balance - Capital	0	1,423,198	1,313,959
Reserves - Cash Balance - Operating	0	3,341,036	5,252,682
Subtotal	0	4,764,234	6,566,641
Total Uses	5,623,053	5,130,049	8,019,053

Building Capital Projects

These funds accounts for general government capital improvements. Capital project funds include multi-year project budgets carried over from previous years and are not reflected below.

	Actual FY15	Adopted FY16	Proposed FY17
Beginning Balance/Budgeted Cash	2,190,232	1,270,927	5,362,313
Subtotal	2,190,232	1,270,927	5,362,313
Revenues to be received during Fiscal Year:			
Intergovernmental	443,174	0	0
Interest income	144,836	38,500	2,250
Miscellaneous	12	0	0
Transfers from other funds	9,297,744	2,160,000	844,835
Less Statutory 5%	0	-1,925	-113
Subtotal	9,885,766	2,196,575	846,972
Total Sources	12,075,998	3,467,502	6,209,285
Budgeted Expenditures by Department in this fund:			
Information Technology Dept	3,146,582	0	0
Public Safety	555,821	100,000	0
General Government	1,347,118	0	0
Property Management Dept	17,571,607	2,257,000	0
Building & Development Service	10,047	0	0
Subtotal	22,631,176	2,357,000	0
Transfers Out to Other Funds/Agencies:			
Trans to Health Self Ins	0	0	270,000
Subtotal	0	0	270,000
Reserves & Set Aside Amounts:			
Reserves - 2013 Rev Imp Bonds	0	23,759	35,829
Reserves - 2016 Rev Imp Bond	0	0	1,412,164
Reserves - ESCO Capital Project PH2	0	47,756	49,783
Reserves - ESCO Capital Projects	0	29,373	26,773
Reserves - Building Capital Projects	0	1,009,614	564,417
Reserves - 2016 Rev Imp Bond	0	0	3,005,484
Reserves - Building Capital Projects	0	0	844,835
Subtotal	0	1,110,502	5,939,285
Total Uses	22,631,176	3,467,502	6,209,285

Building Department Fund

The Manatee County Building and Development Services department is responsible for the safety and welfare of the general public by ensuring that review and inspection of permitted activity is in compliance with the Florida Building Code.

	Actual FY15	Adopted FY16	Proposed FY17
Beginning Balance/Budgeted Cash	14,393,322	14,814,028	16,566,360
Subtotal	14,393,322	14,814,028	16,566,360
Revenues to be received during Fiscal Year:			
Licenses and permits	8,130,798	8,072,387	8,395,282
Charges for services	25,580	0	0
Fines and forfeitures	51,965	58,606	60,951
Interest income	85,422	48,296	49,699
Miscellaneous	394,034	374,246	389,215
Transfers from other funds	487,705	487,705	130,955
Less Statutory 5%	0	-427,677	-444,757
Subtotal	9,175,504	8,613,563	8,581,345
Total Sources	23,568,826	23,427,591	25,147,705
Budgeted Expenditures by Department in this fund:			
Building & Development Service	6,119,835	7,066,475	7,628,908
Subtotal	6,119,835	7,066,475	7,628,908
Transfers Out to Other Funds/Agencies:			
Tr to Build Cap Projects	698,790	0	0
Subtotal	698,790	0	0
Reserves & Set Aside Amounts:			
Reserves - Contingency - VoIP Maint	0	3,191	3,191
Salary Adjustment - PFP	0	113,068	278,538
Reserves - Cash Balance - Operating	0	16,244,857	11,937,068
Reserves - Cash Balance - Addressing	0	0	300,000
Reserves - Cash Balance - Bldg Annex	0	0	3,000,000
Reserves - Cash Balance - Technology	0	0	1,000,000
Reserves - Cash Balance - Growth	0	0	1,000,000
Subtotal	0	16,361,116	17,518,797
Total Uses	6,818,625	23,427,591	25,147,705

Children's Services Tax

This fund is a special revenue fund used to account for the Children's Services tax levy and corresponding operating and contract service costs of children's programs. Revenues are generated by .3333 millage assessment on property tax values.

	Actual FY15	Adopted FY16	Proposed FY17
Beginning Balance/Budgeted Cash	2,118,561	2,271,545	2,841,921
Subtotal	2,118,561	2,271,545	2,841,921
Revenues to be received during Fiscal Year:			
Property Taxes	8,360,475	9,362,184	10,186,189
Interest income	30,685	9,139	15,167
Miscellaneous	90	0	0
Transfers from other funds	838,252	838,252	838,252
Less Statutory 5%	0	-468,566	-510,068
Subtotal	9,229,502	9,741,009	10,529,540
Total Sources	11,348,063	12,012,554	13,371,461
Budgeted Expenditures by Department in this fund:			
Community Services	8,267,141	10,441,349	10,464,998
Subtotal	8,267,141	10,441,349	10,464,998
Reserves & Set Aside Amounts:			
Reserves - Contingency - VoIP Maint	0	299	299
Salary Adjustment - PFP	0	13,193	31,898
Reserves - Cash Balance - Operating	0	1,557,713	2,874,266
Subtotal	0	1,571,205	2,906,463
Total Uses	8,267,141	12,012,554	13,371,461

Communications Fund

This fund accounts for the user charges and costs of the centralized telephone system.

	Actual FY15	Adopted FY16	Proposed FY17
Beginning Balance/Budgeted Cash	526,160	308,211	256,800
Subtotal	526,160	308,211	256,800
Revenues to be received during Fiscal Year:			
Charges for services	426,377	713,139	483,200
Interest income	3,025	0	0
Miscellaneous	0	1,465	1,479
Less Statutory 5%	0	-35,730	-24,234
Subtotal	429,402	678,874	460,445
Total Sources	955,562	987,085	717,245
Budgeted Expenditures by Department in this fund:			
Information Technology Dept	538,428	733,111	674,582
Subtotal	538,428	733,111	674,582
Reserves & Set Aside Amounts:			
Reserves - Contingency - VoIP Maint	0	1,047	1,047
Salary Adjustment - PFP	0	10,325	17,118
Reserves - Cash Balance - Telecomm	0	242,602	24,498
Subtotal	0	253,974	42,663
Total Uses	538,428	987,085	717,245

Convention Center

The Convention Center and Crosley Estate are funded by self-generating revenues and transfers from the Tourist Development Tax Fund.

	Actual FY15	Adopted FY16	Proposed FY17
Beginning Balance/Budgeted Cash	2,545,837	2,272,852	1,748,590
Subtotal	2,545,837	2,272,852	1,748,590
Revenues to be received during Fiscal Year:			
Charges for services	1,624,285	1,555,550	1,555,550
Interest income	14,436	6,565	6,630
Contributions	14,041	200	200
Miscellaneous	39,231	45,500	45,500
Transfers from other funds	600,000	600,000	600,000
Less Statutory 5%	0	-80,391	-80,394
Subtotal	2,291,992	2,127,424	2,127,486
Total Sources	4,837,829	4,400,276	3,876,076
Budgeted Expenditures by Department in this fund:			
Convention and Visitors Bureau	2,663,575	2,391,731	2,201,102
Subtotal	2,663,575	2,391,731	2,201,102
Transfers Out to Other Funds/Agencies:			
Subtotal	0	0	0
Reserves & Set Aside Amounts:			
Reserves - Contingency - Civic Center	0	150,000	150,000
Reserves - Contingency - VoIP Maint	0	1,296	1,296
Salary Adjustment - PFP	0	18,157	48,937
Reserves - Cash Balance - Operating	0	1,839,092	1,474,741
Subtotal	0	2,008,545	1,674,974
Total Uses	2,663,575	4,400,276	3,876,076

Court Technology Fees

This fund accounts for the receipt and use of specific court technology fees designated for court technology enhancements.

	Actual FY15	Adopted FY16	Proposed FY17
Beginning Balance/Budgeted Cash	377,369	280,586	371,744
Subtotal	377,369	280,586	371,744
Revenues to be received during Fiscal Year:			
Charges for services	677,502	750,000	750,000
Interest income	1,867	1,500	929
Transfers from other funds	0	250,000	250,000
Less Statutory 5%	0	-37,575	-37,546
Subtotal	679,369	963,925	963,383
Total Sources	1,056,738	1,244,511	1,335,127
Budgeted Expenditures by Department in this fund:			
Clerk of Circuit Court	139,702	138,170	138,170
Court Administrator	19,948	7,670	3,180
General Government	3,563	0	0
Court Costs	565,487	711,409	830,880
Subtotal	728,700	857,249	972,230
Transfers Out to Other Funds/Agencies:			
Subtotal	0	0	0
Reserves & Set Aside Amounts:			
Reserves - Contingency - VoIP Maint	0	11,119	11,119
Salary Adjustment - PFP	0	6,750	12,781
Reserves - Cash Balance - Operating	0	369,393	338,997
Subtotal	0	387,262	362,897
Total Uses	728,700	1,244,511	1,335,127

A transfer from the General Fund is budgeted as a loan to cover shortfalls in recording fees that fund this program. Only the amount needed by year-end will be transferred and the loan amounts may be repaid as technology fee revenues rebound.

Debt Service

These funds reflect principal and interest payments on bonded debt for governmental projects and General Obligation bonds. Debt service for Water & Sewer funds are not shown here but are reported separately with the Water and Sewer enterprise fund.

	Actual FY15	Adopted FY16	Proposed FY17
Beginning Balance/Budgeted Cash	655,673	102,427	897,357
Subtotal	655,673	102,427	897,357
Revenues to be received during Fiscal Year:			
Property Taxes	3,009,622	786,502	366,739
Intergovernmental	1,162,025	1,175,903	0
Interest income	45,145	5,676	2,318
Transfers from other funds	13,755,225	14,020,382	20,433,397
Less Statutory 5%	0	-98,403	-18,452
Subtotal	17,972,017	15,890,060	20,784,002
Total Sources	18,627,690	15,992,487	21,681,359
Budgeted Expenditures by Department in this fund:			
Debt Service	17,868,765	15,800,468	21,141,470
Subtotal	17,868,765	15,800,468	21,141,470
Transfers Out to Other Funds/Agencies:			
Transfer to General Fund	415	0	0
Transfer to Landfill	2,967	0	0
Subtotal	3,382	0	0
Reserves & Set Aside Amounts:			
Reserves - Ameresco Energy Debt	0	402	552
Reserves - Cash Balance - 2013 Debt	0	6,304	8,061
Reserves - GO Refunding Bonds 2014	0	126,244	531,276
Reserves - Rev Refunding Bonds 2010	0	59,069	0
Subtotal	0	192,019	539,889
Total Uses	17,872,147	15,992,487	21,681,359

Fleet & Fuel Services

These funds account for user charges and operating costs of equipping, maintaining, and replacing the county vehicle fleet.

