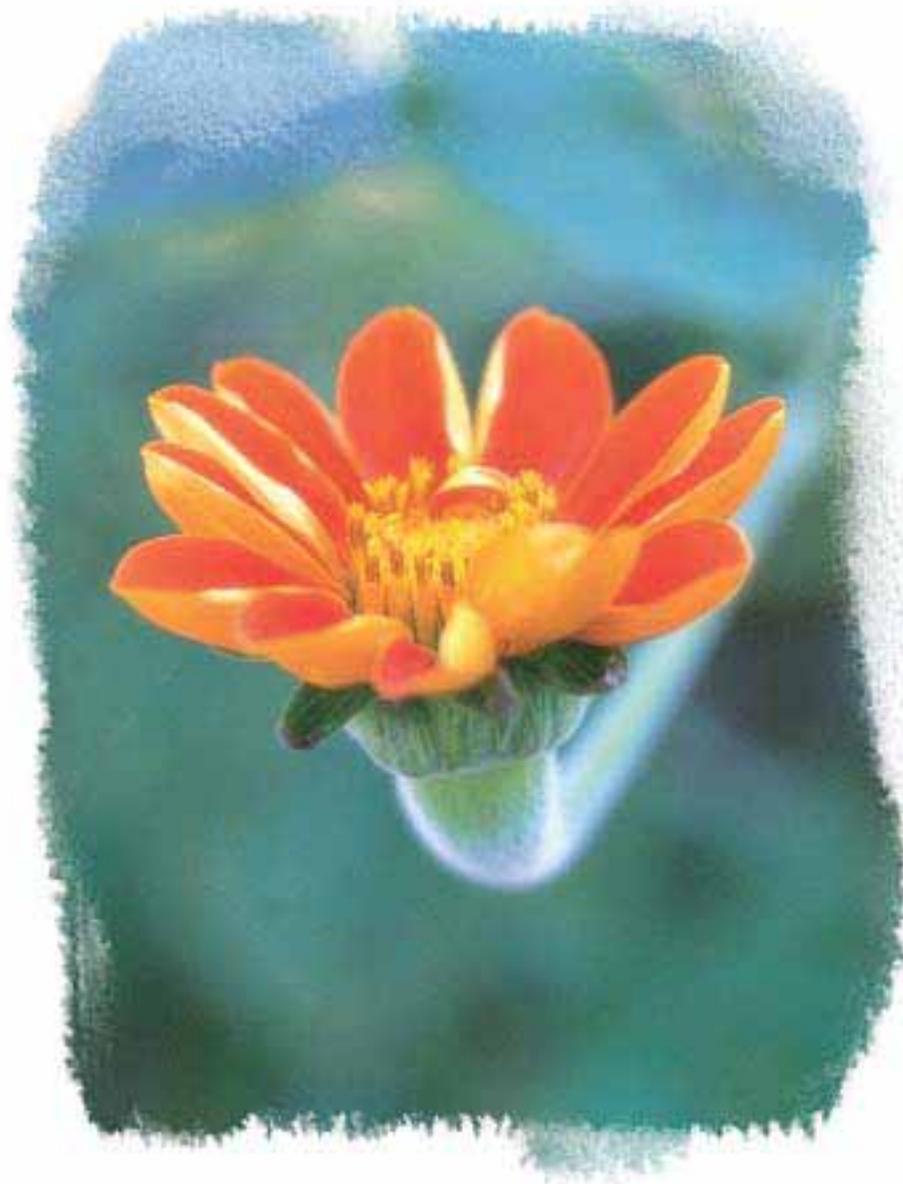


Manatee County

FLORIDA



Popular Report

A FINANCIAL SUMMARY FOR ITS CITIZENS

FISCAL YEAR ENDED SEPTEMBER 30, 2002



Manatee County treasures its citizens. On their behalf, Manatee County government works to preserve our excellent lifestyle, strives to maintain our quality environment, seeks to nurture our strong sense of community; and to provide the necessary public infrastructure, amenities and safety all citizens require and deserve.

In Manatee County, we continue to witness considerable growth and modernization; we've grown from a sleepy beach community to a popular relocation destination. The County has proven itself as a great place to live and raise a family.

Manatee County retains its small-town feel and keeps in touch with the characteristics that make our area so charming, even as the population increases. The County retains its sense of community and belonging, boasting a healthy local economy, a strong local government from both leadership and financial standpoints, and active and involved citizenry of all ages.

Over the years, we in Manatee County feel fortunate to have been involved in making our County such a great place to live and look forward to a bright and optimistic future for our County.

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2001-2002 Clerk of the Circuit Court

Accomplishments at a Glance

- Collected over \$18,000,000 (17% increase from 2000-2001) in child support for the children of Manatee County. Manatee County is #1 in Florida in the percentage of current support and arrearages collected.
- Created a fee-based, subscriber Internet site to view documents restricted from public viewing as a result of a change in legislation.
- Began imaging documents in civil, traffic and criminal case files, which creates a time savings for clerks when answering questions and allows for public viewing over the Internet.
- Received our 23rd consecutive Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) for our 2001 Comprehensive Annual Financial Report.
- Child Support Enforcement division piloted the electronic filing of legal documents in child support cases.
- Expanded our Historical Resources division to include the restoration of the 1912 schoolhouse in the Village of Cortez.
- Participated in creating a statewide training manual for the Child Support System.
- Installed a digital recording system in Juvenile Court that allows proceedings to be recorded to our network or compact disk.
- Aided Manatee County Port Authority in obtaining A1 and AA- ratings from Moody's and Fitch Rating Services for their revenue bonds.
- Foster Care Citizens Review program now runs 7 panels with 40 volunteers overseeing over 490 cases.
- Expanded the Manatee Village Historical Park to include a blacksmith shop and took possession of a 1913 train known as "Old Cabbage Head".
- Received our 4th consecutive Award for Outstanding Achievement in Popular Annual Financial Reporting for our 2001 Popular Report.
- Installed and tested a new Jury View system to begin processing in the first quarter of 2003.
- Overhauled the court records portion of our web site to improve speed, visual appeal and display more information.
- Migrated all computers and servers to the ManateeClerk.com domain using standardized user names and email addresses.

A Message from Chips Shore

Manatee County Clerk of the Circuit Court and Comptroller

Manatee County's Popular Report gives the citizens of our community a snapshot of the county's financial performance and well-being, for the fiscal year ended September 30, 2002. The format is designed to be straightforward and easy-to-read.

For anyone who is interested in our county's fiscal stability, I invite you to read this report. Written for the non-financial reader, the report contains valuable, summarized information for every resident.

In addition to the Popular Report, the Finance Department of the Clerk of the Circuit Court also produces the more detailed Comprehensive Annual Financial Report (CAFR). The CAFR meets stringent government standards and is evaluated by bond rating agencies to assess Manatee County's financial stability and to determine interest and insurance rates.

For the 23rd consecutive year, our CAFR has received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA). While the responsibility for the accuracy of all data lies with me, the recognition of receiving this prestigious award goes to our Finance Department.

It is an exciting time to live in Manatee County. Our area is evolving and growing as more people recognize the beauty of our county and our resources. From pristine beaches to a strong local economy, Manatee County has much to offer all its residents. At the Clerk's Office, we are proud to live in Manatee County and we are pleased to give you your County's financial "report card" in an accurate and timely fashion. All four financial reports, the Popular Report, the CAFR, Port Manatee and the Utilities System reports, are available on-line at www.ManateeClerk.com and in hardcopy. Hardcopies of the CAFR and the annual reports for Port Manatee and Manatee County's Public Utilities System are available by contacting our Finance Department at (941) 749-1800 ext. 4102.

