



**City of Bradenton
2016 Budget Amendment**

TO: Mayor and Council

Date: August 22, 2016

Subject: Budget Amendment Number 16-08

REASON FOR AMENDMENT: 3rd Quarter Budget Adjustments-Public Works

Increase

Decrease

Disbursements

See Attached

BUDGET REVISION NUMBER: BA16-08

AGENDA REFERENCE: Council Consent Agenda – (n)

APPROVED: Approved by council on August 17, 2016

POSTED: 8/22/2016



City of Bradenton Budget Adjustment Form

1. Complete and sign this budget adjustment form
2. Attach any supporting documentation
3. Submit to Finance Department / Linda Guth

Total increases MUST EQUAL total decreases
Budget adjustments over \$10,000 require City Council approval

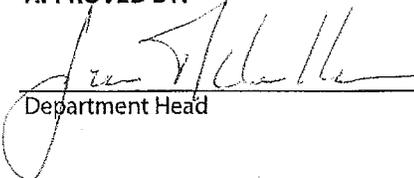
Requested by: For department:

Date:

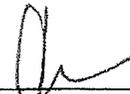
Explanation for Adjustment:

Account Number	Increase (In \$)	Decrease (in \$)
<input type="text" value="00151330-534000"/>	<input type="text" value="22,980 ✓"/>	<input type="text"/>
<input type="text" value="00151330-512000"/>	<input type="text"/>	<input type="text" value="22,980 ✓"/>
<input type="text" value="00151330-551200"/>	<input type="text" value="1,500 ✓"/>	<input type="text"/>
<input type="text" value="00151330-546200"/>	<input type="text"/>	<input type="text" value="1,500 ✓"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

APPROVED BY:

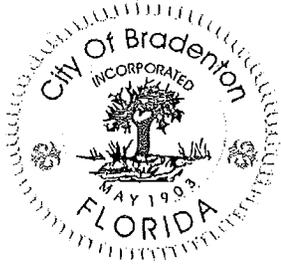


Department Head



City Administrator

Approved by City Council:
(date)



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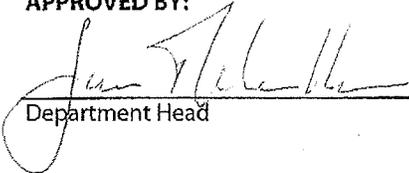
Requested by: For department:

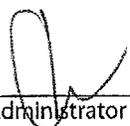
Date:

Explanation for Adjustment:

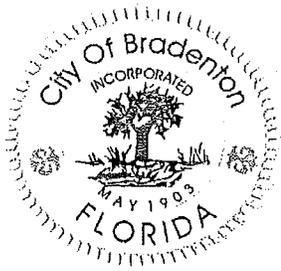
Account Number	<input type="text" value="00151900-551100"/>	Increase (in \$)	<input type="text"/>	Decrease (in \$)	<input type="text" value="2,900 ✓"/>
Account Number	<input type="text" value="00151900-552500"/>	Increase (in \$)	<input type="text" value="1,200 ✓"/>	Decrease (in \$)	<input type="text"/>
Account Number	<input type="text" value="00151900-555000"/>	Increase (in \$)	<input type="text" value="1,200 ✓"/>	Decrease (in \$)	<input type="text"/>
Account Number	<input type="text" value="00151900-551200"/>	Increase (in \$)	<input type="text" value="500 ✓"/>	Decrease (in \$)	<input type="text"/>
Account Number	<input type="text"/>	Increase (in \$)	<input type="text"/>	Decrease (in \$)	<input type="text"/>
Account Number	<input type="text"/>	Increase (in \$)	<input type="text"/>	Decrease (in \$)	<input type="text"/>

APPROVED BY:


Department Head


City Administrator

Approved by City Council: 8-17-16
(date)



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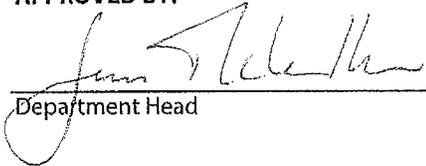
Requested by: For department:

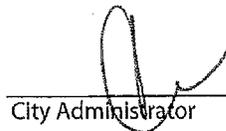
Date:

Explanation for Adjustment:

Account Number	<input type="text" value="00151940-546300"/>	Increase (in \$)	<input type="text" value="10,100"/>	Decrease (in \$)	<input type="text"/>
Account Number	<input type="text" value="00151940-540200"/>	Increase (in \$)	<input type="text"/>	Decrease (in \$)	<input type="text" value="1,000"/>
Account Number	<input type="text" value="00151940-546100"/>	Increase (in \$)	<input type="text"/>	Decrease (in \$)	<input type="text" value="1,900"/>
Account Number	<input type="text" value="00151940-551100"/>	Increase (in \$)	<input type="text"/>	Decrease (in \$)	<input type="text" value="1,000"/>
Account Number	<input type="text" value="00151940-552300"/>	Increase (in \$)	<input type="text"/>	Decrease (in \$)	<input type="text" value="4,900"/>
Account Number	<input type="text" value="00151940-555000"/>	Increase (in \$)	<input type="text"/>	Decrease (in \$)	<input type="text" value="1,300"/>

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Department Head


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Requested by: David Beauchamp

For department: Public Works & Utilities

Date: 7/23/2016

Explanation for Adjustment: Streets Division
FY 2016 3rd quarter budget adjustments.
Employee Temp Service adjustment.
Small equipment under 2,500 adjustment.

Account Number	<u>00154100-534000</u>	Increase (in \$)	<u>22,200 ✓</u>	Decrease (in \$)	<u></u>
Account Number	<u>00154100-512000</u>	Increase (in \$)	<u></u>	Decrease (in \$)	<u>22,200 ✓</u>
Account Number	<u>00154100-551100</u>	Increase (in \$)	<u>2,000 ✓</u>	Decrease (in \$)	<u></u>
Account Number	<u>00154100-552200</u>	Increase (in \$)	<u></u>	Decrease (in \$)	<u>2,000 ✓</u>
Account Number	<u>00154100-546400</u>	Increase (in \$)	<u>2,000 ✓</u>	Decrease (in \$)	<u></u>
Account Number	<u>00154100-546500</u>	Increase (in \$)	<u></u>	Decrease (in \$)	<u>2,000 ✓</u>

APPROVED BY:

Jim Tele...
Department Head

[Signature]
City Administrator

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(date)

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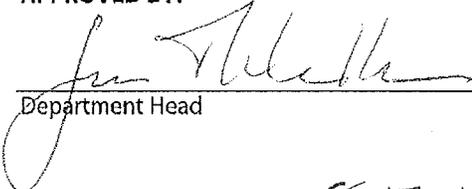
Requested by: For department:

Date:

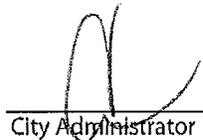
Explanation for Adjustment:

Account Number	<input type="text" value="00157200-534000"/>	Increase (in \$)	<input type="text" value="37,500 ✓"/>	Decrease (in \$)	<input type="text"/>
Account Number	<input type="text" value="00157200-512000"/>	Increase (in \$)	<input type="text"/>	Decrease (in \$)	<input type="text" value="37,500 ✓"/>
Account Number	<input type="text" value="00157200-544200"/>	Increase (in \$)	<input type="text" value="1,700 ✓"/>	Decrease (in \$)	<input type="text"/>
Account Number	<input type="text" value="00157200-551100"/>	Increase (in \$)	<input type="text" value="4,500 ✓"/>	Decrease (in \$)	<input type="text"/>
Account Number	<input type="text" value="00157200-552500"/>	Increase (in \$)	<input type="text" value="2,750 ✓"/>	Decrease (in \$)	<input type="text"/>
Account Number	<input type="text" value="00157200-552200"/>	Increase (in \$)	<input type="text"/>	Decrease (in \$)	<input type="text" value="4,000 ✓"/>