	Actual FY15	Adopted FY16	Proposed FY17
Beginning Balance/Budgeted Cash	8,930,607	8,291,112	7,886,305
Subtotal	8,930,607	8,291,112	7,886,305
Revenues to be received during Fiscal Year:			
Charges for services	14,829,899	17,132,140	17,281,190
Interest income	46,361	20,946	39,432
Contributions	130,000	0	0
Miscellaneous	22,361	17,000	17,000
Gain on disposition of assets	292,366	45,000	45,000
Less Statutory 5%	0	-860,754	-869,131
Subtotal	15,320,988	16,354,332	16,513,491
Total Sources	24,251,595	24,645,444	24,399,796
Budgeted Expenditures by Department in this fund:			
Financial Management	80,646	0	0
Public Works(Transp/Prj Mgt)	13,594,398	17,109,894	17,186,400
Subtotal	13,675,045	17,109,894	17,186,400
Transfers Out to Other Funds/Agencies:			
Tr to Build Cap Projects	168,701	0	0
Tran to Trnst Cap Project	1,166,417	0	0
Subtotal	1,335,118	0	0
Reserves & Set Aside Amounts:			
Reserves - Contingency - VoIP Maint	0	1,646	1,646
Salary Adjustment - PFP	0	83,001	180,685
Reserves - Cash Balance - Fuel	0	2,875,068	2,715,171
Reserves - Cash Balance - Fleet	0	4,575,835	4,315,894
Subtotal	0	7,535,550	7,213,396
Total Uses	15,010,163	24,645,444	24,399,796

Florida Boating Improvement Program

This fund accounts for fees collected through annual boaters' registrations. There are two fees imposed; one is a state imposed fee and the other is a county imposed registration fee. Monies are used for maintaining lakes, rivers, and waters, as well as building and repairing public boat ramps, removing derelict vessels, and removing other hazardous floating structures.

	Actual FY15	Adopted FY16	Proposed FY17
Beginning Balance/Budgeted Cash	1,036,474	459,826	780,108
Subtotal	1,036,474	459,826	780,108
Revenues to be received during Fiscal Year:			
Intergovernmental	404,554	350,000	350,000
Interest income	6,329	2,504	2,504
Less Statutory 5%	0	-17,625	-17,625
Subtotal	410,883	334,879	334,879
Total Sources	1,447,357	794,705	1,114,987
Budgeted Expenditures by Department in this fund:			
Parks&NaturalResourcesDept	87,370	150,000	150,000
Subtotal	87,370	150,000	150,000
Transfers Out to Other Funds/Agencies:			
Tr to P&R Capital Projects	872,648	0	0
Subtotal	872,648	0	0
Reserves & Set Aside Amounts:			
Reserves - Cash Balance - Operating	0	644,705	964,987
Subtotal	0	644,705	964,987
Total Uses	960,018	794,705	1,114,987

Gas Tax Capital Projects

These funds account for certain transportation capital improvements funded by gas taxes. Capital project funds include multi-year project budgets carried over from previous years and are not reflected below.

	Actual FY15	Adopted FY16	Proposed FY17
Beginning Balance/Budgeted Cash	11,360,128	3,736,395	2,672,166
Subtotal	11,360,128	3,736,395	2,672,166
Revenues to be received during Fiscal Year:			
Interest income	152,795	40,000	40,500
Miscellaneous	27,518	0	0
Transfers from other funds	9,710,651	3,549,871	6,179,856
Less Statutory 5%	0	-2,000	-2,025
Subtotal	9,890,964	3,587,871	6,218,331
Total Sources	21,251,092	7,324,266	8,890,497
Budgeted Expenditures by Department in this fund:			
Public Works(Transp/Prj Mgt)	5,444,440	1,875,000	3,980,000
Subtotal	5,444,440	1,875,000	3,980,000
Transfers Out to Other Funds/Agencies:			
Tsf to RevRef/Imp Bds 2013	3,548,976	3,549,871	3,549,856
Subtotal	3,548,976	3,549,871	3,549,856
Reserves & Set Aside Amounts:			
Reserves - 5 Ct Gas Tax - CIP	0	627,729	78,272
Reserves - Gas Tax Capital Projects	0	272,141	901,458
Reserves - 5th & 6th Gas Tax - CIP	0	0	321,682
Reserves - 4th Ct Gas Tax - CIP	0	999,525	59,229
Subtotal	0	1,899,395	1,360,641
Total Uses	8,993,416	7,324,266	8,890,497

Gas Tax Road Maintenance

These funds track the use of Local Option Gas Taxes and maintain the funding and expenditures for small projects and maintenance of the transportation system, roads, sidewalks and signalization systems.

	Actual FY15	Adopted FY16	Proposed FY17
Beginning Balance/Budgeted Cash	14,086,255	7,204,402	11,487,859
Subtotal	14,086,255	7,204,402	11,487,859
Revenues to be received during Fiscal Year:			
Interest income	56,027	36,100	41,021
Miscellaneous	2,478	0	0
Transfers from other funds	9,229,340	9,144,111	9,157,807
Less Statutory 5%	0	-1,805	-2,052
Subtotal	9,287,845	9,178,406	9,196,776
Total Sources	23,374,100	16,382,808	20,684,635
Budgeted Expenditures by Department in this fund:			
Public Works(Transp/Prj Mgt)	6,341,286	8,284,225	8,325,384
Subtotal	6,341,286	8,284,225	8,325,384
Transfers Out to Other Funds/Agencies:			
Tr to 2 Ct Loc Option Gs Tx	0	0	800,000
Tr to Gas Tx Cap Projects	0	0	1,330,000
Tr to 4 Ct Gs Tx Cap Proj Fund	0	0	400,000
Transfer to: 5ctBdVoteCapProj	5,350,000	0	100,000
Subtotal	5,350,000	0	2,630,000
Reserves & Set Aside Amounts:			
Salary Adjustment - PFP	0	90,624	181,845
Reserves - 9th Ct Voted Rd	0	2,918,757	2,313,070
Reserves - Const 5 & 6 80% Rd Maint	0	567,800	572,782
Reserves - Local Option 4th Ct Main	0	1,286,612	1,483,705
Reserves - Local Option 5th Ct Gas Tax	0	2,480,809	2,159,376
Reserves - 5th & 6th Gas Tax	0	753,981	3,018,473
Subtotal	0	8,098,583	9,729,251
Total Uses	11,691,286	16,382,808	20,684,635

Green Bridge Demolition

Monies received from the state and interest earnings are required to be held in this fund for demolition of the "Old Green Bridge" should it no longer be useful as a fishing pier.

	Actual FY15	Adopted FY16	Proposed FY17
Beginning Balance/Budgeted Cash	331,802	333,461	335,295
Subtotal	331,802	333,461	335,295
Revenues to be received during Fiscal Year:			
Interest income	1,825	1,667	1,677
Less Statutory 5%	0	-83	-84
Subtotal	1,825	1,584	1,593
Total Sources	333,627	335,045	336,888
Reserves & Set Aside Amounts:			
Reserves - Cash Balance - Operating	0	335,045	336,888
Subtotal	0	335,045	336,888
Total Uses	0	335,045	336,888

Health Self Insurance

This internal services fund accounts for the operation of the county's employee health, dental and wellness programs.

	Actual FY15	Adopted FY16	Proposed FY17
Beginning Balance/Budgeted Cash	34,078,953	40,124,930	37,011,323
Subtotal	34,078,953	40,124,930	37,011,323
Revenues to be received during Fiscal Year:			
Charges for services	41,712,990	52,052,720	44,125,200
Interest income	215,308	95,000	95,000
Miscellaneous	855,130	524,500	524,500
Transfers from other funds	0	0	270,000
Less Statutory 5%	0	-2,633,611	-2,237,235
Subtotal	42,783,428	50,038,609	42,777,465
Total Sources	76,862,381	90,163,539	79,788,788
Budgeted Expenditures by Department in this fund:			
County Administration	22,119	0	0
Human Resources	40,719,566	42,453,215	45,368,798
Subtotal	40,741,684	42,453,215	45,368,798
Transfers Out to Other Funds/Agencies:			
Tr to Build Cap Projects	42,832	0	0
Subtotal	42,832	0	0
Reserves & Set Aside Amounts:			
Reserves - Contingency - VoIP Maint	0	2,493	2,493
Salary Adjustment - PFP	0	11,641	23,603
Reserves - Cash Balance - Operating	0	9,680,476	10,760,228
Reserves - Cash Balance - Dental	0	60,000	60,000
Reserves - Cash Balance - Medical	0	27,488,375	13,076,327
Reserves - Cash Balance - OPEB	0	10,467,339	10,497,339
Subtotal	0	47,710,324	34,419,990
Total Uses	40,784,516	90,163,539	79,788,788

Highway Capital Projects Fund

These funds account for highway capital improvements not funded by gas taxes. Included within this fund summary is the 2016 Revenue Improvement Note (credit line) for 44th Avenue capital projects.

Associated debt service for the 44th Avenue credit line is located within the debt service fund and paid by appropriate impact fees. Capital project funds include multi-year project budgets carried over from previous years and are not reflected below.

	Actual FY15	Adopted FY16	Proposed FY17
Beginning Balance/Budgeted Cash	77,486	11,041	17,436,420
Subtotal	77,486	11,041	17,436,420
Revenues to be received during Fiscal Year:			
Interest income	10,583	1,000	1,000
Contributions	2,299,202	0	0
Capital grants	841,768	0	0
Transfers from other funds	502,012	0	0
Bond proceeds	837,606	0	0
Less Statutory 5%	0	-50	-50
Subtotal	4,491,170	950	950
Total Sources	4,568,656	11,991	17,437,370
Budgeted Expenditures by Department in this fund:			
Public Works(Transp/Prj Mgt)	1,339,599	0	0
Subtotal	1,339,599	0	0
Reserves & Set Aside Amounts:			
Reserves - 2013 Rev Imp Bonds	0	11,991	22,418
Reserves - 2016 Trans Rev Imp Note	0	0	17,364,500
Reserves - Cash Balance - Highway	0	0	50,452
Subtotal	0	11,991	17,437,370
Total Uses	1,339,599	11,991	17,437,370

Impact Fee Administration

The Impact Fee Administration fund includes a special revenue fund used to account for the administrative costs associated with the collection and expenditure of impact fees.

	Actual FY15	Adopted FY16	Proposed FY17
Beginning Balance/Budgeted Cash	271,162	263,900	59,977
Subtotal	271,162	263,900	59,977
Revenues to be received during Fiscal Year:			
Charges for services	0	0	150,000
Interest income	2,154	1,000	100
Transfers from other funds	182,851	200,000	200,000
Less Statutory 5%	0	-50	-7,505
Subtotal	185,005	200,950	342,595
Total Sources	456,167	464,850	402,572
Budgeted Expenditures by Department in this fund:			
Financial Management	275,094	317,310	349,136
Subtotal	275,094	317,310	349,136
Reserves & Set Aside Amounts:			
Salary Adjustment - PFP	0	4,486	10,695
Reserves - Cash Balance - Operating	0	143,004	42,691
Reserves - Contingency - VolIP Maint	0	50	50
Subtotal	0	147,540	53,436
Total Uses	275,094	464,850	402,572

Law Enforcement Impact Fees

These funds account for the revenues and expenditures relating to impact fees collected for law enforcement and judicial facilities.