Growth and change offer us opportunities to improve. If you have comments or suggestions on how we can improve our Popular Report, please contact my office at (941) 749-4002 or by visiting our web site at www.ManateeClerk.com.

Respectfully,



R. B. "Chips" Shore
Clerk of the Circuit Court and Comptroller

Award for Outstanding Achievement in Popular Annual Financial Reporting

PRESENTED TO

**MANATEE COUNTY,
FLORIDA**

**For the fiscal year ending
September 30, 2001**



William Patrick Pate
President

Jeffrey L. Esser
Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) has given an Award for Outstanding Achievement in Popular Annual Financial Reporting to Manatee County, Florida for its Popular Annual Financial Report for the fiscal year ended September 30, 2001. The Award for Outstanding Achievement in Popular Annual Financial Reporting is a prestigious national award recognizing conformance with the highest standards for preparation of state and local government popular reports.

In order to receive an Award for Outstanding Achievement in Popular Annual Financial Reporting, a government unit must publish a Popular Annual Financial Report, whose contents conform to program standards of creativity, presentation, understandability and reader appeal.

An Award for Outstanding Achievement in Popular Annual Financial Reporting is valid for a period of one year only. We believe our current report continues to conform to the Popular Annual Financial Reporting requirements, and we are submitting it to GFOA.

About This Report

The Popular Report provides an overview of the operations of Manatee County's constitutional offices:

- Board of County Commissioners, Port Authority and Civic Center Authority
- Clerk of the Circuit Court & Comptroller
- Property Appraiser
- Sheriff
- Supervisor of Elections
- Tax Collector

This report also provides an overview of the areas of responsibility for each county department and the Constitutional Officers.

Financial information in this report has been summarized from Manatee County's Comprehensive Annual Financial Report (CAFR) and includes a condensed statement of net assets and statement of activities with previous year comparative data, an overview of county functions and historical data. Because this information is summarized, the Popular Report is not prepared in accordance with generally accepted accounting principles.

The presentation reflects county operations divided into two major categories: governmental and business-type.

Governmental activities are those primarily supported by tax dollars for services such as libraries, emergency medical services, law enforcement and transportation. The governmental category can be further subdivided between operations and capital activities. Capital project activities are dollars spent to construct, acquire or improve major facilities of the government.

Business-type activities offer goods and services of the county for sale and are intended to be self-supporting. Examples are Port Manatee and the county's water and sewer system.



Manatee County Government

Manatee County government operates under a constitution adopted in 1921. This constitution established a governing body known as the Board of County Commissioners, which is made up of seven residents elected by county voters. The commissioners' offices are in the County Administrative Center where public meetings are held. The commissioners also serve as the Port Authority and the Civic Center Authority.

In addition to the seven County Commissioners, voters elect five constitutional officers: Clerk of the Circuit Court and Comptroller, Property Appraiser, Sheriff, Supervisor of Elections and the Tax Collector.

Encompassing 740 square miles, Manatee County has six incorporated cities within its borders: Anna Maria, Bradenton, Bradenton Beach, Holmes Beach, Longboat Key and Palmetto. Each is governed by city councils elected by residents of each respective city.



Fiscal Responsibility

The Board of County Commissioners and the Clerk of Circuit Court and Comptroller share in the fiscal responsibility of Manatee County. The Commission and the Clerk of the Circuit Court and Comptroller are separately elected constitutional officers and vested with separate powers, according to Florida law. This separation of power provides checks and balances within the county government to help safeguard the assets of the county.

The Board of County Commissioners is responsible for adopting an annual budget for all departments under the commissioners. The budget is prepared by the Department of Financial Management and presented to the commissioners for approval. The budget governs expenditures by the departments. It is illegal for department managers to exceed their budget.

The Clerk of the Circuit Court and Comptroller is responsible for safeguarding Manatee County assets and is personally liable for any losses due to illegal payments. A key part of this responsibility is the control of county funds. Only the Clerk can disburse funds. Before monies are disbursed all expenditures go through a rigorous preaudit process. The Clerk must ensure that all expenditures are legal, budgeted and in compliance with county policies and procedures. As an extension of these responsibilities, the Clerk's office also prepares the financial statements of the county.



Summary Financial Information

CONDENSED STATEMENT OF NET ASSETS

September 30, 2002

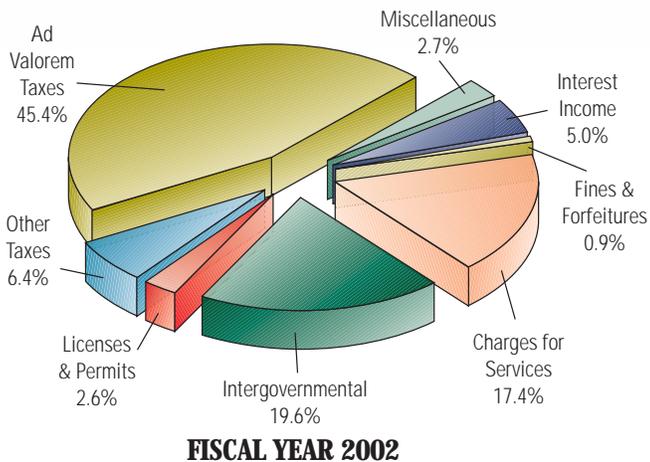
Assets	Governmental Activities	Business-Type Activities	2002 Total	2001 Total
Cash and investments	\$ 261,151,692	\$ 121,551,225	\$ 382,702,917	\$ 355,180,650
Receivables, net	21,230,302	20,949,651	42,179,953	51,283,813
Capital assets, net	440,246,209	502,918,546	943,164,755	881,544,237
Other assets	1,321,796	4,920,995	6,242,791	6,463,055
Total assets	723,949,999	650,340,417	1,374,290,416	1,294,471,755
Liabilities				
Payables and accrued liabilities	43,731,873	37,686,492	81,418,365	80,327,044
Bonds, notes and loans	76,611,496	135,073,788	211,685,284	213,754,483
Total liabilities	120,343,369	172,760,280	293,103,649	294,081,527
Net assets	\$ 603,606,630	\$ 477,580,137	\$ 1,081,186,767	\$ 1,000,390,228

CONDENSED STATEMENT OF ACTIVITIES

For the Fiscal Year Ended September 30, 2002

Expenses	Governmental Activities	Business-Type Activities	2002 Total	2001 Total
General government	\$ 55,780,018		\$ 55,780,018	\$ 51,477,377
Public safety	90,433,508		90,433,508	90,465,888
Physical environment	5,064,755		5,064,755	4,543,807
Transportation	20,396,099		20,396,099	19,308,733
Economic environment	6,865,316		6,865,316	5,626,922
Human services	18,371,357		18,371,357	17,868,384
Culture and recreation	13,972,818		13,972,818	13,442,602
Interest on long-term debt	3,694,186		3,694,186	3,975,283
Water and sewer	–	56,593,503	56,593,503	53,843,344
Port Authority	–	11,484,872	11,484,872	9,597,510
Solid Waste	–	29,918,794	29,918,794	23,135,954
Other	–	14,028,574	14,028,574	13,411,422
Total expenses	214,578,057	112,025,743	326,603,800	306,697,226
Revenues				
Program revenues	90,997,459	145,020,379	236,017,838	215,177,501
General revenues	170,354,717	1,027,784	171,382,501	158,068,454
Total revenues	261,352,176	146,048,163	407,400,339	373,245,955
Change in net assets	46,774,119	34,022,420	80,796,539	66,548,729
Beginning net assets	556,832,511	443,557,717	1,000,390,228	933,841,499
Ending net assets	\$ 603,606,630	\$ 477,580,137	\$ 1,081,186,767	\$ 1,000,390,228