APPROVED BY:

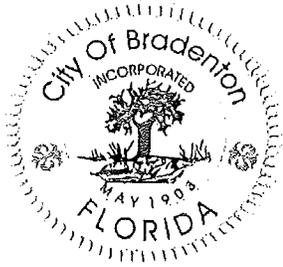


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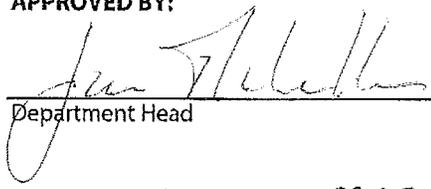
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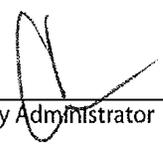
Date:

Explanation for Adjustment:

Account Number	Increase (in \$)	Decrease (in \$)
<input type="text" value="00157200-546300"/>	<input type="text"/>	<input type="text" value="4,950 ✓"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

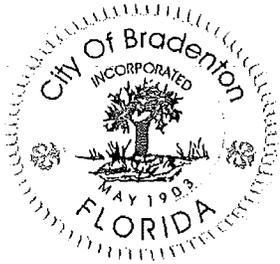
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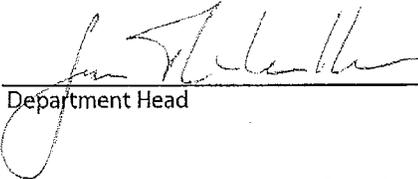
Requested by: For department:

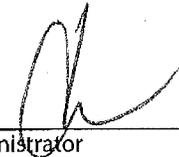
Date:

Explanation for Adjustment:

Account Number	<input type="text" value="40202-343310"/>	Increase (in \$)	<input type="text" value="124,500 ✓"/>	Decrease (in \$)	<input type="text"/>
Account Number	<input type="text" value="40202-343510"/>	Increase (in \$)	<input type="text" value="124,500 ✓"/>	Decrease (in \$)	<input type="text"/>
Account Number	<input type="text" value="40258100-591700"/>	Increase (in \$)	<input type="text" value="249,000 ✓"/>	Decrease (in \$)	<input type="text"/>
Account Number	<input type="text" value="40805-381402"/>	Increase (in \$)	<input type="text" value="249,000 ✓"/>	Decrease (in \$)	<input type="text"/>
Account Number	<input type="text" value="40859000-563000-1350E"/>	Increase (in \$)	<input type="text" value="175,000 ✓"/>	Decrease (in \$)	<input type="text"/>
Account Number	<input type="text" value="40859000-563000-15504"/>	Increase (in \$)	<input type="text" value="35,000 ✓"/>	Decrease (in \$)	<input type="text"/>

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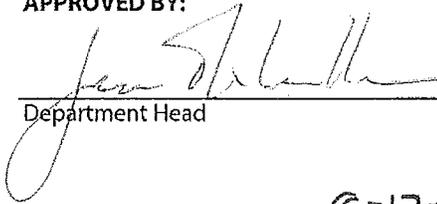
Requested by: For department:

Date:

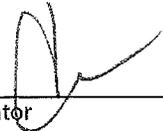
Explanation for Adjustment:

Account Number	Increase (in \$)	Decrease (in \$)
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<input type="text" value="40859000-563000-16505"/>	<input type="text" value="5,500"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

APPROVED BY:

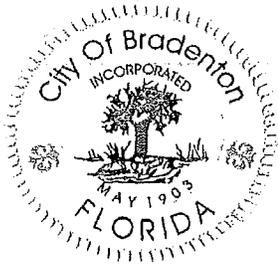


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City Administrator

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Requested by: David Beauchamp For department: Public Works & Utilities

Date: 7/23/2016

Explanation for Adjustment: Executive Division
FY 2016 3rd quarter budget adjustments.