	Actual FY15	Adopted FY16	Proposed FY17
Beginning Balance/Budgeted Cash	2,917,388	2,546,637	1,698,181
Subtotal	2,917,388	2,546,637	1,698,181
Revenues to be received during Fiscal Year:			
Licenses and permits	1,700,278	1,500,000	1,500,000
Interest income	17,403	8,850	8,850
Less Statutory 5%	0	-75,443	-75,443
Subtotal	1,717,681	1,433,407	1,433,407
Total Sources	4,635,069	3,980,044	3,131,588
Budgeted Expenditures by Department in this fund:			
General Government	156,802	0	387,640
Subtotal	156,802	0	387,640
Transfers Out to Other Funds/Agencies:			
Transfer to 2006 Rev Imp Bonds	401,640	401,625	0
Tsf to RevRef/Imp Bds 2013	1,013,796	976,288	1,432,669
Subtotal	1,415,436	1,377,913	1,432,669
Reserves & Set Aside Amounts:			
Reserves - Cash Balance - LE Impact	0	2,458,850	1,167,220
Reserves - Cash Balance - Operating	0	143,281	144,059
Subtotal	0	2,602,131	1,311,279
Total Uses	1,572,238	3,980,044	3,131,588

Library Funds

These funds account for the Library millage levy and operating costs of the Central Library and county branch libraries, as well as the Eaton Trust Historical Library fund and the Library Gift fund.

	Actual FY15	Adopted FY16	Proposed FY17
Beginning Balance/Budgeted Cash	1,980,271	1,744,430	1,855,637
Subtotal	1,980,271	1,744,430	1,855,637
Revenues to be received during Fiscal Year:			
Property Taxes	6,208,174	6,952,117	7,564,002
Charges for services	24,420	15,000	15,000
Fines and forfeitures	117,559	145,000	145,000
Interest income	18,223	8,464	7,093
Contributions	226,046	35,000	155,000
Miscellaneous	2,158	0	0
Operating grants	5,081	0	0
Less Statutory 5%	0	-357,779	-394,305
Subtotal	6,601,660	6,797,802	7,491,790
Total Sources	8,581,931	8,542,232	9,347,427
Budgeted Expenditures by Department in this fund:			
Neighborhood Services Dept	6,526,208	7,005,212	7,033,166
Subtotal	6,526,208	7,005,212	7,033,166
Transfers Out to Other Funds/Agencies:			
TR to Library Construction	129,073	0	0
Tr to Build Cap Projects	52,676	0	0
Subtotal	181,749	0	0
Reserves & Set Aside Amounts:			
Reserves - Contingency - VoIP Maint	0	5,934	5,934
Salary Adjustment - PFP	0	105,826	142,603
Reserves - Cash Balance - Operating	0	1,425,260	2,165,724
Subtotal	0	1,537,020	2,314,261
Total Uses	6,707,957	8,542,232	9,347,427

State Aid to Libraries (Intergovernmental Revenues) has continued to be reduced each year and future reductions are expected to occur. Additional fluctuations in total library operating costs may be noted due to changes in the indirect cost allocation plan and historical budget cuts.

Library Impact Fee Funds

The Library Impact Fee Fund was created in 2016 to collect impact fees to accommodate new development and collect revenue for additional library space and collection materials.

	Actual FY15	Adopted FY16	Proposed FY17
Subtotal	0	0	0
Revenues to be received during Fiscal Year:			
Licenses and permits	0	0	400,000
Less Statutory 5%	0	0	-20,000
Subtotal	0	0	380,000
Total Sources	<u>0</u>	<u>0</u>	<u>380,000</u>
Reserves & Set Aside Amounts:			
Reserves - Cash Balance - Operating	0	0	380,000
Subtotal	0	0	380,000
Total Uses	<u>0</u>	<u>0</u>	<u>380,000</u>

Metropolitan Planning Organization

The Metropolitan Planning Organization for Manatee and Sarasota counties, in cooperation with state and local governments, identifies transportation needs and develops transportation improvement programs. Funding is from federal and state grants and local contributions from Manatee and Sarasota counties.

	Actual FY15	Adopted FY16	Proposed FY17
Subtotal	0	0	0
Revenues to be received during Fiscal Year:			
Miscellaneous	33	65,085	65,085
Operating grants	1,342,145	1,218,390	1,218,390
Transfers from other funds	17,559	22,741	22,741
Less Statutory 5%	0	-64,174	-64,174
Subtotal	1,359,737	1,242,042	1,242,042
Total Sources	<u>1,359,737</u>	<u>1,242,042</u>	<u>1,242,042</u>
Budgeted Expenditures by Department in this fund:			
MPO	1,358,634	1,242,042	1,242,042
Subtotal	1,358,634	1,242,042	1,242,042
Total Uses	<u>1,358,634</u>	<u>1,242,042</u>	<u>1,242,042</u>

Beginning Cash Carryover and ending balances are often zero or negative because MPO activities are grant funded and are reimbursed after expenditures are reported.

Miscellaneous Funds

The Emergency Medical Services Trust, Cable Franchise Fees Fund, EMS Impact Fee Fund, Substance Abuse Treatment Fund, CRA Capital Projects Fund, Library Capital Projects Fund, Comprehensive Jail Facility Fund and 2004 Transportation Bonds Fund make up the Miscellaneous fund balance. The fund balance for each is less than \$100,000.

	Actual FY15	Adopted FY16	Proposed FY17
Beginning Balance/Budgeted Cash	1,003,675	122,276	136,259
Subtotal	1,003,675	122,276	136,259
Revenues to be received during Fiscal Year:			
Intergovernmental	46,528	0	0
Fines and forfeitures	7,124	5,300	5,300
Interest income	22,343	10,420	262
Miscellaneous	6	0	0
Transfers from other funds	129,073	600,000	0
Less Statutory 5%	0	-786	-278
Subtotal	205,074	614,934	5,284
Total Sources	1,208,749	737,210	141,543
Budgeted Expenditures by Department in this fund:			
County Administration	7,280	16,087	10,459
Community Services	0	5,000	5,000
Public Safety	46,644	0	0
Public Works(Transp/Prj Mgt)	4,398,820	590,874	0
Neighborhood Services Dept	321,134	0	0
Subtotal	4,773,878	611,961	15,459
Transfers Out to Other Funds/Agencies:			
Subtotal	0	0	0
Reserves & Set Aside Amounts:			
Reserves - Cash Balance - 2004 Trans	0	23,819	0
Reserves - Cash Balance - Cable Fran	0	497	0
Reserves - Cash Balance - Comp Jail	0	36,714	36,914
Reserves - Cash Balance - EMS Trust	0	375	756
Reserves - Cash Balance - Library CIP	0	1,401	2,489
Reserves - Cash Balance - S. Cnty	0	15,933	11,337
Reserves - Cash Balance - Sub Abuse	0	38,653	51,292
Reserves - Cash Balance - EMS Imp	0	7,857	23,296
Subtotal	0	125,249	126,084
Total Uses	4,773,878	737,210	141,543

Miscellaneous Grants

	Actual FY15	Adopted FY16	Proposed FY17
Beginning Balance/Budgeted Cash	992,973	494,473	470,201
Subtotal	992,973	494,473	470,201
Revenues to be received during Fiscal Year:			
Intergovernmental	92,324	0	0
Interest income	4,877	500	500
Less Statutory 5%	0	-25	-25
Subtotal	97,201	475	475
Total Sources	1,090,174	494,948	470,676
Budgeted Expenditures by Department in this fund:			
Parks&NaturalResourcesDept	92,324	0	0
Subtotal	92,324	0	0
Transfers Out to Other Funds/Agencies:			
Transfer to General Fund	500,000	0	0
Subtotal	500,000	0	0
Reserves & Set Aside Amounts:			
Reserves - Cash Balance - Operating	0	494,948	470,676
Subtotal	0	494,948	470,676
Total Uses	592,324	494,948	470,676

North County (Port) TIF

In November 2009, the Port TIF was established through Ordinance 09-50 for the purpose of providing a financing mechanism to pay a portion of the costs of (a) Port Authority debt obligations, (b) port related economic development within and adjacent to the Port Manatee Encouragement Zone (PMEZ), (c) infrastructure improvements within the PMEZ and North County Gateway Overlay and expansion of Port Manatee, and (d) capital improvements to Port Manatee. Additional tax revenues generated in the Port TIF area are to be used for the above purposes.

	Actual FY15	Adopted FY16	Proposed FY17
Beginning Balance/Budgeted Cash	0	64,794	77,566
Subtotal	0	64,794	77,566
Revenues to be received during Fiscal Year:			
Interest income	273	0	100
Transfers from other funds	64,794	216,581	90,209
Less Statutory 5%	0	0	-5
Subtotal	65,067	216,581	90,304
Total Sources	65,067	281,375	167,870
Transfers Out to Other Funds/Agencies:			
Subtotal	0	0	0
Reserves & Set Aside Amounts:			
Reserves - Cash - Port TIF	0	281,375	167,870
Subtotal	0	281,375	167,870
Total Uses	0	281,375	167,870

Palm Aire Landscape MSTU

The Palm Aire Landscape Municipal Service Taxing Unit (MSTU) fund is a special revenue fund used to account for additional ad-valorem millage revenues assessed to this geographic area to provide enhanced landscape maintenance within the Palm Aire subdivision.

	Actual FY15	Adopted FY16	Proposed FY17
Beginning Balance/Budgeted Cash	267,116	211,464	168,715
Subtotal	267,116	211,464	168,715
Revenues to be received during Fiscal Year:			
Property Taxes	85,828	94,470	100,414
Interest income	1,644	808	816
Less Statutory 5%	0	-4,764	-5,062
Subtotal	87,472	90,514	96,168
Total Sources	354,588	301,978	264,883
Budgeted Expenditures by Department in this fund:			
Public Works(Transp/Prj Mgt)	64,411	133,220	133,366
Subtotal	64,411	133,220	133,366
Reserves & Set Aside Amounts:			
Reserves - Cash Balance - Palm Aire	0	168,758	131,517
Subtotal	0	168,758	131,517
Total Uses	64,411	301,978	264,883

Parks Capital Projects

This fund accounts for Parks capital improvements funded by general revenue and grants for parks, natural resources and recreation facilities. Capital project funds include multi-year project budgets carried over from previous years and are not reflected below.

	Actual FY15	Adopted FY16	Proposed FY17
Beginning Balance/Budgeted Cash	574,843	567,710	704,976
Subtotal	574,843	567,710	704,976
Revenues to be received during Fiscal Year:			
Interest income	31,259	10,000	7,050
Contributions	100,000	0	0
Capital grants	404,461	0	0
Transfers from other funds	2,531,316	0	0
Less Statutory 5%	0	-500	-353
Subtotal	3,067,036	9,500	6,697
Total Sources	3,641,879	577,210	711,673
Budgeted Expenditures by Department in this fund:			
Parks and Recreation	463,757	0	0
Parks&NaturalResourcesDept	1,576,051	0	29,400
Property Management Dept	4,917	0	0
Subtotal	2,044,725	0	29,400
Transfers Out to Other Funds/Agencies:			
Subtotal	0	0	0
Reserves & Set Aside Amounts:			
Reserves - Cash Balance - Parks CIP	0	577,210	682,273
Subtotal	0	577,210	682,273
Total Uses	2,044,725	577,210	711,673

Parks Impact Fee Capital Projects

These funds account for the revenues and expenditures related to impact fees collected for construction and expansion of Parks projects. Capital project funds include multi-year project budgets carried over from previous years and are not reflected below.