General Government Revenues and Expenditures



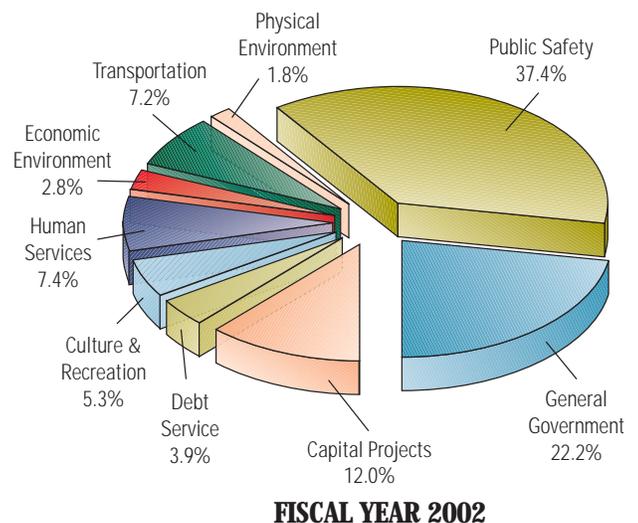
GENERAL GOVERNMENT FUND REVENUES

	FY 2002	FY 2001	FY 2000	FY 1999
Ad valorem taxes	45.4%	43.4%	43.0%	43.4%
Other taxes	6.4%	5.9%	5.9%	6.1%
Licenses and permits	2.6%	2.6%	2.7%	2.6%
Intergovernmental	19.6%	19.9%	20.9%	22.7%
Charges for services	17.4%	17.4%	17.6%	17.2%
Fines and forfeitures	0.9%	0.8%	1.0%	0.8%
Interest income	5.0%	7.9%	6.4%	5.1%
Miscellaneous	2.7%	2.1%	2.5%	2.1%



GENERAL GOVERNMENT FUND EXPENDITURES

	FY 2002	FY 2001	FY 2000	FY 1999
General government	22.2%	22.9%	22.0%	22.6%
Public safety	37.4%	38.3%	38.0%	36.6%
Physical environment	1.8%	1.8%	1.8%	1.8%
Transportation	7.2%	7.3%	6.6%	6.1%
Economic environment	2.8%	2.5%	2.5%	2.1%
Human services	7.4%	7.7%	7.5%	7.2%
Culture and recreation	5.3%	5.6%	5.3%	5.4%
Debt service	3.9%	5.2%	5.3%	8.9%
Capital projects	12.0%	8.7%	11.0%	9.3%



Clerk of the Circuit Court and Comptroller

The office of the Clerk of Circuit Court, an elected public trustee, was established by the Florida Constitution over 150 years ago. Responsible for 926 separate duties, the Clerk is accountable to the citizens of Manatee County, not to any elected official, thereby creating a system of “checks and balances” at the county level that has served the public well.

The Clerk oversees a complex organization that performs a wide range of record keeping, information management and financial management in the judicial system and county government.

The Clerk serves as the:

- Chief Financial Officer, accountant and auditor to the Board of County Commissioners, Port Authority and Civic Center Authority.
- Custodian of public records, public funds and public property.
- Clerk of the Circuit and County Courts, 12th Judicial District.
- Collector and distributor of court fines and fees, child support and alimony payments and statutory assessments.
- Maintains court records and ensures that the courts’ orders, judgments and directives are carried out within the parameters allowed by law.

R. B. “Chips” Shore has served as Manatee County Clerk of the Circuit Court and Comptroller since 1976. During his tenure as Clerk, a number of his major initiatives have involved incorporating technology and automating operations.

Finance

The Finance Department is responsible for carrying out the Clerk’s duties as the county’s chief financial officer and comptroller for the Board of County Commissioners, Port Authority and Civic Center Authority. Those duties include pre-auditing disbursements made on behalf of the county. He may refuse to sign and deliver a county warrant for any unlawful expenditure.

The Finance Department also processes payroll for the Board and the Clerk, manages the county’s investment portfolio, maintains the records and conducts annual physical inventories of capital assets for the Board, Clerk, Property Appraiser, Supervisor of Elections and Tax Collector and, as the accountant to the Board, prepares all financial reports.

Last fiscal year the Finance Department early implemented the Governmental Accounting Standards Board’s Statement 34, a new financial reporting model which redefined reporting presentation for state and local governments. This new presentation includes a discussion and analysis of changes in the County’s financial position from previous fiscal year under this new accounting presentation.

BOARD RECORDS

Board Records maintains the records of the official actions of 16 boards or committees in Manatee County. This includes taking minutes of the



board meetings and keeping the official records, as well as files and exhibits of official actions. Board Records keeps electronic minute books, scans documents, and offers on-line verification of those minutes and documents. These actions improve the on-line availability of the records to the public.

OFFICIAL RECORDS

The Clerk of the Court is the official record keeper of all instruments required by law to be recorded. Official records are documents such as deeds, leases, mortgages, tax warrants, evictions or other documents relating to the ownership, transfer or encumbrance of real or personal property. Examples of other types of documents recorded in the official records are such items as judgments entered by the courts, tax liens, and bankruptcy petitions and orders.

Official record documents are electronically scanned, indexed and made available on the Clerk's Internet site, www.ManateeClerk.com, upon being recorded. The indexing of documents allows various searchers to review the history of property or legal documents and cases involving a person or business.

The Clerk is also responsible for storing and destroying, as approved by law, the records of various court and county departments.

CLERK'S ACCOUNTING

Clerk's Accounting serves as a central collection point for all funds received at the courthouse by the Clerk's Office and remits funds to appropriate government agencies. Payments range from traffic fines and child support payments to fees for marriage licenses and ceremonies. Clerk's Accounting also operates a second cashiering office in the County Administrative Center and collects payments for various county departments such as Utility Operations and the Building and Planning departments.

Internal Audit

During the course of any given fiscal year, the departments that are part of Manatee County government receive budgets approved by the Board of County Commissioners that are allocated to carry out various functions and projects. There are also numerous non-profit agencies that also enter into contractual agreements for funding services and programs. Internal controls are in place for the purpose of assuring the budgets are spent as they were originally intended.

Internal Audit measures and evaluates the effectiveness and efficiency of internal controls that have been established. In addition to the financial controls, Internal Audit also performs compliance and operational audits, provides assistance to external auditors and investigates fraud. To make fraud reporting easier for the public, Internal Audit has established a 24-hour fraud hotline at 941-742-5938 as well as an on-line fraud reporting form.

Additionally, Internal Audit is offering more consultative work to county management. The auditors work with various department managers, at their request, to examine systems and operations to ensure maximum efficiency and compliance.



Courts

The Florida Constitution charges the Clerk of the Court with the responsibility of maintaining the records of both the circuit and county courts, and ensuring that the courts' orders, judgments and directives are carried out within the parameters allowed by law. The Clerk's office does this by processing new cases, preparing court dockets, attending all criminal proceedings and recording disposition of cases, and preparing and recording judgments.

The Clerk is required by law to summon jurors who are needed in trial courts and pay the jurors for their service.

Circuit court cases include criminal felonies, juvenile delinquencies and dependencies, probate, guardianships, civil actions such as divorces, adoptions, child support, mortgage foreclosures, and suits over \$15,000.

County court cases include non-criminal traffic and misdemeanors such as shoplifting, reckless driving, battery, assault, driving under the influence, and civil cases such as small claims, evictions, and suits under \$15,000.

Criminal, civil and traffic court case management information is available on-line on the Clerk's website, www.ManateeClerk.com.

Programs and Services

CHILD SUPPORT ENFORCEMENT

Child Support Enforcement began operation under the Clerk in 1985, when collections were approximately \$5,000 per month. That figure has grown to over \$1 million per month.