Account Number	Increase (in \$)	Decrease (in \$)
<u>40251210-531000</u>		<u>800</u> ✓
<u>40251210-531900</u>	<u>400</u> ✓	
<u>40251210-547200</u>	<u>200</u> ✓	
<u>40251210-551200</u>	<u>200</u> ✓	

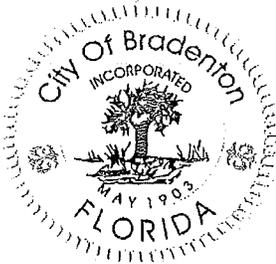
APPROVED BY:

[Signature]
Department Head

[Signature]
City Administrator

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Requested by: David Beauchamp For department: Public Works & Utilities

Date: 7/23/2016

Explanation for Adjustment: Water Distribution Division
FY 2016 3rd quarter budget adjustments.

Account Number	<u>40253310-552200</u>	Increase (in \$)	<u></u>	Decrease (in \$)	<u>6,000</u> ✓
Account Number	<u>40253310-546200</u>	Increase (in \$)	<u>5,500</u> ✓	Decrease (in \$)	<u></u>
Account Number	<u>40253310-547100</u>	Increase (in \$)	<u>500</u> ✓	Decrease (in \$)	<u></u>
Account Number	<u></u>	Increase (in \$)	<u></u>	Decrease (in \$)	<u></u>
Account Number	<u></u>	Increase (in \$)	<u></u>	Decrease (in \$)	<u></u>
Account Number	<u></u>	Increase (in \$)	<u></u>	Decrease (in \$)	<u></u>

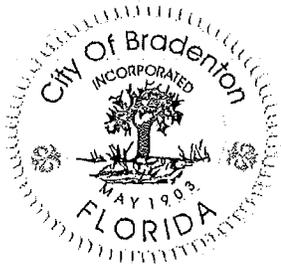
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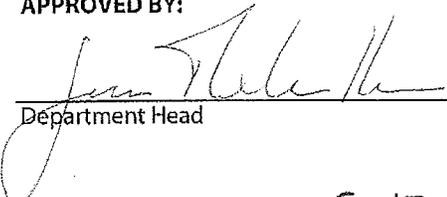
Requested by: For department:

Date:

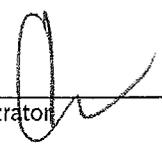
Explanation for Adjustment:

Account Number	<input type="text" value="40253320-531900"/>	Increase (in \$)	<input type="text" value="12,000"/>	<input checked="" type="checkbox"/>	Decrease (in \$)	<input type="text"/>
Account Number	<input type="text" value="40253320-54900"/>	Increase (in \$)	<input type="text" value="400"/>	<input checked="" type="checkbox"/>	Decrease (in \$)	<input type="text"/>
Account Number	<input type="text" value="40253320-543000"/>	Increase (in \$)	<input type="text"/>	<input type="checkbox"/>	Decrease (in \$)	<input type="text" value="12,400"/>
Account Number	<input type="text" value="40253320-540200"/>	Increase (in \$)	<input type="text"/>	<input type="checkbox"/>	Decrease (in \$)	<input type="text" value="700"/>
Account Number	<input type="text" value="40253320-540100"/>	Increase (in \$)	<input type="text" value="700"/>	<input checked="" type="checkbox"/>	Decrease (in \$)	<input type="text"/>
Account Number	<input type="text"/>	Increase (in \$)	<input type="text"/>	<input type="checkbox"/>	Decrease (in \$)	<input type="text"/>

APPROVED BY:

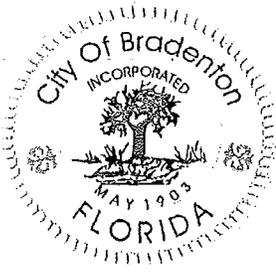


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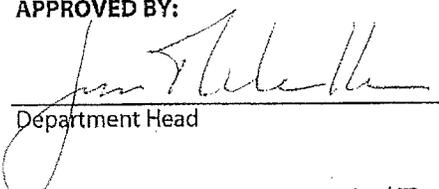
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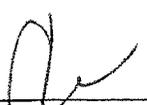
Requested by: For department:

Date:

Explanation for Adjustment:

Account Number	Increase (in \$)	Decrease (in \$)
<input type="text" value="40253510-512000"/>	<input type="text"/>	<input type="text" value="10,000"/> ✓
<input type="text" value="40253510-534000"/>	<input type="text" value="10,000"/> ✓	<input type="text"/>
<input type="text" value="40253510-544200"/>	<input type="text" value="500"/> ✓	<input type="text"/>
<input type="text" value="40253510-552200"/>	<input type="text"/>	<input type="text" value="500"/> ✓
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

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Requested by: David Beauchamp For department: Public Works & Utilities

Date: 7/23/2016

Explanation for Adjustment: Mechanical Division
FY 2016 3rd quarter budget adjustments.

Account Number	<u>40253515-540100</u>	Increase (in \$)	<u>1,250</u> ✓	Decrease (in \$)	<u></u>
Account Number	<u>40253515-540200</u>	Increase (in \$)	<u></u>	Decrease (in \$)	<u>550</u> ✓
Account Number	<u>40253515-546100</u>	Increase (in \$)	<u>4,000</u> ✓	Decrease (in \$)	<u></u>
Account Number	<u>40253515-546300</u>	Increase (in \$)	<u>1,000</u> ✓	Decrease (in \$)	<u></u>
Account Number	<u>40253515-551000</u>	Increase (in \$)	<u>250</u> ✓	Decrease (in \$)	<u></u>
Account Number	<u>40253515-552200</u>	Increase (in \$)	<u></u>	Decrease (in \$)	<u>5,950</u> ✓

APPROVED BY:

[Signature]
Department Head

[Signature]
City Administrator

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(date)

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Requested by: David Beauchamp

For department: Public Works & Utilities

Date: 7/23/2016

Explanation for Adjustment:

Mechanical Division
FY 2016 3rd quarter budget adjustment.
Lift Station Pump Repairs.

Account Number	Increase (in \$)	Decrease (in \$)
<u>40253515-546200</u>	<u>20,000</u> ✓	
<u>40258100-599100</u>		<u>20,000</u>

APPROVED BY:

[Signature]
Department Head

[Signature]
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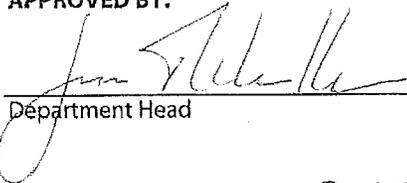
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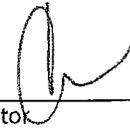
Explanation for Adjustment:

Water Reclamation Division
FY 2016 3rd quarter budget adjustment.
Tonnage charges.
Building and equipment repairs.

Account Number	<u>40253520-543200</u>	Increase (in \$)	<u>1,700</u> ✓	Decrease (in \$)	
Account Number	<u>40253520-546100</u>	Increase (in \$)	<u>6,250</u> ✓	Decrease (in \$)	
Account Number	<u>40253520-546200</u>	Increase (in \$)	<u>35,000</u> ✓	Decrease (in \$)	
Account Number	<u>40253520-552500</u>	Increase (in \$)		Decrease (in \$)	<u>20,000</u> ✓
Account Number	<u>40258100-599100</u>	Increase (in \$)		Decrease (in \$)	<u>22,950</u> ✓
Account Number		Increase (in \$)		Decrease (in \$)	

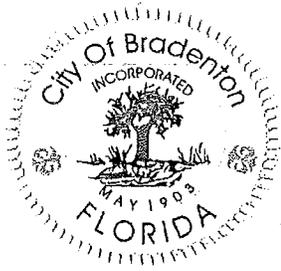
APPROVED BY:


Department Head


City Administrator

Approved by City Council: 8-17-16
(date)

Print Form



City of Bradenton Budget Adjustment Form

1. Complete and sign this budget adjustment form
2. Attach any supporting documentation
3. Submit to Finance Department / Linda Guth

Total increases **MUST EQUAL** total decreases
Budget adjustments over \$10,000 require City Council approval

Requested by: David Beauchamp For department: Public Works & Utilities

Date: 7/23/2016

Explanation for Adjustment: Engineering Division
FY 2016 3rd quarter budget adjustment.