	Actual FY15	Adopted FY16	Proposed FY17
Beginning Balance/Budgeted Cash	3,349,002	5,338,140	12,436,114
Subtotal	3,349,002	5,338,140	12,436,114
Revenues to be received during Fiscal Year:			
Licenses and permits	3,659,292	3,400,000	2,669,000
Interest income	36,525	12,500	15,000
Transfers from other funds	2,922,250	0	0
Less Statutory 5%	0	-170,625	-134,200
Subtotal	6,618,067	3,241,875	2,549,800
Total Sources	9,967,069	8,580,015	14,985,914
Budgeted Expenditures by Department in this fund:			
Parks and Recreation	14,098	0	0
Parks&NaturalResourcesDept	157,019	0	1,532,730
Property Management Dept	97,087	0	0
Subtotal	268,204	0	1,532,730
Transfers Out to Other Funds/Agencies:			
Tsf to Revenue Refund Bds 2010	97,453	97,884	97,794
Tsf to Pk Ctywide Imp fee	2,922,250	0	0
Subtotal	3,019,703	97,884	97,794
Reserves & Set Aside Amounts:			
Reserves - Cash Balance - Cntywd Imp	0	8,482,131	13,355,390
Subtotal	0	8,482,131	13,355,390
Total Uses	3,287,907	8,580,015	14,985,914

Phosphate Severance Tax

The Phosphate Severance Tax is a state excise tax levied on entities engaged in mining phosphate rock from the soils or waters for commercial use. Payments are made to the county based upon the proportion of the number of tons of phosphate rock produced within the political boundary. Proceeds are distributed annually and can only be used for phosphate related expenses. Monitoring of phosphate mining sites must continue long after mining has ended, so it is important to maintain reserves for future requirements.

	Actual FY15	Adopted FY16	Proposed FY17
Beginning Balance/Budgeted Cash	4,448,199	3,195,104	2,871,604
Subtotal	4,448,199	3,195,104	2,871,604
Revenues to be received during Fiscal Year:			
Intergovernmental	421,438	700,000	800,000
Interest income	20,757	10,000	20,000
Less Statutory 5%	0	-35,500	-41,000
Subtotal	442,195	674,500	779,000
Total Sources	4,890,394	3,869,604	3,650,604
Budgeted Expenditures by Department in this fund:			
Parks&NaturalResourcesDept	898,074	912,902	1,257,743
Subtotal	898,074	912,902	1,257,743
Transfers Out to Other Funds/Agencies:			
Tr to P&R Capital Projects	1,120,962	0	0
Subtotal	1,120,962	0	0
Reserves & Set Aside Amounts:			
Reserves - Contingency - VoIP Maint	0	100	100
Salary Adjustment - PFP	0	14,936	39,585
Reserves - Cash Balance - Operating	0	2,941,666	2,353,176
Subtotal	0	2,956,702	2,392,861
Total Uses	2,019,036	3,869,604	3,650,604

Public Safety Impact Fee & Capital Projects

This fund accounts for the revenues and expenditures relating to impact fees collected for emergency services such as EMS and emergency communications.

	Actual FY15	Adopted FY16	Proposed FY17
Beginning Balance/Budgeted Cash	1,374,911	1,097,298	1,413,554
Subtotal	1,374,911	1,097,298	1,413,554
Revenues to be received during Fiscal Year:			
Licenses and permits	911,355	850,000	950,000
Interest income	9,052	2,500	3,000
Transfers from other funds	678,000	0	0
Less Statutory 5%	0	-42,625	-47,650
Subtotal	1,598,407	809,875	905,350
Total Sources	2,973,318	1,907,173	2,318,904
Budgeted Expenditures by Department in this fund:			
Public Safety	270,396	417,785	0
Subtotal	270,396	417,785	0
Transfers Out to Other Funds/Agencies:			
Transfer to 2006 Rev Imp Bonds	312,384	312,375	0
Tsf to RevRef/Imp Bds 2013	102,384	85,326	397,779
Tsf to Rev Impr Bond-2016	0	0	545,017
Tsf to Pub Safety Impact Fee	678,000	0	0
Subtotal	1,092,768	397,701	942,796
Reserves & Set Aside Amounts:			
Reserves - Cash Balance - Capital	0	16,152	129,052
Reserves - Cash Balance - Operating	0	1,075,535	1,247,056
Subtotal	0	1,091,687	1,376,108
Total Uses	1,363,164	1,907,173	2,318,904

Radio Fund

This fund accounts for internal services of the 800 MHz radio program excluding capital projects.

	Actual FY15	Adopted FY16	Proposed FY17
Beginning Balance/Budgeted Cash	295,248	747,298	1,354,814
Subtotal	295,248	747,298	1,354,814
Revenues to be received during Fiscal Year:			
Charges for services	926,747	1,019,718	1,019,718
Interest income	4,043	700	700
Transfers from other funds	1,071,000	600,000	750,000
Less Statutory 5%	0	-51,021	-51,021
Subtotal	2,001,790	1,569,397	1,719,397
Total Sources	2,297,038	2,316,695	3,074,211
Budgeted Expenditures by Department in this fund:			
Information Technology Dept	1,195,762	1,809,747	1,824,378
Subtotal	1,195,762	1,809,747	1,824,378
Transfers Out to Other Funds/Agencies:			
Tr to Build Cap Projects	16,785	0	844,835
Subtotal	16,785	0	844,835
Reserves & Set Aside Amounts:			
Salary Adjustment - PFP	0	18,969	38,544
Reserves - Radio Operating	0	486,632	365,107
Reserves - Contingency - VoIP Maint	0	1,347	1,347
Subtotal	0	506,948	404,998
Total Uses	1,212,547	2,316,695	3,074,211

Road Impact Fee Capital Projects

These funds are used to account for revenues and expenditures relating to impact fees collected for transportation projects. Capital Project Funds include multi-year project budgets carried over from previous years and are not reflected below.

	Actual FY15	Adopted FY16	Proposed FY17
Beginning Balance/Budgeted Cash	24,684,642	16,098,915	26,349,830
Subtotal	24,684,642	16,098,915	26,349,830
Revenues to be received during Fiscal Year:			
Licenses and permits	7,370,634	7,350,000	11,275,000
Interest income	392,538	131,500	142,500
Miscellaneous	36	0	0
Transfers from other funds	9,837,676	5,000,000	3,500,000
Less Statutory 5%	0	-374,075	-570,875
Subtotal	17,600,883	12,107,425	14,346,625
Total Sources	42,285,525	28,206,340	40,696,455
Budgeted Expenditures by Department in this fund:			
Public Works(Transp/Prj Mgt)	13,328,650	5,012,940	2,018,750
Subtotal	13,328,650	5,012,940	2,018,750
Transfers Out to Other Funds/Agencies:			
Tsf to Rev Impr Note-2016	0	0	78,000
Tsf to NE Rd Imp Fee-Projects	3,000,000	5,000,000	0
Tsf to NW Rd Imp Fee-Projects	400,000	0	0
Tsf to SE Road Imp Cap Proj	6,137,676	0	3,000,000
Tsf to SW Transp Cap Imp Fee	300,000	0	500,000
Subtotal	9,837,676	5,000,000	3,578,000

Road Impact Fee Capital Projects (Continued)

	Actual FY15	Adopted FY16	Proposed FY17
Reserves & Set Aside Amounts:			
Reserves - Cash Balance - NW	0	4,452,493	6,620,563
Reserves - Cash Balance - SW	0	574,137	1,658,297
Reserves - Cash Balance - Old A	0	14,739	15,750
Reserves - Cash Balance - Old B	0	1,130	1,431
Reserves - Cash Balance - Old C	0	27,682	32,142
Reserves - Cash Balance - Old D	0	166,891	2,428,413
Reserves - Cash Balance - Old F	0	2,032	241,210
Reserves - Cash Balance - Old E	0	2,466	9,035
Reserves - Cash Balance - NE	0	247,442	4,274,305
Reserves - Cash Balance - NW	0	2,315,114	3,839,057
Reserves - Cash Balance - SE	0	1,768,450	1,328,750
Reserves - Cash Balance - SE	0	4,675,949	10,731,655
Reserves - Cash Balance - NE	0	3,944,875	3,919,097
Subtotal	0	18,193,400	35,099,705
Total Uses	23,166,326	28,206,340	40,696,455

Self Insurance

This internal service fund accounts for the costs and claims of worker's compensation, automobile, property and general liability insurances.

	Actual FY15	Adopted FY16	Proposed FY17
Beginning Balance/Budgeted Cash	12,422,697	11,953,554	11,861,925
Subtotal	12,422,697	11,953,554	11,861,925
Revenues to be received during Fiscal Year:			
Charges for services	7,931,093	8,323,782	8,698,352
Interest income	69,200	32,997	33,657
Miscellaneous	500,633	155,000	163,890
Less Statutory 5%	0	-425,589	-444,795
Subtotal	8,500,926	8,086,190	8,451,104
Total Sources	20,923,623	20,039,744	20,313,029
Budgeted Expenditures by Department in this fund:			
County Attorney	9,327,313	9,903,128	9,851,969
Subtotal	9,327,313	9,903,128	9,851,969
Transfers Out to Other Funds/Agencies:			
Tr to Build Cap Projects	17,950	0	0
Subtotal	17,950	0	0
Reserves & Set Aside Amounts:			
Reserve - Contingency - VoIP Maint	0	249	249
Salary Adjustment - PFP	0	11,734	115,856
Reserves - Cash Balance - Operating	0	10,124,633	10,344,955
Subtotal	0	10,136,616	10,461,060
Total Uses	9,345,263	20,039,744	20,313,029

Miscellaneous revenues include insurance subrogation, which will vary based on claim activity.

Solid Waste Capital Projects

These funds account for capital projects associated with the Solid Waste Fund. Capital project funds include multi-year project budgets carried over from previous years and are not reflected below.

	Actual FY15	Adopted FY16	Proposed FY17
Beginning Balance/Budgeted Cash	1,808,033	1,946,987	2,035,695
Subtotal	1,808,033	1,946,987	2,035,695
Revenues to be received during Fiscal Year:			
Interest income	28,047	15,000	15,000
Miscellaneous	1,600	0	0
Transfers from other funds	1,165,000	1,185,000	1,800,000
Less Statutory 5%	0	-750	-750
Subtotal	1,194,647	1,199,250	1,814,250
Total Sources	3,002,680	3,146,237	3,849,945
Budgeted Expenditures by Department in this fund:			
Utilities Department	3,036,603	1,185,000	1,910,000
Subtotal	3,036,603	1,185,000	1,910,000
Reserves & Set Aside Amounts:			
Reserves - Cash Balance	0	1,961,237	1,939,945
Subtotal	0	1,961,237	1,939,945
Total Uses	3,036,603	3,146,237	3,849,945

Solid Waste Operating & Debt Service

These funds support the operation of the solid waste programs. Revenue is generated via garbage rates and landfill tipping fees. A household hazardous waste and electronic scrap collection program also operates from the main facility. These programs are critical to protecting the environment and the landfill from disposal of potentially harmful waste. The recycling division has successfully promoted its benefits in the county, increasing the recycling rate and lengthening the life of the landfill. This report also includes the debt service costs on solid waste project bonds.