Staff attorneys represent custodial parents in civil litigation involving paternity establishment, child support establishment, modification and enforcement. This department handles cases in which the custodial or non-custodial parent lives either in Manatee County, Florida, another state, or foreign country where reciprocal agreements exist for child support services.

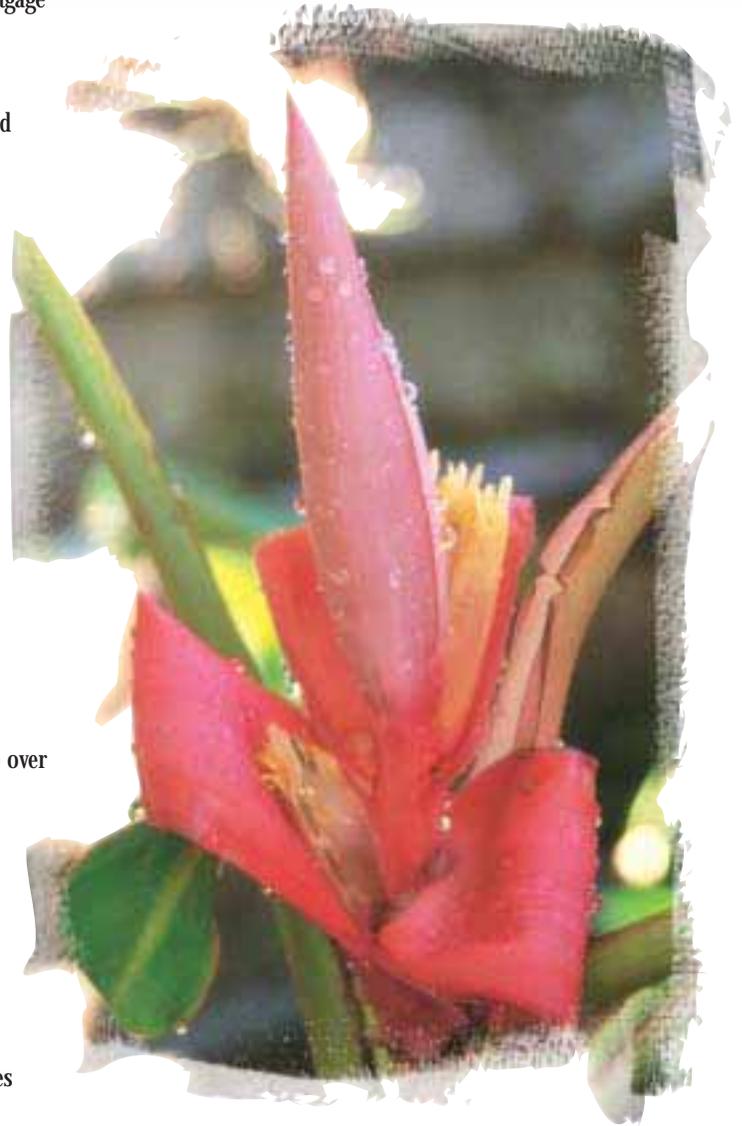
By law, these services are provided to custodial parents or caretaker relatives who receive public assistance and/or Medicaid for the child in their care. Parents not receiving such assistance may contract for those services for a nominal, one-time application fee.

Child support enforcement for uncooperative parents can be done through several methods such as drivers' license suspension, wage withholding, and interception of Internal Revenue Service refunds, unemployment compensation and lottery winnings.

Funds paid for court-ordered support cases are collected through the State's central depository that processes and disburses the funds to the custodial parent.

CITIZENS REVIEW

Sponsored by the Clerk's Office, Citizens Review is a volunteer program in which panel members review the cases of the abused and neglected children of Manatee County and report their findings to a judge.



The goal of the program is to provide a safe, loving and permanent home for the children. The volunteers achieve this goal by making sure that all services available to the families are offered, by holding all parties responsible for their specific tasks dictated by the case plan, by keeping the lines of communication open and by ensuring that no child remains in the system longer than necessary. Manatee County currently has seven citizen review panels, constituting 40 volunteers that review approximately 450 cases per year.

TEEN COURT AND TEEN COURT TOO

Teen Court and Teen Court Too were established by the Clerk to provide early intervention of young offenders to prevent a pattern of criminal behavior.

Children, ages 10-17, who meet certain criteria are referred to the programs by law enforcement agencies, juvenile court and school resource officers. Teen Court and Teen Court Too volunteers, who are in middle and high school, perform the roles of prosecuting and defense attorneys, clerks, bailiffs and jury. Local attorneys, who volunteer their time, act as the judge and are the only adults directly involved in the proceedings.

Offenders accept the consequences of their acts through community service, serving on jury duty for other Teen Court cases and any other disciplinary measures sanctioned by the Teen Court jury. The Clerk, in conjunction with the Manatee County Bar Association, sponsors an annual mock trial competition where area high schools prepare and present cases as attorneys and witnesses. The winner goes on to state competition.

VIOLENCE PROTECTION

The Clerk's Violence Protection Advocate division provides assistance to victims of domestic and repeat violence. They help victims by explaining the procedures involved in filing a petition, processing the temporary injunction, attending the hearing for final injunction and requesting modifications, reporting violations of repeat violence and assisting in the criminal prosecutions.

HISTORICAL RESOURCES

The Historical Resources division is responsible for the management of the Manatee Historical Village Park, Historical Records Library, the Palmetto Carnegie Library and the Agriculture Museum. Visitors to the Manatee Historical Village Park experience the lifestyles of pioneer families. The park includes the first county courthouse, a sugar cane mill, a pioneer farm, a boat works, a schoolhouse and a church as well as the Wiggins General Store. Many of the structures have been moved to the park and carefully maintained or restored as closely as possible to their original state. This year, we are pleased to have added a replica blacksmith shop and a 1913 train.

Built in 1918, the Carnegie Library served as Bradenton's public library until 1978. To preserve the early records of Manatee County and to make them available to historians and genealogists, it was re-opened in 1979 by the Clerk as the Historical Records Library. It was the first archival library of its kind in Florida. Deed books, marriage licenses, probate files and county commission records, as well as court minute books, are archived there.

The Palmetto Carnegie Library holds the histories of many families and businesses. Several restored buildings surround the Carnegie Library and together make up Palmetto Heritage Park.

Both Carnegie Libraries, in Bradenton and Palmetto, were required by the Andrew Carnegie Foundation to have a basement, unusual for most structures in Florida. It is also rare to have two Carnegie libraries so

close to each other. It is believed the grants were given because both communities were thriving in the early part of the century. However, without a connecting bridge, the two cities remained isolated and each required its own library.

The Manatee County Museum of Agriculture highlights the important role agriculture has played in our community. At the museum, visitors can explore the past through photographs, machinery, exhibits, slides and video presentations.

Support Services

CLERK'S TECHNOLOGY SERVICES

Clerk's Technology Services plans, assembles and maintains the information systems needed to support the duties of the Clerk of the Court in a timely, efficient manner. The department's director, analysts, programmers, technicians and support staff ensure that the Clerk's computer systems fulfill present needs as well as plan for the future.

HUMAN RESOURCES

The Human Resources Department consists of a Director and Assistant who are responsible for maintaining approximately 260 employment records. They accept and process all employment applications, which can now be downloaded off the Clerk's web site of www.ManateeClerk.com. The HR Department also administers policies, programs and benefit packages, looking for new approaches and innovative practices in all areas of HR management to help develop the Clerk's employees full potential for serving the citizens of Manatee County.

TRAINING

The Clerk created an in-house training division this year. The primary goal of this division is to train employees on all commonly used software programs in the office.

