



# Agenda Report

2725 Judge Fran Jamieson  
Way  
Viera, FL 32940

## Constitutional Office Budgets

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6/28/2023

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### **Subject:**

E-Mail and Memorandums of Understanding, District 3

**From:** [Tobia, John](#)  
**To:** [Lively, Cathy](#)  
**Subject:** Memorandums of Understanding  
**Date:** Friday, June 23, 2023 1:09:06 PM  
**Attachments:** [Memorandum of Understanding Between Brevard County and Property Appraiser Regarding Transparency in Travel Expenditures.pdf](#)  
[Memorandum of Understanding Between Brevard County and Supervisor of Elections Regarding Transparency in Travel Expenditures.pdf](#)

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Cathy,

Please include the attached two Memorandums of Understanding with the agenda for the June 28, 2023 Special Meeting.

Sincerely,



John Tobia  
County Commissioner, District 3



**BOARD OF COUNTY COMMISSIONERS**

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN BREVARD COUNTY AND**  
**THE BREVARD COUNTY PROPERTY APPRAISER**  
**REGARDING TRANSPARENCY IN TRAVEL EXPENDITURES**

This Memorandum of Understanding is entered into this \_\_\_\_ day of June, 2023, by and between BREVARD COUNTY, a political subdivision of the State of Florida (“County”), and the Brevard County Property Appraiser (“Property Appraiser”).

WHEREAS, the County fully funds the Property Appraiser’s budget as approved by the Department of Revenue; and

WHEREAS, section 2.9.3.1 of the Charter restricts annual ad valorem tax revenue growth to the lesser of three percent or the percentage change in the consumer price index for the previous year; and

WHEREAS, to adopt a budget within the constraints of the Charter’s cap on ad valorem tax revenue growth, it is crucial that the Board of County Commissioners have access to detailed information regarding all county officer budgets that are funded by the County; and

WHEREAS, section 129.021, Florida Statutes, states that, notwithstanding other provisions of law, the budgets of all county officers must be in sufficient detail and contain such information as the Board of County Commissioners may require in furtherance of their budgetary powers and responsibilities; and

WHEREAS, public transparency, fiscal responsibility, and good stewardship of taxpayer dollars are of the utmost importance to both the Board of County Commissioners and the Property Appraiser; and

WHEREAS, Board policy BCC-25 furthers transparency by providing that any purchases of materials and/or services, including travel expenditures, by commissioners or a commission office shall be submitted for acknowledgement on a Board of County Commissioners agenda in the bill folder; and

WHEREAS, County administrative order AO-26 provides that when an expenditure is placed in the bill folder for the Board of County Commissioners’ consideration pursuant to a Board policy such as BCC-25, the County Manager’s Office will request a written explanation from the department or office

that incurred the expense, and, upon evaluation, a written justification along with the expense voucher will be placed in the bill folder; and

WHEREAS, Brevard County Property Appraiser Dana Blickley states in her budget the objective to “promote accuracy, taxpayer equity, accountability, transparency, and professionalism”; and

WHEREAS, on June 22, 2023, in an email Property Appraiser Blickley stated, “in the spirit of transparency, honesty, and accountability, I appreciate your partnership in this most unified government.”

NOW, THEREFORE, in consideration of the premises and mutual promises contained herein, constituting good and valuable consideration, the parties hereto agree as follows:

1. The Property Appraiser shall comply with Board Policy BCC-25 and County Administrative Order AO-26 in the same manner as commissioners and commission offices relative to the placement of purchases of materials and/or services, including travel expenditures, in the bill folder for consideration by the Board of County Commissioners.

2. Both parties agree that they will cooperate with one another in good faith in implementing the terms and conditions of this Agreement. The County shall use its best good faith and reasonable efforts to make timely and reasonable requests for information. The Property Appraiser will use its best good faith and reasonable efforts to respond to such requests.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals on the day and year first above written.