	Actual FY15	Adopted FY16	Proposed FY17
Beginning Balance/Budgeted Cash	57,806,460	56,562,854	55,385,963
Subtotal	57,806,460	56,562,854	55,385,963
Revenues to be received during Fiscal Year:			
Charges for services	39,483,596	43,207,811	44,504,045
Interest income	325,268	277,264	285,797
Miscellaneous	245,398	13,935	14,353
Transfers from other funds	456,612	455,120	436,287
Bond proceeds	1,897,953	0	0
Less Statutory 5%	0	-2,174,951	-2,240,210
Premium on bonds	273,693	0	0
Subtotal	42,682,520	41,779,179	43,000,272
Total Sources	100,488,980	98,342,033	98,386,235
Budgeted Expenditures by Department in this fund:			
Utilities Department	36,897,835	37,065,573	39,428,492
Subtotal	36,897,835	37,065,573	39,428,492
Transfers Out to Other Funds/Agencies:			
Tsf to RevRef/Imp Bds 2013	357,564	342,114	342,067
Tr to Build Cap Projects	86,761	0	0
Tran to Stormwater	4,334,248	11,012,500	8,500,000
Tran to Solid Waste Debt Serv	453,645	455,120	436,287
Tran to Solid Waste Cap Imp	1,165,000	1,185,000	1,800,000
Subtotal	6,397,218	12,994,734	11,078,354
Reserves & Set Aside Amounts:			
Reserves - Contingency - VolP Maint	0	3,491	3,491
Salary Adjustment - PFP	0	97,894	205,005
Reserves - Solid Waste Debt Service	0	0	7,578
Reserves - Solid Waste Operating	0	21,084,905	20,161,447
Reserves - Landfill Closure Costs	0	27,095,436	27,501,868
Subtotal	0	48,281,726	47,879,389
Total Uses	43,295,054	98,342,033	98,386,235

Southwest TIF & Capital Projects

The Southwest Tax Increment Financing District (SWTIF) was created on June 3, 2014 through Ordinance 14-28 and became effective October 1, 2014 with a 30 year life span. The goal of this improvement area is to protect environmentally sensitive areas, support transportation mobility, encourage economic redevelopment, maintain public safety, provide affordable housing options, assist small businesses, sustain the involvement of the public and partner with academic institutions to better integrate schools into the redevelopment of the community.

	Actual FY15	Adopted FY16	Proposed FY17
Beginning Balance/Budgeted Cash	0	221,605	790,588
Subtotal	0	221,605	790,588
Revenues to be received during Fiscal Year:			
Interest income	2,806	500	500
Transfers from other funds	782,299	1,217,455	2,782,518
Less Statutory 5%	0	-25	-25
Subtotal	785,105	1,217,930	2,782,993
Total Sources	785,105	1,439,535	3,573,581
Budgeted Expenditures by Department in this fund:			
Neighborhood Services Dept	164,306	1,023,057	1,871,577
Subtotal	164,306	1,023,057	1,871,577
Transfers Out to Other Funds/Agencies:			
Transfer to General Fund	380,000	0	0
Subtotal	380,000	0	0
Reserves & Set Aside Amounts:			
Reserves - Future Projects	0	175,998	0
Salary Adjustment - PFP	0	4,569	26,931
Reserves - Cash Balance - Operating	0	235,911	1,675,073
Subtotal	0	416,478	1,702,004
Total Uses	544,306	1,439,535	3,573,581

Special Law Enforcement Trust

These funds account for monies confiscated in state and federal cases returned to the county for enhancement of law enforcement. Funds are expended by the Sheriff as approved by the Board in accordance with Florida statutes.

	Actual FY15	Adopted FY16	Proposed FY17
Beginning Balance/Budgeted Cash	1,089,506	1,276,706	432,335
Subtotal	1,089,506	1,276,706	432,335
Revenues to be received during Fiscal Year:			
Fines and forfeitures	61,996	200,000	200,000
Interest income	6,086	2,200	2,200
Less Statutory 5%	0	-10,110	-10,110
Subtotal	68,083	192,090	192,090
Total Sources	1,157,589	1,468,796	624,425
Budgeted Expenditures by Department in this fund:			
Sheriff	455,596	0	0
Subtotal	455,596	0	0
Reserves & Set Aside Amounts:			
Reserves - Cash Balance - Operating	0	1,468,796	624,425
Subtotal	0	1,468,796	624,425
Total Uses	455,596	1,468,796	624,425

Stormwater Operating & Capital Improvements

The Stormwater Management fund accounts for stormwater management and maintenance costs. Interfund transfers are made to the Stormwater Capital Improvement fund for stormwater projects. Capital project funds include multi-year project budgets carried over from previous years and are not reflected below.

	Actual FY15	Adopted FY16	Proposed FY17
Beginning Balance/Budgeted Cash	3,641,304	3,145,117	2,922,835
Subtotal	3,641,304	3,145,117	2,922,835
Revenues to be received during Fiscal Year:			
Charges for services	24,322	40,000	40,000
Interest income	12,198	6,000	6,000
Gain on disposition of assets	24,442	0	0
Capital grants	62,071	0	0
Transfers from other funds	4,422,248	16,873,500	12,160,000
Less Statutory 5%	0	-2,300	-2,300
Subtotal	4,545,281	16,917,200	12,203,700
Total Sources	8,186,585	20,062,317	15,126,535
Budgeted Expenditures by Department in this fund:			
Public Works(Transp/Prj Mgt)	4,897,617	10,482,705	5,599,951
Parks&NaturalResourcesDept	510,164	600,746	579,127
Public Works Projects	748	0	1,800,000
Subtotal	5,408,529	11,083,451	7,979,078
Transfers Out to Other Funds/Agencies:			
Tr to Build Cap Projects	22,450	0	0
Tran to Stormwtr Cap Proj	0	5,861,000	3,660,000
Subtotal	22,450	5,861,000	3,660,000
Reserves & Set Aside Amounts:			
Reserves - Contingency - VolP Maint	0	598	598
Salary Adjustment - PFP	0	82,582	165,429
Reserves - Cash Balance - Projects	0	1,912,337	1,901,846
Reserves - Cash Balance - Operating	0	1,122,349	669,584
Reserves - Cash Balance - Capital	0	0	750,000
Subtotal	0	3,117,866	3,487,457
Total Uses	5,430,979	20,062,317	15,126,535

Street Lighting Districts

This is a summary of street lighting districts funded through Municipal Service Benefit Units (MSBUs) which are established for the levy, collection and enforcement of the assessments provided in FS 197.3632.

	Actual FY15	Adopted FY16	Proposed FY17
Beginning Balance/Budgeted Cash	59,540	62,068	47,178
Subtotal	59,540	62,068	47,178
Revenues to be received during Fiscal Year:			
Charges for services	68,739	70,542	70,542
Interest income	382	310	235
Transfers from other funds	50	0	450
Less Statutory 5%	0	-3,542	-3,540
Subtotal	69,171	67,310	67,687
Total Sources	128,711	129,378	114,865
Budgeted Expenditures by Department in this fund:			
Tax Collector	1,089	1,122	1,122
Public Works(Transp/Prj Mgt)	74,425	71,808	75,328
Subtotal	75,514	72,930	76,450
Reserves & Set Aside Amounts:			
Reserves - Cash Balance - Operating	0	56,448	38,415
Subtotal	0	56,448	38,415
Total Uses	75,514	129,378	114,865

Tourist Development Tax

Tourist development taxes are collected on hotel rooms and other lodging rentals of six months or less. Of the five cents collected on every dollar, four cents are used for marketing and promoting of tourism interests in Manatee County, and the remaining one cent is used for beach renourishment. The one cent for beach renourishment is accounted for in a separate fund.

Budgeted transfers out include \$500,000 to the General Fund as an annual debt service repayment for the interfund loan made for Convention Center improvements. Finance records the transfer to the General Fund as a reduction of the interfund loan balance, per financial guidelines, and therefore amounts are not shown above under the Actual Transfers column.

	Actual FY15	Adopted FY16	Proposed FY17
Beginning Balance/Budgeted Cash	7,865,412	8,304,553	8,519,403
Subtotal	7,865,412	8,304,553	8,519,403
Revenues to be received during Fiscal Year:			
Other Taxes	9,288,575	8,775,347	9,038,607
Charges for services	113,500	0	90,000
Interest income	52,281	29,240	29,500
Contributions	67,000	0	0
Miscellaneous	47,230	50,000	50,000
Less Statutory 5%	0	-442,729	-460,405
Subtotal	9,568,586	8,411,858	8,747,702
Total Sources	17,433,998	16,716,411	17,267,105
Budgeted Expenditures by Department in this fund:			
Convention and Visitors Bureau	6,720,730	7,241,012	8,632,738
Parks&NaturalResourcesDept	382,232	429,149	430,007
Property Management Dept	287,545	320,851	320,851
Subtotal	7,390,507	7,991,012	9,383,596
Transfers Out to Other Funds/Agencies:			
Transfer to General Fund	0	500,000	500,000
Tran to Civic Center	600,000	600,000	600,000
Subtotal	600,000	1,100,000	1,100,000
Reserves & Set Aside Amounts:			
Reserves - Marketing Campaign	0	650,000	650,000
Salary Adjustment - PFP	0	28,421	62,857
Reserves - Cash Balance - Operating	0	4,946,978	4,070,652
Reserves - Capital Projects	0	2,000,000	2,000,000
Subtotal	0	7,625,399	6,783,509
Total Uses	7,990,507	16,716,411	17,267,105

Transit Operating & Capital Projects

Transit Operating and Capital funds are used to account for public transit services. Transit operations are funded from user charges (fares), various state and federal operating grants, and transfers from other funds (i.e. recurring funds, gas taxes in the Transportation Trust fund). Capital project funds include multi-year project budgets carried over from previous years and are not reflected below.

	Actual FY15	Adopted FY16	Proposed FY17
Beginning Balance/Budgeted Cash	0	79,461	80,016
Subtotal	0	79,461	80,016
Revenues to be received during Fiscal Year:			
Charges for services	1,408,814	1,267,000	1,267,000
Interest income	7,295	2,000	2,000
Contributions	322,354	20,000	20,000
Miscellaneous	109,676	50,000	50,000
Operating grants	3,243,848	1,600,000	1,600,000
Capital grants	10,138,199	0	0
Transfers from other funds	7,080,665	6,017,725	6,167,625
Less Statutory 5%	0	-146,950	-146,950
Subtotal	22,310,850	8,809,775	8,959,675
Total Sources	22,310,850	8,889,236	9,039,691
Budgeted Expenditures by Department in this fund:			
Public Works(Transp/Prj Mgt)	23,808,252	8,807,079	8,937,753
Subtotal	23,808,252	8,807,079	8,937,753
Transfers Out to Other Funds/Agencies:			
Transfer to Highway	118,629	0	0
Subtotal	118,629	0	0
Reserves & Set Aside Amounts:			
Reserves - Transit	0	79,461	80,016
Reserves - Cash Balance - Operating	0	2,696	21,922
Subtotal	0	82,157	101,938
Total Uses	23,926,881	8,889,236	9,039,691

Transportation Trust

The Transportation Trust Fund is a special revenue fund used to account for specific sources of revenues (e.g. gasoline taxes, transportation ad valorem, etc.) related to right-of-way maintenance, landscaping of medians, traffic and streetlight maintenance operations and non-capitalized highway projects.