CLERK OF CIRCUIT COURT

	2002	2001
Budget	\$ 13,949,425	\$ 13,281,940
Expenditures	13,329,934	12,960,704

OTHER

Constitutional Officers

PROPERTY APPRAISER

CHARLES E. HACKNEY

- Annually appraises real and tangible personal property in Manatee County
- Maintains current property ownership records
- Maintains the county section maps and aerial photos
- Administers all property tax exemptions
- Produces the ad valorem tax roll annually
- Provides data updates at: www.manateepao.com

PROPERTY APPRAISER

	2002	2001
Budget	\$ 3,086,865	\$ 2,739,336
Expenditures	3,009,755	2,654,694



SHERIFF

CHARLIE B. WELLS

- Provides law enforcement services to Manatee County.
- Responsible for all county inmate care, custody and control.
- Responsible for contracted care, custody and control of Immigration and Naturalization Service detainees.
- Responsible for care, custody and control of juveniles court ordered into programs for the Florida Department of Juvenile Justice.
- Provides countywide, specialized explosive and hazardous materials response capability.
- Conducts crime prevention programs for all county residents.
- Conducts educational programs at the jail to train inmates in trade work that could limit their return to custody.
- Provides Special Team Support as requested to city law enforcement jurisdictions (SWAT/Aviation/Dive/Cert/Tact)

SHERIFF

	2002	2001
Budget	\$ 66,070,100	\$ 63,353,307
Expenditures	64,278,791	62,667,400

SUPERVISOR OF ELECTIONS

ROBERT "BOB" SWEAT

- Registers voters
- Educates voters
- Expanded website: www.votemanatee.com
- Conducts elections
- A new voting system, Accu-Vote was added and used for the first time in 1998.
- A new mapping system added to be used for re-precincting
- Registered voters in 2002: 176,131
- Voters in the last general election: 170,578
- Voters in the last primary: 174,725

SUPERVISOR OF ELECTIONS

	2002	2001
Budget	\$ 1,813,006	\$ 1,312,882
Expenditures	1,447,577	1,176,628

TAX COLLECTOR

KEN BURTON, JR.

- Collects ad valorem taxes
- Registers motor vehicles and vessels
- Registers and titles mobile homes
- Issues disabled parking permits
- Issues hunting and fishing licenses
- Limited driver's license renewals at the DeSoto, Downtown and Palmetto offices, 819 301 Boulevard West, Bradenton.
- \$2.39 million in excess fees returned to the County
- Website: www.taxcollector.com

TAX COLLECTOR

	2002	2001
Budget	\$ 4,934,131	\$ 4,851,010
Expenditures	4,842,179	4,788,329



Board of County Commissioners

AMY STEIN, *Chairman*

Gwendolyn Brown Jonathan Bruce Patricia M. Glass George Harris Joe McClash Jane von Hahmann

The Board of County Commissioners governs Manatee County. It has seven members: one elected from each of five districts and two elected at-large for alternating four-year terms. The members select their chairman and vice-chairman for one-year terms.

Board meetings are held Tuesday at 9 a.m. and are open to the public. The commissioners also sit as the Manatee County Port Authority and Civic Center Authority, and elect officers separately for those entities.

The board makes policy decisions, which are implemented by an appointed county administrator who directs the activities of county employees. Ernie Padgett has served as county administrator since April 1995.

The Board of County Commissioners budgets and provides funding for the various county departments and the operations of the constitutional officers. Fees collected by the Clerk of the Circuit Court and Comptroller and the Tax Collector provide partial funding for the budgets of those offices.

COUNTY DEPARTMENTS

General Government Operations

ADMINISTRATION

The Board of County Commissioners appoints the county administrator. The administrator has executive powers and carries out the policy decisions of the commissioners. Under the administrator's direction, county departments and offices provide Manatee County residents with services, information and programs. Recently the conservation lands management function was located in the Administrator's Office.

ADMINISTRATION

	2002	2001
Budget	\$ 1,439,645	\$ 1,476,295
Expenditures	1,438,784	1,445,246

AGRICULTURE AND NATURAL RESOURCES

The department provides educational programs and services related to agriculture, 4-H and youth development, family and consumer education, marine science and resources, and urban horticulture. Agriculture contributes approximately \$450 million to the annual economy of Manatee County.

Approximately 60% of the land in Manatee County is being used for farmland, including crops, pasture land and reforestation. The County ranks 8th among Florida's 67 counties in agricultural sales, producing approximately 25% of the tomatoes grown in Florida, which in turn produces over 70% of all fresh market tomatoes grown in the United States. The annual value of tomato production is \$120 million. County production of cabbage ranks 2nd in the state; pepper and potato production ranks 4th.

Ornamental horticulture and related operations generate \$166 million for the County while forestry activity adds an estimated \$50 million. The livestock industry, citrus operations and commercial fishing add another \$74 million.

AGRICULTURE & NATURAL RESOURCES

	2002	2001
Budget	\$ 1,169,994	\$ 1,061,701
Expenditures	1,082,045	1,020,585

BUILDING

The Building Department monitors and regulates construction to protect public health and safety. The department reviews building permit applications and accompanying documents. It licenses contractors, and disciplines those who violate building laws. The department imposes penalties on non-licensed activity, maintains the 100-year flood plan and conducts building inspections.

BUILDING

	2002	2001
Budget	\$ 4,327,013	\$ 3,406,853
Expenditures	3,932,128	3,203,372

COMMUNITY SERVICES

Community Services personnel identify, assemble and provide, both directly and via agency contract, an array of social services, resources and programs designed to meet the needs of Manatee County's youth, elders, and socially and economically disadvantaged citizens.

HUMAN SERVICES DIVISION administers more than \$15.334 million in funds to a variety of not-for-profit agencies and community based services. They also administer \$2.576 million in grant revenues.

PROBATION supervises misdemeanor cases, administers the Comprehensive Drug Abuse Prevention Program and provides assistance to the Manatee County criminal justice system through a variety of other services.

VETERAN SERVICES assists the county's military veterans and their dependents with health and other benefits claims as well as outpatient treatment transportation.

HOUSING & COMMUNITY DEVELOPMENT'S administration of the State Housing Initiative Program (SHIP) accounted for \$2.81 million of expenditures in fiscal year 2002. The housing division works cooperatively with the private sector to leverage available public sector funding.

INTERGOVERNMENTAL RELATIONS DIVISION operates MGA - the county's government access television station, broadcasting programs regarding legislative and policy actions of county government. The division administers the cable franchise ordinances, and publishes an annual report and "Focus," a newsletter for county citizens. It oversees the automated County Answer Line. Legislative lobbying on behalf of the county at the regional and state levels is also performed by this division.

COMMUNITY SERVICES

	2002	2001
Budget	\$ 3,243,147	\$ 3,039,296
Expenditures	3,032,842	2,798,789

CONVENTION AND VISITORS BUREAU

The Convention and Visitors Bureau promotes Manatee County as a destination for business and leisure travel. It also oversees the Powel Crosley Museum and the Tourist Information Center.

CONVENTION & VISITORS BUREAU

	2002	2001
Budget	\$ 1,708,576	\$ 1,305,530
Expenditures	1,580,647	1,348,126

COUNTY ATTORNEY

The County Attorney's Office functions as an in-house law firm with a staff of lawyers, providing legal advice and trial representation to the Board of County Commissioners, its departments and offices. The County Attorney reports directly to the Board of County Commissioners.

COUNTY ATTORNEY

	2002	2001
Budget	\$ 1,785,341	\$ 1,682,148
Expenditures	1,566,300	1,503,310

ENVIRONMENTAL MANAGEMENT

Through a wide variety of programs and projects, Environmental Management protects the county's air, water and natural resources. Services range from monitoring air and water quality, and reviewing developments for their environmental impacts to special projects such as beach renourishment and artificial reef maintenance and construction.