Account Number	<u>40254110-5540100</u>	Increase (in \$)	<u>1,500</u> ✓	Decrease (in \$)	<u></u>
Account Number	<u>40254110-546300</u>	Increase (in \$)	<u>2,500</u> ✓	Decrease (in \$)	<u></u>
Account Number	<u>40254110-551100</u>	Increase (in \$)	<u>400</u> ✓	Decrease (in \$)	<u></u>
Account Number	<u>40254110-552200</u>	Increase (in \$)	<u></u>	Decrease (in \$)	<u>4,400</u> ✓
Account Number	<u></u>	Increase (in \$)	<u></u>	Decrease (in \$)	<u></u>
Account Number	<u></u>	Increase (in \$)	<u></u>	Decrease (in \$)	<u></u>

APPROVED BY:

Department Head

City Administrator

Approved by City Council: 8-17-16
(date)



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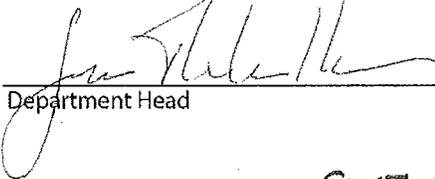
Requested by: For department:

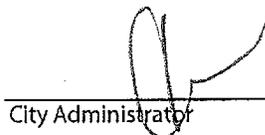
Date:

Explanation for Adjustment:

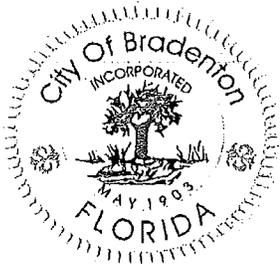
Account Number	<input type="text" value="43053810-546200"/>	Increase (in \$)	<input type="text" value="9,000"/>	Decrease (in \$)	<input type="text"/>
Account Number	<input type="text" value="43053810-552200"/>	Increase (in \$)	<input type="text"/>	Decrease (in \$)	<input type="text" value="9,000"/>
Account Number	<input type="text"/>	Increase (in \$)	<input type="text"/>	Decrease (in \$)	<input type="text"/>
Account Number	<input type="text"/>	Increase (in \$)	<input type="text"/>	Decrease (in \$)	<input type="text"/>
Account Number	<input type="text"/>	Increase (in \$)	<input type="text"/>	Decrease (in \$)	<input type="text"/>
Account Number	<input type="text"/>	Increase (in \$)	<input type="text"/>	Decrease (in \$)	<input type="text"/>

APPROVED BY:


Department Head


City Administrator

Approved by City Council:
(date)



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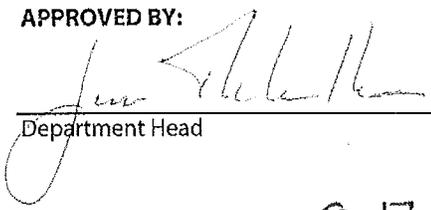
Requested by: For department:

Date:

Explanation for Adjustment:

Account Number	Increase (in \$)	Decrease (in \$)
<input type="text" value="46053400-51200"/>	<input type="text"/>	<input type="text" value="35,000 ✓"/>
<input type="text" value="46053400-534000"/>	<input type="text" value="137,000 ✓"/>	<input type="text"/>
<input type="text" value="46053400-543000"/>	<input type="text" value="2,500 ✓"/>	<input type="text"/>
<input type="text" value="46053400-548000"/>	<input type="text" value="700 ✓"/>	<input type="text"/>
<input type="text" value="46053400-549000"/>	<input type="text" value="800 ✓"/>	<input type="text"/>
<input type="text" value="46053400-552200"/>	<input type="text"/>	<input type="text" value="50,000 ✓"/>