	Actual FY15	Adopted FY16	Proposed FY17
Beginning Balance/Budgeted Cash	24,576,716	19,854,113	19,926,344
Subtotal	24,576,716	19,854,113	19,926,344
Revenues to be received during Fiscal Year:			
Property Taxes	6,059,875	6,786,390	7,383,688
Other Taxes	19,131,277	18,582,170	18,924,975
Intergovernmental	4,781,634	4,683,325	4,797,713
Charges for services	893,996	623,900	623,900
Interest income	156,597	100,000	45,000
Contributions	1,356,484	0	0
Miscellaneous	376,933	423,000	423,000
Capital grants	139,188	0	0
Transfers from other funds	2,707,015	4,088,386	4,088,386
Less Statutory 5%	0	-1,559,939	-1,609,914
Subtotal	35,603,000	33,727,232	34,676,748
Total Sources	60,179,716	53,581,345	54,603,092

Budgeted Expenditures by Department in this fund:

Public Works(Transp/Prj Mgt)	13,093,734	14,697,523	14,364,297
Property Management Dept	339,294	443,777	460,312
Neighborhood Services Dept	0	13,690	7,485
Subtotal	13,433,027	15,154,990	14,832,094
Transfers Out to Other Funds/Agencies:			
Transfers	3,767,097	3,529,793	3,749,458
Trans to:Co 9ct Voted Gas Tx	1,378,820	1,288,374	1,349,197
Tran to LocOpt4Ct Maint Proj	1,346,511	1,374,818	1,327,691
Transfer To:5ctBdVote Gas Tax	4,763,583	4,148,159	4,148,159
Trans to 5&6Ct Gax Tax	1,740,426	2,332,760	2,332,760
Tr to Highway Capital Projects	502,012	0	0
Tr to 2 Ct Loc Option Gs Tx	811,000	0	0
Tr to Build Cap Projects	287,774	0	0
Tr to 4 Ct Gs Tx Cap Proj Fund	3,549,651	3,549,871	3,549,856
Tran to Transit	5,893,222	6,017,725	6,167,625
Subtotal	24,040,097	22,241,500	22,624,746

Transportation Trust (Continued)

	Actual FY15	Adopted FY16	Proposed FY17
Reserves & Set Aside Amounts:			
Reserves - Fuel	0	300,000	300,000
Reserves - Contingency - VoIP Maint	0	8,728	8,728
Salary Adjustment - PFP	0	379,400	796,853
Reserves - Cash Balance - Operating	0	14,996,727	15,540,671
Reserves - Cash Balance - Operating	0	500,000	500,000
Subtotal	0	16,184,855	17,146,252
Total Uses	37,473,124	53,581,345	54,603,092

Other tax revenues (non-Ad Valorem) include a portion of Local Option Gas taxes collected by the county and distributed to the municipalities. Transfers from other funds include amounts for Rights-of-Way (ROW) maintenance in the unincorporated areas of the county.

Tree Trust

This fund is used to account for fees collected for tree loss mitigation under the applicable provisions of the Land Development Code.

	Actual FY15	Adopted FY16	Proposed FY17
Beginning Balance/Budgeted Cash	509,065	318,715	393,463
Subtotal	509,065	318,715	393,463
Revenues to be received during Fiscal Year:			
Interest income	2,800	1,200	1,200
Miscellaneous	27,285	2,000	2,000
Less Statutory 5%	0	-160	-160
Subtotal	30,085	3,040	3,040
Total Sources	539,150	321,755	396,503
Budgeted Expenditures by Department in this fund:			
Community Services	497	0	0
Parks&NaturalResourcesDept	92,438	0	0
Subtotal	92,935	0	0
Reserves & Set Aside Amounts:			
Reserves - Cash Balance - Operating	0	321,755	396,503
Subtotal	0	321,755	396,503
Total Uses	92,935	321,755	396,503

Capital Project Funds include multi-year project budgets that are carried over from previous years and are not reflected above.

Unincorporated Municipal Services Taxing Unit

Services to residents in the unincorporated areas of Manatee County are accounted for in the Unincorporated Municipal Services Taxing Unit Fund. Residents of the district are assessed a millage rate by the county to provide services which would be provided by a municipality if the areas were incorporated. Residents living within city limits are assessed a city millage levy to cover the cost of similar services. These services include comprehensive planning services, code enforcement, economic development and local road maintenance.

	Actual FY15	Adopted FY16	Proposed FY17
Beginning Balance/Budgeted Cash	11,380,268	12,731,433	11,059,852
Subtotal	11,380,268	12,731,433	11,059,852
Revenues to be received during Fiscal Year:			
Property Taxes	11,046,475	12,381,949	13,499,400
Licenses and permits	3,318,506	3,098,097	3,185,531
Charges for services	1,270,039	822,872	825,354
Fines and forfeitures	842,102	65,649	866,719
Interest income	85,532	30,000	30,000
Miscellaneous	51,074	49,151	51,677
Less Statutory 5%	0	-822,386	-922,934
Subtotal	16,613,729	15,625,332	17,535,747
Total Sources	27,993,997	28,356,765	28,595,599
Budgeted Expenditures by Department in this fund:			
Public Works(Transp/Prj Mgt)	1,965,493	2,091,493	2,130,928
General Government	1,423,188	1,071,025	1,096,859
Neighborhood Services Dept	1,572,145	2,032,640	2,268,675
Building & Development Service	4,343,486	4,752,018	4,992,599
Subtotal	9,304,314	9,947,176	10,489,061
Transfers Out to Other Funds/Agencies:			
Transfer to General Fund	1,432,925	1,432,925	1,432,925
Transfer to Highway	2,588,386	4,088,386	4,088,386
Transfer to Impact Fee Admin	182,851	200,000	200,000
Tran to Building Dept Fund	487,705	487,705	130,955
Tsf to Rev Impr Bond-2016	0	0	1,304,587
Tr to Build Cap Projects	127,170	0	0
Transfer to Port TIF	3,302	18,860	7,855
Transfer to Southwest TIF	69,027	70,077	241,746
Subtotal	4,891,366	6,297,953	7,406,454

Unincorporated Municipal Services Taxing Unit

	Actual FY15	Adopted FY16	Proposed FY17
Reserves & Set Aside Amounts:			
Reserves - Contingency - VolP Maint	0	147,645	147,645
Salary Adjustment - PFP	0	177,514	376,388
Reserves - Cash Balance - Operating	0	10,786,477	9,918,476
Reserves - Future Debt Service	0	1,000,000	257,575
Subtotal	0	12,111,636	10,700,084
Total Uses	14,195,680	28,356,765	28,595,599

Utilities Capital Projects

These funds account for the capital projects associated with the Utilities System for Potable Water and Wastewater. Capital project funds include multi-year project budgets carried over from previous years and are not reflected below.

	Actual FY15	Adopted FY16	Proposed FY17
Beginning Balance/Budgeted Cash	15,267,922	18,420,021	37,275,710
Subtotal	15,267,922	18,420,021	37,275,710
Revenues to be received during Fiscal Year:			
Interest income	398,321	84,200	199,200
Contributions	13,951,254	8,755,000	13,000,000
Miscellaneous	30	0	0
Capital grants	3,118,366	0	0
Transfers from other funds	58,719,479	38,000,000	20,000,000
Bond proceeds	74,275,000	0	0
Less Statutory 5%	0	-441,960	-659,960
Premium on bonds	5,680,157	0	0
Subtotal	156,142,606	46,397,240	32,539,240
Total Sources	171,410,528	64,817,261	69,814,950
Budgeted Expenditures by Department in this fund:			
Utilities Department	45,342,803	45,468,525	29,545,072
Public Works(Transp/Prj Mgt)	87,273	624,000	702,000
Subtotal	45,430,076	46,092,525	30,247,072
Transfers Out to Other Funds/Agencies:			
Tran to W & S Operating	29,154,955	0	0
Tran to W & S Debt Svc	4,694,904	5,928,230	2,726,594
Subtotal	33,849,859	5,928,230	2,726,594
Reserves & Set Aside Amounts:			
Reserves - Cash Balance 2010A Bonds	0	153,928	165,054
Reserves - Cash Balance 2010B Bonds	0	348,267	223,060
Reserves - Cash Balance 2015 Bond	0	0	1,163,523
Reserves - Cash Balance Util 2010C	0	103,026	124,164
Reserves - Utilities Cash Balance	0	4,506,704	958,119
Reserves - WFIF Future Debt Service	0	7,149,236	21,561,988
Reserves - SFIF Future Debt Service	0	409,797	10,132,393
Reserves - Cash Bal Utilities 2006 Bond	0	6,548	12,983
Reserves - Utilities Capital Projects	0	119,000	2,500,000
Subtotal	0	12,796,506	36,841,284
Total Uses	79,279,935	64,817,261	69,814,950

Utilities Maintenance Projects

This fund is to account for annual non-capital Utilities maintenance for the plants, pipelines, meters, pumping stations and other components. Examples of these projects include line extensions, meter replacements, lift station rehabilitation, and replacement of some plant components.

	Actual FY15	Adopted FY16	Proposed FY17
Beginning Balance/Budgeted Cash	10,611,905	11,311,905	8,777,673
Subtotal	10,611,905	11,311,905	8,777,673
Revenues to be received during Fiscal Year:			
Contributions	45,000	0	0
Miscellaneous	12	0	0
Transfers from other funds	7,244,000	3,000,000	4,000,000
Subtotal	7,289,012	3,000,000	4,000,000
Total Sources	17,900,917	14,311,905	12,777,673
Budgeted Expenditures by Department in this fund:			
Utilities Department	4,500,468	7,500,000	7,550,000
Subtotal	4,500,468	7,500,000	7,550,000
Transfers Out to Other Funds/Agencies:			
Subtotal	0	0	0
Reserves & Set Aside Amounts:			
Reserves - Util Maint	0	6,811,905	5,227,673
Subtotal	0	6,811,905	5,227,673
Total Uses	4,500,468	14,311,905	12,777,673

Water & Sewer Operating & Debt Service

The Water & Sewer Operating and Debt Service funds are enterprise funds, which are self-supporting funds that bring in revenue to cover operating and capital costs. These funds include the county's potable (drinking) water, wastewater and reclaimed water programs, and the debt service costs on water and sewer projects.

