



Agenda Report

2725 Judge Fran Jamieson
Way
Viera, FL 32940

New Business - Miscellaneous

J.4.

7/8/2025

Subject:

Proposed changes to Board Policy BCC-43, Commission District Office Annual Budget

Fiscal Impact:

N/A

Dept/Office:

District 1

Requested Action:

It is recommended that the Board of County Commissioners adopt the following redline changes to Policy BCC-43, Commission District Office Annual Budget.

Summary Explanation and Background:

In recent years, public expectations for transparency and accountability in local government spending have grown significantly. The Board of County Commissioners (BCC) recognizes that clear, accessible, and timely financial information is essential for building public trust and ensuring responsible stewardship of taxpayer dollars. As part of ongoing efforts to strengthen these principles, the BCC-43 policy governing Commission District Office annual budgets has been reviewed and updated to address both operational clarity and transparency.

Historically, Commission District Offices have operated within set budgetary caps, but the mechanisms for monitoring, reporting, and approving expenditures have not always provided the level of detail or oversight needed for optimal transparency. Recent discussions among commissioners and feedback from the public have highlighted the importance of not only maintaining fiscal discipline but also making financial activity more visible and understandable to all stakeholders.

- **Quarterly Budget Reporting:**

The proposed policy revision requires that the Budget Office provide each District Office with a quarterly Budget vs. Actual report, showing year-to-date commitments, expenses, and the remaining available balance. This change will ensure that financial activity is regularly and systematically disclosed to each District Office, supporting ongoing oversight and public transparency.

- **Clarification of Facilities Funding and Approval:**

The proposed policy revision clarifies that building costs-including rentals, utilities, and maintenance-are funded by the Facilities Management budget, not by the District Offices. Additionally, Facilities will provide a written estimate of anticipated expenses and obtain written approval from the requesting commissioner for any office-specific capital improvement or renovation project prior to proceeding with the work. This

process creates a clear, documented trail for facilities-related expenditures and ensures accountability for capital improvements.

These changes are recommended to enhance transparency by providing structured, periodic financial reporting and by establishing clear, auditable procedures for facilities-related spending, thereby increasing public trust and internal accountability.

Clerk to the Board Instructions:



Kimberly Powell, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

Telephone: (321) 637-2001
Fax: (321) 264-6972
Kimberly.Powell@brevardclerk.us

July 9, 2025

M E M O R A N D U M

TO: Commissioner Katie Delaney, District 1

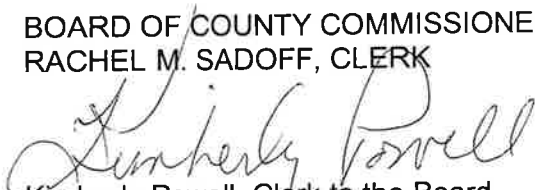
RE: Item J.4., Proposed Changes to Board Policy BCC-43, Commission District Office Annual Budget

The Board of County Commissioners, in regular session on July 8, 2025, discussed proposed changes to Board Policy BCC-43, Commission District Office Annual Budget, but took no action.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
RACHEL M. SADOFF, CLERK


Kimberly Powell, Clerk to the Board

cc: Each Commissioner



BOARD OF COUNTY COMMISSIONERS

POLICY

Number: BCC-43
Cancels: New
Approved: October 12, 2021
Originator: Budget Office
Review: October 12, 2024

TITLE: COMMISSION DISTRICT OFFICE ANNUAL BUDGET

I. Objective

To establish annual budgets for Commission District Offices.

II. Directives

- A. The annual budget for each Commission District Office for Fiscal Year 2024-2025 will be capped at \$443,525 for Compensation and Benefits, Travel, Office Supplies, Telephones, Memberships, Capital Outlay and other administrative costs.
- B. The District Office budgets at the capped amount will be adjusted annually for organization-wide increases including but not limited to cost of living adjustments, Florida Retirement System rates, and employee health insurance premiums. District budgets below the capped amount may be increased upon the request of the District Commissioner without further Board approval.
- C. Each District Office has discretion and approval over the line-items within their budget, to include out of State travel, and may align the expenses as they deem appropriate, as long as total expenditures remain within the total overall budget for that district. The Budget Office will provide each District Office with a quarterly Budget vs. Actual report, showing year-to-date commitments, expenses, and remaining available balance.
- D. Approval to exceed the established capped budget for a Commission District Office will require Board approval.

Note: Building costs including rentals, electricity, water, and maintenance are funded by the Facilities Management budget, not the District Offices. Facilities will provide a written estimate of anticipated expenses and obtain written approval by the requesting commissioner for any commission office-specific capital improvement or renovation project prior to proceeding with the work.

No
Action J.4.
1 of 2

111. Reservation of Authority

The authority to issue and/or revise this policy is reserved to the Board of County Commissioners

Rob Feltner, Chair
Brevard County Board of
County Commissioners

As approved by the Board on 07/08/2025



BOARD OF COUNTY COMMISSIONERS

POLICY

Number: BCC-43
Cancels: New
Approved: October 12, 2021
Originator: Budget Office
Review: October 12, 2024

TITLE: COMMISSION DISTRICT OFFICE ANNUAL BUDGET

I. Objective

To establish annual budgets for Commission District Offices

II. Directives

- A. The annual budget for each Commission District Office for Fiscal Year 2024-2025, 2021-2022 will be capped at \$443,525, \$380,000 for Compensation and Benefits, Travel, Office Supplies, Telephones, Memberships, Capital Outlay and other administrative costs.
- B. The District Office budgets at the capped amount will be adjusted annually for organization-wide increases including but not limited to cost of living adjustments, Florida Retirement System rates, and employee health insurance premiums. District budgets below the capped amount may be increased upon the request of the District Commissioner without further Board approval.
- C. Each District Office has discretion and approval over the line-items within their budget, to include out of State travel, and may align the expenses as they deem appropriate, as long as total expenditures remain within the total overall budget for that district. The Budget Office will provide each District Office with a quarterly Budget vs. Actual report, showing year-to-date commitments, expenses, and remaining available balance.
- D. Approval to exceed the established capped budget for a Commission District Office will require Board approval.

Note: Building costs including rentals, electricity, water, and maintenance are funded by the Facilities Management budget, not the District Offices. Facilities will provide a written estimate of anticipated expenses and obtain written approval by the requesting commissioner for any commission office-specific capital improvement or renovation project prior to proceeding with the work.

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The authority to issue and/or revise this policy is reserved to the Board of County Commissioners



Rita Pritchett, Chair
Brevard County
Board of County Commissioners
As approved by the Board on 10/12/21

ATTEST:



Rachel Sadoff, Clerk