APPROVED BY:


Department Head


City Administrator

Approved by City Council: 8-17-16
(date)



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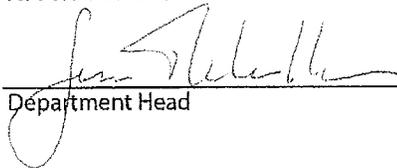
Requested by: For department:

Date:

Explanation for Adjustment:

Account Number	Increase (in \$)	Decrease (in \$)
<input type="text" value="460 58000 - 599100"/>	<input type="text"/>	<input type="text" value="56,000"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

APPROVED BY:

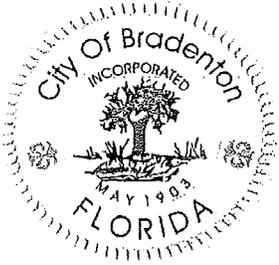


Department Head



City Administrator

Approved by City Council:
(date)



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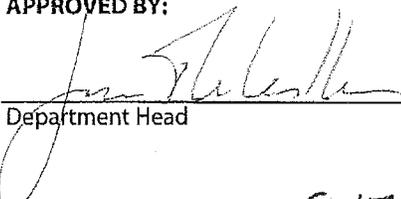
Requested by: For department:

Date:

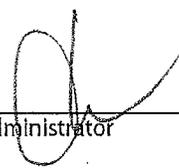
Explanation for Adjustment:

Account Number	Increase (in \$)	Decrease (in \$)
<input type="text" value="46053412-534000"/>	<input type="text" value="9,000"/> ✓	<input type="text"/>
<input type="text" value="46053412-546300"/>	<input type="text" value="8,000"/> ✓	<input type="text"/>
<input type="text" value="46053412-552500"/>	<input type="text" value="1,000"/> ✓	<input type="text"/>
<input type="text" value="46053412-552200"/>	<input type="text"/>	<input type="text" value="18,000"/> ✓
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

APPROVED BY:

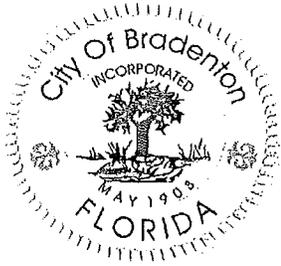


Department Head



City Administrator

Approved by City Council:
(date)



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Budget adjustments over \$10,000 require City Council approval

Requested by: David Beauchamp For department: Public Works & Utilities

Date: 7/23/2016

Explanation for Adjustment: Solid Waste Recycle Division
FY 2016 3rd quarter budget adjustment.
Employee Temp Service adjustment.
Recycle commingle charge adjustment.

Account Number	<u>46053415-534000</u>	Increase (In \$)	<u>40,000</u> ✓	Decrease (In \$)	
Account Number	<u>46053415-512000</u>	Increase (In \$)		Decrease (In \$)	<u>40,000</u> ✓
Account Number	<u>46053415-543200</u>	Increase (In \$)	<u>7,500</u> ✓	Decrease (In \$)	
Account Number	<u>46053415-552200</u>	Increase (In \$)		Decrease (In \$)	<u>7,500</u> ✓
Account Number		Increase (In \$)		Decrease (In \$)	
Account Number		Increase (In \$)		Decrease (In \$)	

APPROVED BY:

[Signature]
Department Head

[Signature]
City Administrator

Approved by City Council: 8-17-16
(date)

Print Form

AGENDA
BRADENTON CITY COUNCIL
8:30 a.m. Wednesday, Aug. 17, 2016
City Hall Council Chambers, 101 Old Main Street

INVOCATION & PLEDGE (The City does not endorse the religious beliefs of any speaker.)