	Actual FY15	Adopted FY16	Proposed FY17
Beginning Balance/Budgeted Cash	71,234,676	94,805,055	62,352,420
Subtotal	71,234,676	94,805,055	62,352,420
Revenues to be received during Fiscal Year:			
Licenses and permits	12,050	4,950	4,950
Charges for services	110,907,368	113,024,362	115,975,375
Fines and forfeitures	39,780	188,168	193,225
Interest income	789,398	200,000	200,000
Assessments	0	61,164	61,164
Contributions	11,037,372	87,716	87,716
Miscellaneous	1,580,843	1,392,749	1,392,748
Operating grants	56,066	0	0
Transfers from other funds	42,661,801	17,064,565	15,147,740
Bond proceeds	15,312,047	0	0
Less Statutory 5%	0	-5,747,955	-5,983,711
Premium on bonds	2,349,154	0	0
Interest Rebate	1,749,604	0	1,759,040
Subtotal	186,495,484	126,275,719	128,838,247
Total Sources	257,730,160	221,080,774	191,190,667
Budgeted Expenditures by Department in this fund:			
County Attorney	70,488	140,113	90,842
Community Services	325,791	335,996	348,012
Information Technology Dept	360,554	338,958	352,120
Utilities Department	112,816,535	87,837,465	92,340,128
Public Works(Transp/Prj Mgt)	1,588,689	1,292,304	1,305,714
Parks&NaturalResourcesDept	1,018,301	1,006,445	1,012,965
Property Management Dept	195,785	184,779	189,019
Subtotal	116,376,145	91,136,060	95,638,800

Water & Sewer Operating & Debt Service (Continued)

	Actual FY15	Adopted FY16	Proposed FY17
Transfers Out to Other Funds/Agencies:			
Transfer to General Fund	2,945,142	2,945,142	2,945,142
Tr to Build Cap Projects	519,695	0	0
Transfer to 402 Pub Wks Maint	7,244,000	3,000,000	4,000,000
Tran to W & S Debt Svc	8,811,942	11,136,335	12,421,146
Tran to W & S Capital Improv	52,755,354	38,000,000	20,000,000
Subtotal	72,276,133	55,081,477	39,366,288
Reserves & Set Aside Amounts:			
Reserves - Contingency - VolP Maint	0	26,428	26,428
Salary Adjustment - PFP	0	755,783	1,646,757
Reserves - Utility System Debt Service	0	1,788,834	2,155,410
Reserves - Cash Balance - Operating	0	72,292,192	52,356,984
Subtotal	0	74,863,237	56,185,579
Total Uses	188,652,278	221,080,774	191,190,667



Glossary of Terms

Accrual Basis

The recording of the financial effects on a government of transactions and other events and circumstances that have cash consequences for the government in the periods in which those transactions, events and circumstances occur, rather than only in the periods in which cash is received or paid by the government.

Adjusted Taxable Value

The value of the portion of a jurisdiction's taxable property for a new year which represents only the increased value of property on the tax roll from the previous year, and excludes the assessed value of new construction.

Ad Valorem

See property taxes.

Aggregate Millage Rate

A millage rate obtained by calculating the quotient of the sum of all ad valorem taxes levied by a jurisdiction plus the ad valorem taxes for all dependent districts divided by the total taxable value of the jurisdiction. This rate is not used as a basis for levying taxes, but only for comparing tax rates from year to year.

Annual Budget

A budget developed and enacted to apply to a single fiscal year.

Appropriation

The legal authorization given by the County Commission to make expenditures and incur obligations using county funds.

Appraised Valuation

See assessed valuation.

Article V Costs

Expenditures mandated by state legislature and funded by local dollars. Examples include: support for the Public Defender, State Attorney, Court Administrator and other costs related to civil and criminal disputes.

Assessed Valuation

The total valuation of real property established by the Property Appraiser which will become the basis for levying taxes after exemptions are applied.

Base Decision Unit

The cost necessary to operate a program at the minimum service level appropriate for viable service. (See minimum service level)

Beginning Cash Balance

An amount calculated from audited financial statements, which reflects the unrestricted cash available in a fund as of the beginning of a fiscal year.

Beginning Fund Balance

The ending fund balance of the previous period. (See ending fund balance definition)

Biennial Budget Process

A two-year budget process in which two separate twelve-month budgets are prepared and approved by the Board of County Commissioners in odd-numbered years. The first year of the biennial budget is adopted as required by state statute. At the same time, the Board of County Commissioners also approve a planned budget for the second year. During the first year, the planned budget is reviewed by staff and the Board during the budget update process. This review allows the county to make the necessary adjustments to revenues and expenditures in order to accommodate needs that have arisen since the planned budget was prepared. The Board then adopts the 2nd year budget according to procedures outlined by state statute.

Bond

A certificate of debt issued by an entity guaranteeing payment of the original investment plus interest by a specified future date.

Budgeted Cash Carryover

The amount used in the annual budget as a source of funds based on the estimated beginning cash balance for each fund in the annual budget.

Budget Document

The instrument used to present the comprehensive financial program approved by the governing body upon the completion of the two public hearings required by statute. Includes proposed expenditures and the means of financing them as well as information as to past years revenues and expenditures, and narrative descriptions of programs and policies. For actual budget control and compliance, a more detailed line-item report is used.

Budget Programs

Within county departments, clearly defined resources are applied toward providing related services to achieve a specific public purpose or goal.

Capital Budget

The financial plan of capital project expenditures for the fiscal year beginning October 1. It incorporates anticipated revenues and appropriations included in the first year of the five year Capital Improvement Program (CIP), and any anticipated unspent budget appropriation balances from the previous fiscal year. It is adopted by the Board of County Commissioners as a part of the annual county budget.

Capital Expenditures

Expenditures which result in the acquisition of, or addition to fixed assets, usually equipment or facilities costing in excess of \$1,000, also called capital outlay or capital equipment.

Capital Improvement Program (CIP)

Manatee County's financial plan of approved capital projects with their schedules and costs over a five year period. The CIP is designed to meet county infrastructure needs in a responsive and efficient manner. It includes projects which are, or will become the property of Manatee County, as well as projects that although not owned by the county, will be part of a joint project agreement.

Capital Project

A non-recurring expenditure of \$50,000 or more for the construction, installation, or acquisition of capital facilities, or the acquisition of interests in land.

Capitalized

Term used to classify assets which have a useful life greater than one reporting period.

Cash Carryover

Budget appropriation made to carry forward the projected year-end cash balance for the next year's appropriations. Manatee County uses cash carryover primarily for reserve for cash balance, with smaller proportions being used for non-recurring expenditures.

Charges for Services

Revenue derived from charges for current services. They include all revenue related to services performed whether received from private individuals or other governmental units.

CIP

An acronym for the Capital Improvement Program. See the definition of Capital Improvement Program.

Comprehensive Annual Financial Report - CAFR

This report is a countywide financial report which includes financial statements for all funds and account groups of governmental operations that are controlled

by or dependent upon the county, as determined on the basis of budgetary oversight, taxing authority, or the county's obligation to fund any deficits that may occur.

Committed Reserves

The total amount of reserves budgeted in a fund that is committed or allocated for specific purposes.

Contingency Funds

Monies set aside, consistent with statutory authority, which subsequently can be appropriated to meet unexpected needs.

Continuation Budget

A level of funding which enables an organization to provide the same amount of services in the following fiscal year as the organization provides in the current fiscal year. A continuation level budget does not necessarily provide funding for growth in demand of services.

Continuation Unit

A decision unit which builds on the preceding unit up to a continuation level which outlines the current operations of the program.

Cost Center

A segregated set of expenditure accounts within a fund, separated for the purpose of identifying specific resources that will be applied toward a set of tasks.

Debt Service

Payment of interest and principal on an obligation resulting from the issuance of bonds.

Decision Unit

Groups of inputs which make a measurable contribution to the achievement of an established department purpose – a purpose often dictated by law and/or defined by objectives and measured by service levels or units of output. Decision units are segregated by funding source. Decision units are used to build departmental budgets. They are ordered in a hierarchical format beginning with the base decision unit followed by continuation units and finally by desired units.

Deficit

The excess of expenditures over revenues.

Department

Manatee County's organizational structure groups programs or divisions into departments by functional similarities. Departments report to the County Administrator (see organization chart).

Dependent Special District

A special district, whose governing body or whose budget is established by the governing body of the county to which it is dependent, i.e., Municipal Service Benefit Unit (MSBU), Municipal Service Taxing Unit (MSTU).

Depreciation

Process of allocating the cost of a capital asset to the periods during which the asset will be used.

Desired Decision Unit

The cost and resources needed to fund a new or increased level of service in a program.

Division

Units of government which provide services directly to the public and other agencies. Divisions are organized within departments by functional similarity (see organization chart).

Encumbrances

Commitments or contracts for goods or services which have not yet been received or performed.

Ending Fund Balance

Funds carried over at the end of the fiscal year. Within a fund, the revenue on hand at the beginning of the fiscal year, plus revenues received during the year, less expenses equals ending funding balance. In financial statements the total year ending fund balance for each fund as shown in the audited financial statements. This includes cash and non-cash items.

Ending Cash Balance

An amount calculated from audited financial statements, reflecting the unrestricted cash portion of the year ending fund balance in a fund.

Enterprise Fund

Fund which pays for its cost of operations from user fees and does not generally receive property tax or general revenue support. County enterprise funds include public utilities, landfill, golf course, civic center, Port Authority, stormwater utilities, and mass transit.

Exempt, Exemption, Non-Exempt

Amounts determined by state law to be deducted from the assessed value of property for tax purposes. Tax rates are applied to the balance, which is called the non-exempt portion of the assessment. A 1980 amendment to the Florida constitution sets the exemptions for homesteads at \$25,000. That means that a homeowner with property assessed at \$100,000 would have to pay taxes on \$75,000 of the assessment. Eligible homeowners must apply for the exemptions by March 1 of the first year of residence; thereafter

renewal is automatic. Other exemptions apply to agricultural land and property owned by widows, the blind, the permanently and totally disabled people, seniors who meet certain income criteria, and disabled veterans.

Expenditure

Decrease in net financial resources. Expenditures include current operating expenses which require the current or future use of net current assets, debt service and capital outlay.

Fines and Forfeitures Revenues

Includes revenues received from fines and penalties imposed for the commission of statutory offenses, violation of lawful administrative rules and regulations, and for neglect of official duty. Forfeits include revenues resulting from confiscation of deposits or bonds held as performance guarantees and proceeds from sale of contraband property seized by law enforcement agencies.

Fiscal Year

A twelve-month period (October 1 through September 30) at the beginning of which the county implements a new budget based on expected revenues and expenditures, and at the end of which the county determines its financial position and the results of its operations.

Fixed Assets

Accounting classification of assets such as property, plant, and equipment which are capitalized.

FTE

Acronym for full-time equivalent. See the definition of full-time equivalent.

Full-Time Equivalent

One position funded for a full year. For example, a permanent employee funded and paid for 40 hours/week and 52 weeks/year or 2 employees funded and paid for 20 hours/week and 52 weeks/year would be equal to one full-time equivalent.

Fund

A self-balancing set of accounts designated and accounted for separately for the purpose of restricting specific revenues that are then spent for specific activities (see explanation of financial structure).

Fund Balance

The amount available within a fund at the close of a fiscal period which can be carried over as a non-recurring revenue for the upcoming fiscal period.

Funded Positions

The number of authorized positions for which funding is included in a given fiscal year's budget.

Funding Sources

The type or origination of funds to finance recurring or non-recurring expenditures. Examples include revenues such as ad valorem taxes, user fees, licenses, permits, and grants and non-revenues such as fund balance and interfund transfers.

GAAP

Acronym for Generally Accepted Accounting Principles.