ENVIRONMENTAL MANAGEMENT

	2002	2001
Budget	\$ 2,509,239	\$ 2,332,935
Expenditures	1,995,129	1,996,445

FACILITIES MANAGEMENT

This department supports governmental functions through intra-agency planning, coordination and delivery of services. It also plans and manages improvement and construction projects involving county buildings.

FACILITIES MANAGEMENT

	2002	2001
Budget	\$ 6,994,263	\$ 6,433,359
Expenditures	5,467,628	5,315,458

FINANCIAL MANAGEMENT

The Financial Management Department develops, reviews and implements the county budget, capital improvements program and related county policies. The department works closely with county departments, the county administrator and the Board of County Commissioners in all areas of financial management. It provides procurement and courier services for county departments and other agencies.

The Department is also responsible for billing and collection of fees for emergency transportation and internal service funds for self-insured medical employee health benefits, warehouse stores and fuel stores.

FINANCIAL MANAGEMENT

	2002	2001
Budget	\$ 1,526,547	\$ 1,418,176
Expenditures	1,445,162	1,359,078

HUMAN RESOURCES

The Human Resources Department recruits, screens and tests all candidates for county employment. It coordinates countywide programs that inform, educate, motivate and recognize the achievements of the county's employees. The department also maintains personnel records and is responsible for retirement planning.

HUMAN RESOURCES

	2002	2001
Budget	\$ 841,629	\$ 829,458
Expenditures	804,750	690,722

INFORMATION SERVICES

This department manages governmental services including Information Services, Land Information and Library Services. Information Services plans, manages and coordinates software and equipment required to meet information technology needs in county government. Land Information Services plans, manages and operates the digital information system of the county. Library Services manages six branch libraries in addition to the main library. Additionally, the library has added bookmobile services for outlying areas of the County.

INFORMATION SERVICES

	2002	2001
Budget	\$ 13,867,941	\$ 15,161,016
Expenditures	12,020,739	12,077,075

PARKS AND RECREATION

Parks and Recreation manages county parks, recreational areas, pools, beaches, racquetball and tennis courts, ballparks, playgrounds, picnic facilities and activity centers. Parks and Recreation schedules programs, lessons, trips and special events ranging from after school and summer camp programs to the Senior Olympics.

PARKS & RECREATION

	2002	2001
Budget	\$ 8,703,398	\$ 8,489,763
Expenditures	7,648,282	7,961,632

PLANNING

The responsibility for the County's Comprehensive Growth Management Plan lies with the Planning Department. The department implements the Land Development Code (zoning law), concurrency review and capital improvements programming. Planning also collects impact fees, reviews infrastructure construction drawings and administrative bonds.

PLANNING

	2002	2001
Budget	\$ 5,589,316	\$ 4,626,017
Expenditures	4,009,003	3,697,696

PROJECT MANAGEMENT

Project Management has three divisions. The PROJECT MANAGEMENT DIVISION is responsible for coordinating capital improvement projects. The INFRASTRUCTURE INSPECTIONS DIVISION inspects the installation of county infrastructure, including roads and utilities. The ENGINEERING DIVISION reviews the design of county capital improvement projects.

PROJECT MANAGEMENT

	2002	2001
Budget	\$ 1,459,833	\$ 991,602
Expenditures	1,027,745	962,033

PUBLIC SAFETY

This department has six divisions:

ANIMAL CONTROL enforces the animal control ordinances and statutes, houses and provides for the medical treatment and adoption of impounded animals.

CODE ENFORCEMENT ensures compliance with the county's Land Development Code and ordinances.

EMERGENCY COMMUNICATIONS CENTER is responsible for receiving 911 emergency calls, other calls and dispatching the appropriate responses.

EMERGENCY MANAGEMENT plans for, responds to, recovers from and mitigates the impact of natural and man-made disasters.

EMERGENCY MEDICAL SERVICES provides the citizens of Manatee County with full time emergency medical technicians and paramedic staff and around-the-clock advanced life-support medical services.

MARINE RESCUE DIVISION is responsible for protecting the safety of residents and visitors enjoying Manatee County's beaches.

PUBLIC SAFETY

	2002	2001
Budget	\$ 13,867,224	\$ 13,306,587
Expenditures	12,704,649	11,634,608

TRANSPORTATION DEPARTMENT

The Transportation Department is comprised of four governmental divisions:

TRAFFIC MANAGEMENT installs and maintains traffic signs, streetlights and traffic signals; stripes roadway pavement; conducts traffic studies; and gathers and assembles traffic statistics.

HIGHWAY MAINTENANCE is responsible for maintaining, repairing and improving roadways and rights-of-way. This includes grading and sweeping roadways; mowing roadside grasses; and removing debris from Manatee County highways. In addition, sidewalks, curbs, culverts, catch basins and roadside drainage require continual repair, clearing and improvement.

TRANSPORTATION ENGINEERING includes engineering, CAD operation, surveying, design, plan review and permitting. The division issues access, drainage and rights-of-way use permits for those wishing to install or work in county rights-of-way. Services also include road and bridge inspections and recommendations.

LAND ACQUISITION manages and acquires real property for road improvements, drainage, storm-water and utility projects as regulated by Florida law. Support is provided through research of public records and verification of property ownership.

TRANSPORTATION

	2002	2001
Budget	\$ 16,136,624	\$ 14,093,804
Expenditures	13,169,826	11,590,599

The Transportation Department also has two proprietary operations:

The STORMWATER MANAGEMENT DIVISION is responsible for the maintenance of canals, and numerous off-road pipes and their associated structures. This includes cleaning, restoration, mitigation and capital construction. The division conducts flood plain studies and prepares flood plain maps prepared and adopted by the Board of County Commissioners.

FLEET SERVICES DIVISION is an internal service division that furnishes a countywide fleet management program. They operate three repair service facilities. The staff of 30 maintains approximately 1240 small and large vehicles.

Proprietary Operations

PUBLIC UTILITIES SYSTEM

The county provides public utility services through various operational and fiscal management divisions under a number of county departments. In 1991, the County combined its existing Water and Wastewater Systems, Solid Waste System and Stormwater Management System into one public utility.

The UTILITIES OPERATIONS DEPARTMENT operates the County's water and wastewater facilities and distribution and collection systems. The Water Division operates, maintains and monitors the County's drinking water supply drawn from the Lake Manatee Reservoir and the East County Wellfield at Duette Park. The Wastewater Division has three regional treatment plants that process wastewater into effluent usable for urban and agricultural irrigation. The Department also provides for the planning, design, operation and maintenance of the Lena Road Landfill through the Solid Waste Division. The landfill operation handles approximately 1,500 tons of solid waste per day at the landfill.

The TRANSPORTATION DEPARTMENT through the Stormwater Division maintains and ensures the flood carrying capacity of the stormwater drainage system and develops and implements the Stormwater Management Plan.

The FINANCIAL MANAGEMENT DEPARTMENT manages the Utilities Customer Service Division which provides meter reading, billing and collection services for water, wastewater and solid waste customers. The division also coordinates the County's recycling program and operates the scalehouse at Lena Road Landfill. The countywide recycling program reaches approximately 98,216 single and multi-family residential households.

The INFORMATION SERVICES DEPARTMENT develops and maintains a digital base of geo-referenced information about the County's public utilities infrastructure and produces graphic display of the information.

The PROJECT MANAGEMENT DEPARTMENT provides engineering services for utilities projects and reviews development construction plans. The Department also provides survey, locations and records support services for the utilities system.

The AGRICULTURE AND NATURAL RESOURCES DEPARTMENT administers the water conservation education program for the county utilities system.

The Utilities System's capacity to pay the principal and interest due on its bonds is referred to as "revenue bond coverage." Although the system is required to maintain revenue bond coverage of 115%, fiscal year 2002's coverage was 245%.