- Invocation by Rev. Dee Graham of Manatee Unitarian Universalist Fellowship

1. MEETING CALLED TO ORDER Mayor Wayne Poston

2. PROCLAMATIONS

- Breastfeeding Awareness Month, Aug. 2016

3. PRESENTATIONS

4. ADMINISTERING THE OATH

5. CITIZEN COMMENTS

6. CONSENT AGENDA

a) Water Main Improvements Year 3 - Award of Construction Contract.

b) Village of the Arts Lighting Improvements Phase II- Award of Construction Contract.

c) METV contract for 2016-17.

d) Agreement with PJ Goldman Painting for traffic equipment painting.

e) Minutes: July 13 special City Council meeting.

f) Minutes: July 20 City Council meeting.

g) Minutes: July 26 special City Council meeting.

h) 3rd Quarter Budget Adjustments – Public Works Department.

i) Public Events: Main Street Live 2016-17 season.

j) Public Event: Tribute to Heroes Memorial Service on Sept. 12 at Riverwalk.

k) Public Event: DeSoto half marathon on Oct. 15.

7. BUSINESS/ADVERTISING, PETITIONS, HEARINGS & COMMUNICATIONS

RESOLUTION NO. 16-43

A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF BRADENTON,

FLORIDA, APPROVING THE STATE HOUSING INITIATIVE PARTNERSHIP HOUSING REHABILITATION PROJECT FUNDING AND PROVIDING AN EFFECTIVE DATE.

RESOLUTION NO. 16-44

A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF BRADENTON, FLORIDA, APPROVING THE STATE HOUSING INITIATIVE PARTNERSHIP MULTIFAMILY RESIDENTIAL PROJECT FUNDING AND PROVIDING AN EFFECTIVE DATE.

SU.16.1840, WARD 5, NEIGHBORHOOD 1.01 PUBLIC HEARING

Request by Nathan Lee, P.E. of Kimley-Horn and Associates, Inc., agent for Bradenton 14, LLC., owner, for a Special Use for a Service Station (gas station) on 1.356 acres zoned T5, Urban Center, located at 115 Manatee Avenue West, Parcel Identification Number 3252400159.

Appeal of PCD Director Denial of Adjustments to the Form Based Code: Adjustment case number 16.3098 PUBLIC HEARING

Pursuant to Section 1.10.5 of the Form Based Code: Request by Nathan Lee, P.E. of Kimley-Horn and Associates, Inc., agent for Bradenton 14, LLC., owner, for an appeal to the PDC Director's denial of administrative adjustments to the Form Based Code to the shopfront frontage requirements, minimum and maximum front and side setbacks, required paving from the front setback to the public sidewalk, special regulations, on 1.356 acres zoned T5, Urban Center, located at 115 Manatee Avenue West, Parcel Identification Number 3252400159.

8. NEW BUSINESS BY DEPARTMENT HEADS, CITY ATTORNEY AND COUNCIL

City Administrator Carl Callahan
Red Light Cameras contract

9. BUSINESS BY APPOINTMENT

10. COUNCIL REPORTS

11. DEPARTMENT HEAD REPORTS

8. NEW BUSINESS BY DEPARTMENT HEADS, CITY ATTORNEY AND COUNCIL
9. BUSINESS BY APPOINTMENT
10. COUNCIL REPORTS
11. DEPARTMENT HEAD REPORTS

Tim W. McCann
Public Information Officer
City of Bradenton
101 Old Main St.
Bradenton, FL 34205
941-932-9497 (w)
www.cityofbradenton.com

My hours: 7:30 a.m.-6 p.m. Monday through Thursday. Most of City Hall is closed Friday-Sunday.



Think Green - don't print this email unless you really need to!

CITY OF BRADENTON EMAIL DISCLAIMER:

Please note: Florida has a very broad public records law. Most written communications, to or from local officials regarding city business, are public records available to the public and media upon request. Your email communications may be subject to public disclosure.