GASB

Acronym for Governmental Accounting Standards Board; which is the highest source of accounting and financial reporting guidance for state and local governments.

General Fund

The fund used to account for all financial resources except those required to be accounted for in another fund.

Generally Accepted Accounting Principles - GAAP

Uniform minimum standards and guidelines for financial accounting and reporting as authorized by the Governmental Accounting Standards Board (GASB). The standards and guidelines include details practices and procedures and broad guidelines of general application.

General Obligation Bond

Bonds which are secured by the full faith and credit of a government and for which repayment is provided by a general tax. In Florida, general obligation bonds require a referendum.

General Revenue

The revenues of a government other than those derived from and retained in a proprietary, special revenue, or trust and agency fund. In Manatee County, the majority of general revenues come from ad valorem taxes.

GFOA

Acronym for Government Finance Officers' Association. The professional association of state and local finance officers in the United States who are dedicated to the sound management of governmental financial resources. The association sets program standards for the GFOA's certificate of achievement for excellence in financial reporting.

Gross Budget

The total of all items shown on the revenue and expenditure side of the budget, including transfers, internal services, cash balances, non-expendable trust funds, and amounts carried forward from prior years.

Impact Fees

Fees charged to developers and individuals to cover, in whole or part, the anticipated cost of improvements that will be necessary as a result of the development.

Indirect Cost Allocation Plan

A document which provides the formula for charging costs to other funds, e.g. enterprise funds, for their share of central administration costs.

Indirect Revenue

Revenue received in the general fund as a result of charging specific programs according to the indirect cost allocation plan.

Infrastructure

Major capital assets and facilities that serve a long-term purpose such as roads, bridges, drainage systems, and water and sewer systems.

Interfund Transfers

Transfers of cash between funds without requirement for repayment.

Intergovernmental Revenues

Revenues received from other governments including federal, state, and other local governmental entities.

Internal Service Fund

A fund used to account for the financing of goods or services provided by one department or agency to other departments or agencies, on a cost-reimbursement basis.

Level of Service

Units of activity produced or provided by a program for a fiscal period with the resources available.

Licenses and Permits Revenue

Fees levied by the county for providing corporations or individuals the right to engage in a business, occupation, or other lawful activity.

Line Items

Also referred to as object codes, are a term used to classify expenditures as to the type of good or service obtained, e.g. contractual services, telephone expenses, office supplies.

Mandate

Requirement imposed by a legal act of the federal, state, or local government.

Millage Rate

The amount of tax levied for each \$1,000 of taxable valuation: one (1) mill equals \$1.00 of tax for each \$1,000 of taxable value.

Minimum Service Level (MSL)

Base outputs which are either legally mandated and/or considered to be the most important set of outputs of an organization. The minimum service level corresponds directly to the purpose or mission of the organization. MSL is the effort, expressed in terms of service and cost, below which it is not realistic or feasible to operate.

Modified Accrual

A governmental fund-type measurement focus whereby revenues and other financial resources are recognized when they become susceptible to accrual, i.e. when they become both measurable and available to finance expenditures of the current period. Available revenues mean collectible in the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recognized when the fund liability is incurred.

MSTU

See Unincorporated MSTU.

Net Budget

Represents the net new appropriations for expenditure in the coming year. To obtain this figure, cash balances, non-expendable trust funds, internal services and internal transfers (which otherwise would be double counted), and prior year project budgets (usually for capital projects) carried forward are subtracted from the gross budget amount.

Non-Departmental

Expenditure/expense items of a particular fund which do not relate directly to the operating costs of a county department.

New Construction

The value of improved property added to the tax roll within a jurisdiction during the tax year.

Operating Budget

The budget including appropriations for recurring and certain one-time expenditures that will be consumed in a fixed period of time to provide for day to day operations (e.g., salaries and related benefits, operating supplies, contractual and maintenance services, professional services, and operating equipment). The operating

budget does not include debt service payments (principle and interest), budgeted reserves, transfers between funds, and the capital projects program budget. It does include the internal service funds.

Operating Capital

Any items of equipment which cost \$1,000 or more. These items are budgeted and purchased in the department's operating budget.

Operating Expenditures

Expenditures directly related to service activities which are not for personnel costs or capital outlay costs.

Personal Expenditures (Personnel Costs)

Expenditures for county employees including regular wages, overtime, contributions to the state retirement system, Social Security, health and worker's compensation insurance premiums, and unemployment compensation costs.

Program

A program consists of clearly defined resources applied toward achieving a specific public goal.

Property (Ad Valorem) Taxes

A revenue which is collected on the basis of a tax rate applied to the taxable valuation of real property.

Proposed Budget

The budget submitted by the County Administrator to the Board of County Commissioners within 15 days after the certification of the ad valorem tax roll by the Property Appraiser.

Proposed Millage

The tax rate certified to a property appraiser by each taxing authority within a county. The proposed millage is to be sent to the County Property Appraiser within thirty days after a county's tax roll is certified by the state Department of Revenue and listed on notices sent to property owners. No taxing authority may approve a tax rate that is larger than the one it originally proposed.

Proprietary Fund

A set of segregated revenue and expenditure accounts, set up for the purpose of showing net income, financial position, and changes in financial position. Enterprise funds and internal service funds are proprietary funds.

Recapture Rule

Requires property appraisers to increase the prior year's assessed value of a homestead property by the lower of three percent or the Consumer Price Index on all property where the assessed value is lower than the just or market value.

Replacement Equipment

Equipment requested by a department for replacing like or similar equipment to be retired because of unserviceability.

Reserve

An account used to set aside and earmark monies for future use. Monies must be appropriated from the reserve account to an expenditure account for a specific purpose before they can be spent.

Restricted or Reserved Fund Balance

An entry in the audited financial statements identifying the portion of the fund balance in a fund that may be reserved due to legal or formal financial commitments. Criteria to determine restricted amounts are established by the Governmental Accounting Standards Board (GASB). Although the restricted or reserved fund balance as of the end of one fiscal year could be a part of the committed reserves identified in the following year's budget, the two terms are not synonymous.

Retained Earnings

An equity account reflecting the accumulated earnings of an enterprise fund, internal service or similar trust fund.

Revenue

Funds which are received by the county from external services, or income including taxes, fees, charges, special assessments, grants, and other funds collected and received by the county to support the services provided.

Revenue Bonds

Bonds which are secured by a pledge of revenues generated by the operation of the system for which the bonds were issued. The bonds do not constitute a charge against the general credit or taxing power of the government.

Rolled Back Millage Rate

The tax rate for a new fiscal year that would generate the same tax dollars as in the preceding fiscal year, based on the new tax roll for adjusted taxable value exclusive of new construction.

Save Our Homes

Amendment to the Florida Constitution that limits increases in taxable value on homestead property to the Consumer Price Index (CPI), up to 3%. Recapture occurs when the CPI increase causes the capped taxable values to increase as market values are declining.

Special Assessment

A compulsory levy imposed on certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

Special Revenue Bonds

Bonds that are not considered general obligations of the government, but are to be repaid through specific government resources.

Special Revenue Fund

A governmental accounting fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

Surplus

The excess of revenues over expenditures.

Tax Base

The total property valuations on which each taxing authority levies its tax rates.

Tax Increment Fund

Means of financing activities from the anticipated incremental increase in tax revenues resulting from the redevelopment of an area.

Tax Roll

The certification of assessed/taxable values prepared by the Property Appraiser and presented to the taxing authority by July 1 each year.

Tax Year

The calendar year for which property assessments have been developed upon which the millage will be levied. Fiscal Year 2012 will be funded with ad valorem tax revenues resulting from the millage rate applied to property values as they were assessed on January 1, 2011, for tax year 2011.

Taxable Value

The assessed value of a property minus expenditures such as the homestead exemption is the taxable value. This value multiplied by the millage rate equals the property tax amount.

Taxes

Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. Does not include user fees or special assessments.

TDC (Tourist Development Council)

The Tourist Development Council (TDC) establishes projects, with Board approval, to promote tourism in Manatee County.

Tentative Budget

The tentative budget is the County Administrator's proposed budget with amendments which is adopted by the Board of County Commissioners at the first public hearing as required by statute. The tentative budget, with any amendments considered at the second public hearing, is adopted as the county's annual budget.

Tourist Development Council (TDC)

The Tourist Development Council (TDC) establishes projects, with Board approval, to promote tourism in Manatee County.

Transfer

A movement of monies from one fund to another fund for the purpose of accurately accounting for expenditures. Transfers are expenditures to the fund they are being transferred from and revenues to the receiving fund. Because transfers are again budgeted as expenditures in the receiving fund, they are not included in the net budget to avoid counting the monies as expended twice.

Uncommitted Reserves

The amount of reserves budgeted in a fund that is not committed or allocated for a specific purpose.

Unrestricted Revenues

Term referring to those revenues that can be used for any lawful expenditure supporting a wide variety of functions or objectives.

User Fees

The payment of a fee for direct receipt of a public service by the person benefiting from the service.

Unincorporated Municipal Services Taxing Unit

Unincorporated areas within Manatee County are within the Unincorporated Municipal Services Taxing Unit. Residents of the district are assessed a millage rate by the county to provide services which would be provided by a municipality if the areas were incorporated.

Unrestricted or Unreserved Fund Balance

An entry in the audited financial statements identifying the portion of the fund balance of a fund that is not restricted from general use, or reserved due to legal and/or financial commitments. Criteria to determine unrestricted and unreserved fund balance amounts are established by the Governmental Accounting

Standards Board (GASB). Portions of the unrestricted or unreserved fund balance as of the end of a fiscal year may be shown as committed reserves in the budget for the following year.

Voted Millage

Property tax levies authorized by voters within a taxing authority. Bond issues that are backed by property taxes are a common form of voted millage in the State of Florida. Such issues are called general obligation bonds.

Zero-Base Budgeting (ZBB)

Method of detailed budget analysis and justification. ZBB starts with an examination of an agency's basic programs and services by the lowest management level, and continues up the organization as funding packages are prioritized at each level in accordance with available resources and desired outcomes. ZBB is a tool for objectively directing the allocation of funds among activities and programs. Its basis is the consideration of the efficiency and effectiveness of activities and programs.



County Administration

Ed Hunzeker, **County Administrator**
Dan Schlandt, **Deputy County Administrator**
Karen Windon, **Deputy County Administrator**
Mitchell Palmer, **County Attorney**

Constitutional Officers

Angelina M. Colonnese, **Clerk of Circuit Court**
Sheriff W. Brad Steube, **Sheriff**
Ken Burton Jr., **Tax Collector**
Charles E. Hackney, **Property Appraiser**
Michael Bennett, **Supervisor of Elections**

Department Directors

John R. Barnott, **Building and Development Services**
Cheri R. Coryea, **Community Services**
Elliott J. Falcione, **Convention and Visitors Bureau**
Jan Brewer, **Financial Management**
Rodney Barnes, **Human Resources**
Paul Alexander, **Information Technology**
Cheri R. Coryea, **Neighborhood Services**
Charles A. Hunsicker, **Parks & Natural Resources**
Charles H. Bishop, **Property Management**
Robert Smith, **Public Safety**
Ron Schulhofer, **Public Works**
Mike Gore, **Utilities**