UTILITIES SYSTEM	2002	2001
Operating revenues and interest income	\$ 91,810,762	\$ 90,872,089
Grants and contributions	22,049,309	15,573,851
Total expenses	(74,612,836)	(64,512,232)
Excess of revenues over expenses	39,247,235	41,933,708
Transfers from Unincorporated Services Fund	1,342,008	-
Transfers to General Fund and Transportation Fund	(3,760,142)	(2,525,371)
Depreciation	(14,998,486)	(15,007,077)
Net after depreciation	21,830,615	24,401,260

CONVENTION CENTER

The Manatee County Convention Center provides meeting space for major trade shows, sporting events, exhibitions, conferences and private parties. The Powel Crosley Museum provides conference space and an indoor or outdoor venue for both public and private events.

Both the Convention Center and the Powel Crosley Museum are managed by the Convention and Visitors Bureau.

CONVENTION CENTER	2002	2001
Operating revenues and interest income	\$ 1,044,729	\$ 974,401
Grants and contributions	1,750	-
Total expenses	(1,544,909)	(1,507,598)
Excess of expenses over revenues	(498,430)	(533,197)
Subsidy from Tourist Development and General Fund	578,138	552,996
Depreciation	(407,449)	(409,441)
Net after depreciation	(327,741)	(389,642)

GOLF COURSES

The PARKS AND RECREATION DEPARTMENT manages the county's two golf courses: Manatee County and Buffalo Creek. Each course is an 18-hole facility, which operates as separate and distinct proprietary enterprises. The courses provide residents and visitors with year-round access to golf, clubhouse and pro-shop facilities. Activities include private and group lessons as well as tournaments and special hosted events.

GOLF COURSES	MANATEE COUNTY		BUFFALO CREEK	
	2002	2001	2002	2001
Operating revenues and interest income	\$ 1,633,773	\$ 1,711,575	\$ 1,394,671	\$ 1,462,176
Total expenses	(1,547,650)	(1,384,398)	(1,474,700)	(1,496,748)
Excess of revenues over/under expenses	86,123	327,177	(80,029)	(34,572)
Depreciation	(161,167)	(149,699)	(196,155)	(186,829)
Transfer between Golf Courses	(195,904)	(300,000)	195,904	300,000
Net after depreciation	(270,948)	(122,522)	(80,280)	78,599

TRANSIT SYSTEM

The COMMUNITY SERVICES DEPARTMENT oversees the operation of the TRANSIT SYSTEM. This proprietary operation serves the general public with bus transport and provides prioritized trips for social service agencies as well as door-to-door transport services for the elderly, disabled and other eligible passengers on an advanced reservation basis.

TRANSIT SYSTEM	2002	2001
Operating revenues and interest income	\$ 1,597,107	\$ 1,524,736
Grants and contributions	4,627,023	1,769,322
Total expenses	(5,279,816)	(4,878,916)
Excess of revenues over/under expenses	944,314	(1,584,858)
Subsidy from Transportation Fund	1,823,998	1,823,998
Depreciation	(615,091)	(514,397)
Net after depreciation	2,153,221	(275,257)

Port Manatee

Port Manatee is the fifth largest of Florida's 14 deepwater seaports. As the major shipping gateway to our community, the Port Authority of Manatee County manages the importing and exporting of many agricultural and industrial products. It ranks number one nationally for importing frozen concentrated orange juice and is the nation's leading export location for citrus juices and beverages.

During 2002, the Port constructed the first 1,000 feet of berth 12 that was used during the construction of the natural gas pipeline and is currently being used to barge bridge sections for the construction of the Ringling Causeway Bridge in Sarasota County. A 170,000 square foot warehouse has also been constructed to house forest products imported from South America for distribution throughout the southeastern U.S. and the U.S. Army Corps of Engineers is embarking on Phase II of a major dredging project. The dredging project will include enlarging the Port Manatee channel at the junction of the Tampa Bay channel, constructing a new turning basin to provide for larger vessels and perform maintenance dredging of the Port Manatee channel and basin.

PORT MANATEE	2002	2001
Operating revenues and interest income	\$ 14,634,245	\$ 12,313,782
Grants and contributions	6,829,263	7,179,419
Total expenses	(7,981,478)	(6,346,106)
Excess of revenues over expenses	13,482,030	13,147,095
Transfer of sales tax revenue	446,500	446,500
Depreciation	(3,498,519)	(3,239,750)
Net after depreciation	10,430,011	10,353,845

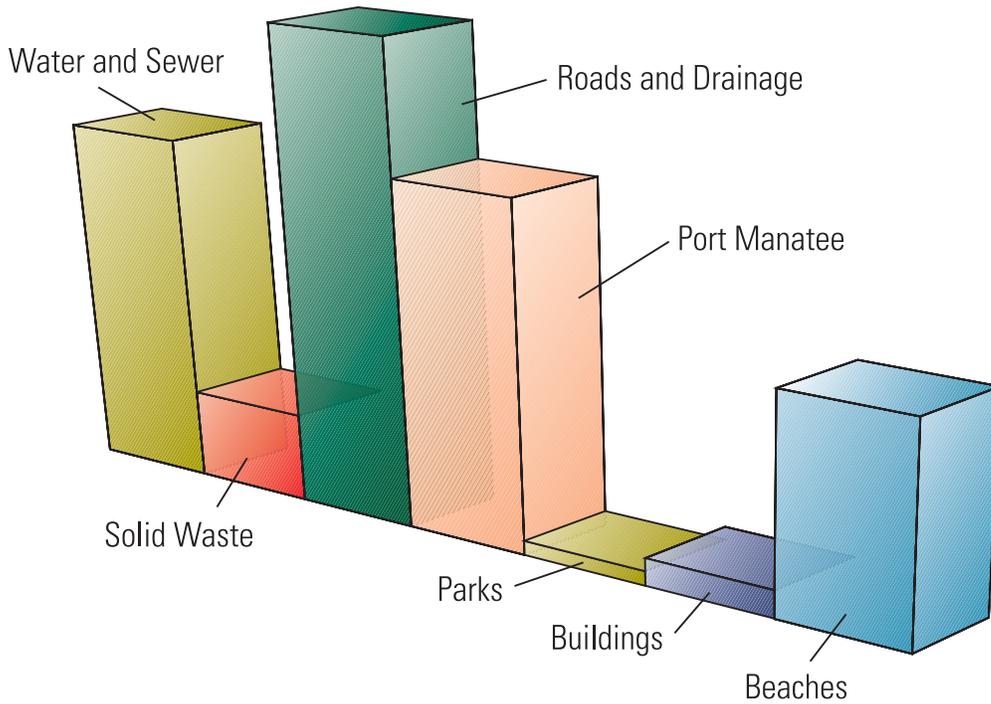
Capital Projects

Capital Project Expenditures for Fiscal Year 2002

TOTAL: \$60,913,477

CAPITAL PROJECTS

Beaches	\$ 8,676,873
Buildings	1,113,257
Parks	589,688
Roads and drainage	19,089,225
Port Manatee	13,865,240
Water and Sewer	13,999,331
Solid Waste	3,579,863
Total	\$ 60,913,477



Investment Policy

During fiscal year 2002, the County's investment portfolio ranged from \$343-421 million. Although most of this money is obligated to various projects, it is invested to provide interest income that is depended upon as a revenue source. The Clerk of the Circuit Court and Comptroller invests this money according to a written investment policy approved by the Board.

This policy dictates how the County's money, or portfolio, can be invested. The policy first assures that any investments are of a minimum risk. Although sometimes higher interest rates are bypassed to do this, the primary concern is to prevent any principal being lost through unsafe investments. The policy also assures liquidity, or that cash will be available as needed to pay any bills. The third criteria to be considered is yield or interest rate. Given risk and liquidity is the same for different investments, the final selection will be based on the highest yield.

