



Agenda Report

2725 Judge Fran Jamieson
Way
Viera, FL 32940

New Business - Miscellaneous

J.9.

7/22/2025

Subject:

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

Fiscal Impact:

None

Dept/Office:

District 1

Requested Action:

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

Summary Explanation and Background:

This policy revision was originally proposed on July 8, 2025, and is being re-presented to incorporate commissioner feedback. The quarterly budget reporting was removed and the reference to out of state travel was removed due to travel requirements being addressed in other policies.

Proposed changes:

- **Update Commission District Office Annual Budget Amounts from FY2021-2022 to FY2024-2025:**

This policy was scheduled for a 3-year review on October 12, 2024. The proposed policy revision updates from FY2021-2022 to FY2024-2025 Commission Office annual budget amount per office.

- **Clarification of Facilities Funding and Approval for Commission Office Capital Improvements:**

The proposed policy revision clarifies that Facilities will provide a written estimate of anticipated expenses and obtain written approval from the requesting commissioner for commission office-specific capital improvement or renovation projects prior to proceeding with the work. This process creates a clear, documented trail for facilities-related expenditures and ensures accountability for capital improvements.

The language revision was recommended, reviewed, and edited by county staff. The revisions enhance transparency 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 23, 2025

MEMORANDUM

TO: Commissioner Katie Delaney, District 1

RE: Item J.9., Proposed Changes to Board Policy BCC-43, Commission District Office Annual Budget

The Board of County Commissioners, in regular session on July 22, 2025, discussed revisions to 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

A handwritten signature in cursive script, reading "Kimberly Powell", is written over the typed name and title.

Kimberly Powell, Clerk to the Board

/sj



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, and may align the expenses as they deem appropriate, as long as total expenditures remain within the total overall budget for that district.
- 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.

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 07/22/25

ATTEST:



Rachel Sadoff, Clerk



BOARD OF COUNTY COMMISSIONERS

POLICY

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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.
- 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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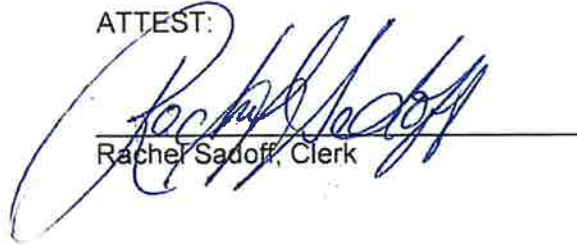
~~Rita Pritchett, Rob Feltner~~

Chair Brevard County

Board of County Commissioners

As approved by the Board on ~~10/12/21~~ 07/22/25

ATTEST:



Rachel Sadoff, Clerk

Board Meeting Date

7-22-25

Item Number: J.9.

Motion By: KD

Second By: Failed for a lack of 2nd

Nay By: TG, KA

Commissioner	DISTRICT	AYE	NAY
Commissioner Delaney	1		
Vice Chair Goodson	2		
Commissioner Adkinson	3		
Commissioner Altman	5		
Chairman Feltner	4		