ATTEST:

**BREVARD COUNTY**

\_\_\_\_\_  
Rachel Sadoff, Clerk

By: \_\_\_\_\_  
Rita Pritchett, Chair

As approved by the Board on June 28, 2023

**BREVARD COUNTY PROPERTY APPRAISER**

By: \_\_\_\_\_  
Dana Blickley, CFA

Date: \_\_\_\_\_

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN BREVARD COUNTY AND**  
**THE BREVARD COUNTY SUPERVISOR OF ELECTIONS**  
**REGARDING TRANSPARENCY IN TRAVEL EXPENDITURES**

This Memorandum of Understanding is entered into this \_\_\_\_ day of June, 2023, by and between BREVARD COUNTY, a political subdivision of the State of Florida (“County”), and the Brevard County Supervisor of Elections (“Supervisor”).

WHEREAS, the County funds the budget of the Supervisor of Elections, and the Supervisor of Elections’ budget is subject to approval by the Board of County Commissioners; and

WHEREAS, the County levies ad valorem taxes, adopts a budget, and sets its millage rates pursuant to the statutory framework and requirements of Chapter 129 and Chapter 200, Florida Statutes, except that the County is subject to an additional cap on the growth of ad valorem tax revenues specifically provided in a special act, Chapter 2007-310, Laws of Florida, and implemented in section 2.9.3.1 of the Brevard County Home Rule Charter (the “Charter”); and

WHEREAS, section 2.9.3.1 of the Charter restricts annual ad valorem tax revenue growth to the lesser of three percent or the percentage change in the consumer price index for the previous year; and

WHEREAS, to adopt a budget within the constraints of the Charter’s cap on ad valorem tax revenue growth, it is crucial that the Board of County Commissioners have access to detailed information regarding all county officer budgets that are funded by the County; and

WHEREAS, section 129.021, Florida Statutes, states that, notwithstanding other provisions of law, the budgets of all county officers must be in sufficient detail and contain such information as the Board of County Commissioners may require in furtherance of their budgetary powers and responsibilities; and

WHEREAS, public transparency, fiscal responsibility, and good stewardship of taxpayer dollars are of the utmost importance to both the Board of County Commissioners and the Supervisor of Elections; and

WHEREAS, Board policy BCC-25 furthers transparency by providing that any purchases of materials and/or services, including travel expenditures, by commissioners or a commission office shall be submitted for acknowledgement on a Board of County Commissioners agenda in the bill folder; and

WHEREAS, County administrative order AO-26 provides that when an expenditure is placed in the bill folder for the Board of County Commissioners' consideration pursuant to a Board policy such as BCC-25, the County Manager's Office will request a written explanation from the department or office that incurred the expense, and, upon evaluation, a written justification along with the expense voucher will be placed in the bill folder; and

WHEREAS, Brevard County Supervisor of Elections Tim Bobanic states in his budget summary that he is, "committed to conducting fair, efficient, and accurate elections with the highest level of transparency"; and

WHEREAS, Brevard County Supervisor of Elections Tim Bobanic stated in an email on June 12, 2023, "I, too, am echoing Appraiser Blickley's request for public budget hearings to ensure transparency. I would welcome the opportunity to discuss the Supervisor of Elections Office budget, along with all of the other constitutional officers in a public forum."

NOW, THEREFORE, in consideration of the premises and mutual promises contained herein, constituting good and valuable consideration, the parties hereto agree as follows:

1. The Supervisor of Elections shall comply with Board Policy BCC-25 and County Administrative Order AO-26 in the same manner as commissioners and commission offices relative to the placement of purchases of materials and/or services, including travel expenditures, in the bill folder for consideration by the Board of County Commissioners.

2. Both parties agree that they will cooperate with one another in good faith in implementing the terms and conditions of this Agreement. The County shall use its best good faith and reasonable efforts

to make timely and reasonable requests for information. The Supervisor of Elections will use its best good faith and reasonable efforts to respond to such requests.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals on the day and year first above written.

ATTEST:

**BREVARD COUNTY**

\_\_\_\_\_  
Rachel Sadoff, Clerk

By: \_\_\_\_\_  
Rita Pritchett, Chair

As approved by the Board on June 28, 2023

**BREVARD COUNTY SUPERVISOR OF ELECTIONS**

By: \_\_\_\_\_  
Tim Bobanic

Date: \_\_\_\_\_