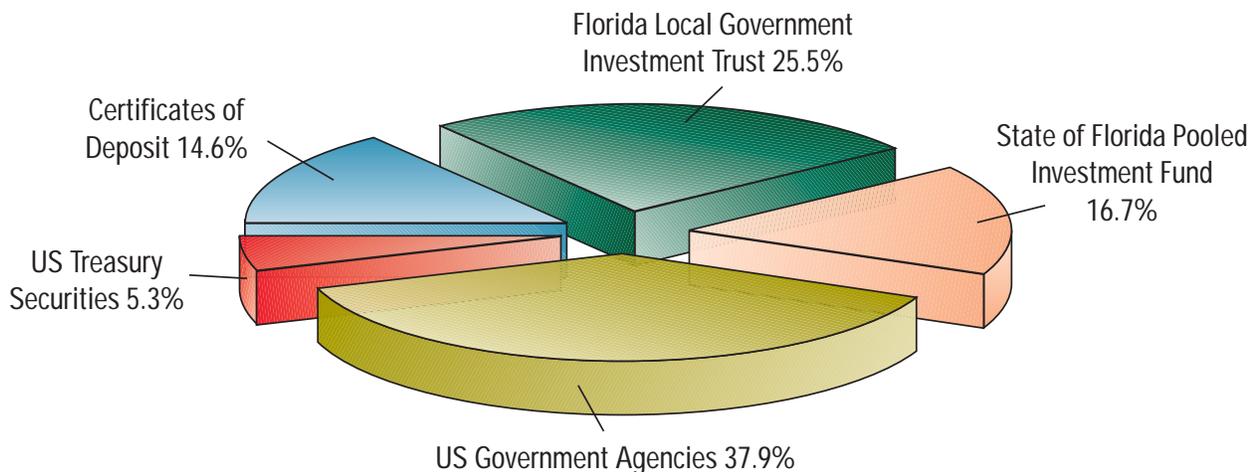
The Clerk invests frequently, diversifying the portfolio to generate the highest yield possible. During fiscal year 2002, the investments made by the Clerk earned an average of 4.5% and generated \$17.7 million in investment earnings. The chart below is a breakdown of the portfolio by types of investments.



INVESTMENTS

State of Florida Pooled Investment Fund	\$ 64,040,452
US Treasury securities	20,522,937
US Government agencies	145,456,170
Certificates of deposit	56,000,000
Florida Local Government Investment Trust	97,687,461
Total	383,707,020

MANATEE COUNTY INVESTMENT PORTFOLIO

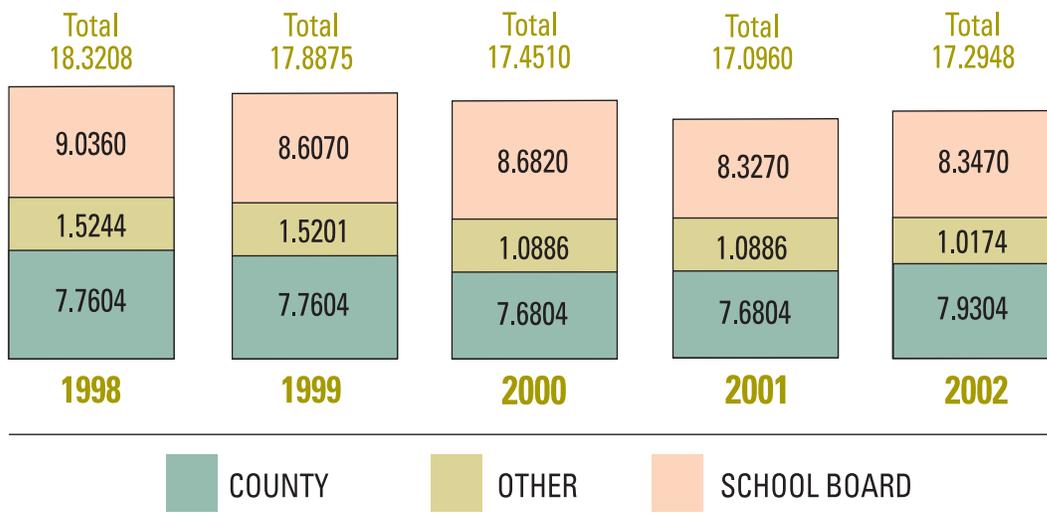


Other Financial Data

TOP TEN TAXPAYERS

Taxpayer	Assessed Value	Estimate of Tax Amount
1. Florida Power and Light Company	\$ 357,365,796	\$ 6,501,719
2. Tropicana Manufacturing Company, Inc.	322,120,081	6,231,834
3. Verizon Florida, Inc.	145,908,274	2,693,299
4. Manatee Memorial Hospital	68,812,799	1,468,740
5. Gulf Coast Factory Shops	59,658,247	1,095,867
6. Time Warner Entertainment	50,968,046	951,385
7. Simon Capital LTD Partnership	46,980,793	875,878
8. HCA Health Services of Florida	38,932,532	830,976
9. Wal-Mart Stores, Inc.	31,546,915	631,474
10. Colony Cove	25,379,555	618,660
Totals	\$1,147,673,038	\$21,899,832

PROPERTY TAX RATES



ASSESSED VALUES

Fiscal Year	Assessed Value	Tax Collections
1993	\$ 8,414,778,476	\$ 62,272,715
1994	8,750,992,014	66,143,834
1995	9,198,812,297	69,299,342
1996	9,704,554,081	74,307,947
1997	10,253,443,444	77,752,084
1998	10,990,016,975	82,186,616
1999	11,693,203,301	87,842,649
2000	12,846,983,471	93,361,597
2001	14,360,326,015	100,786,895
2002	16,271,403,564	112,845,763

How to Contact Manatee County Government

CLERK OF THE CIRCUIT COURT

The County Courthouse
1115 Manatee Ave. West
Bradenton, FL 34205
www.ManateeClerk.com
(941) 749-1800

Other Clerk Services Locations:

CHILD SUPPORT ENFORCEMENT

The Professional Building
1023 Manatee Ave. West
Bradenton, Florida 34205

DRUG COURT & CHILD SUPPORT

Enforcement Hearings
1017 Manatee Ave. West
Bradenton, Florida 34205

HISTORICAL RECORDS LIBRARY

(Carnegie Library)
1405 Fourth Ave. West
Bradenton, Florida 34205

MANATEE VILLAGE HISTORICAL PARK

604 15th Street East
Bradenton, Florida 34208

PALMETTO CARNEGIE LIBRARY

Palmetto Historical Park
515 Tenth Ave. West
Palmetto, Florida 34221

PROPERTY APPRAISER

915 Fourth Ave. West
Bradenton, Florida 34205
www.manateepao.com
(941) 748-8208

BOARD OF COUNTY COMMISSIONERS

Administrative Center
1112 Manatee Avenue West
Bradenton, Florida 34205
www.co.manatee.fl.us
(941) 748-4501

SHERIFF

515 11th Street West
Bradenton, Florida 34205
<http://legal.firn.edu/sheriff/manatee>
(941) 747-3011

SUPERVISOR OF ELECTIONS

305 15th Street West
Bradenton, Florida 34205
www.votemanatee.com
(941) 741-3823

TAX COLLECTOR

415 Tenth Street West
Bradenton, Florida 34205
www.taxcollector.com
(941) 741-4800

Other Tax Collector Services Locations:

3340 East Bay Drive
Holmes Beach, Florida 34218

1341 Tenth Street East
Palmetto, Florida 34221

819 301 Boulevard West
Bradenton, Florida 34205

SUNSHINE STATE TAG AGENCY

(privately owned)
6807 S.R. 70 East
Bradenton, Florida 34203

