



Agenda Report

2725 Judge Fran Jamieson
Way
Viera, FL 32940

Consent

F.4.

4/4/2023

Subject:

Approval, Re: Budget Change Request

Fiscal Impact:

Dept/Office:

Budget

Requested Action:

It is requested that the Board of County Commissioners review and approve the attached Budget Change Request.

Summary Explanation and Background:

In accordance with Budget and Financial Policy (BCC-21), the attached Budget Change Requests are being submitted for review and approval by the Board of County Commissioners.

Clerk to the Board Instructions:

Maintain necessary documents for records retention.



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

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

April 5, 2023

M E M O R A N D U M

TO: Jill Hayes, Budget Office Director

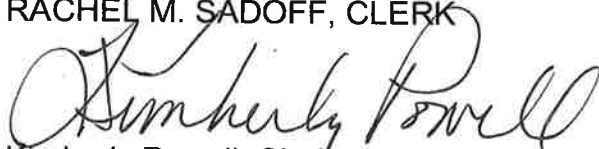
RE: Item F.4., Approval of Budget Change Requests (BCR)

The Board of County Commissioners, in regular session on April 4, 2023, reviewed and approved the Budget Change Request as submitted. Enclosed is the original BCR.

Your continued cooperation is greatly appreciated.

Sincerely,

**BOARD OF COUNTY COMMISSIONERS
RACHEL M. SADOFF, CLERK**


Kimberly Powell, Clerk to the Board

/dt

Encl. (a/s)

cc: Finance



Budget Change Request (Form BCC-114)
Brevard County Budget Office

Fund: 1134-Road & Bridge MSTU - District 4

Department: Public Works Department

Date: 3/20/2023

Program: R&B DISTRICT 4 MSTU

Type of Request: Line Item Transfer

Revenue Change:

Expenditure Change:

CIP	\$351,361
Operating Expenses	(\$351,361)

Total:	\$0	Total:	\$0
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Justification:

This Budget Change Request is for the Municipal Service Tax Unit (MSTU) District 4. This line item transfer is to realign funds from Operating to Capital for the Whispering Pines Drainage project for the remaining design cost (\$17,086) and the construction cost (\$484,275). The design portion of this project was scheduled to be completed in FY 2021-2022, but due to unforeseen circumstances the design was not completed. The construction costs were initially budgeted at \$150,000, however, based on the design proposal the project cost has increased and will now be a capital project due to new infrastructure. This BCR will allocate funds to capital in accordance with Generally Accepted Accounting Principles, which will ensure accurate project tracking and capitalization.

Alternative:

The Budget change request aligns the funds from Operating to Capital improvement. If BCR is not processed, funds will not be accurately tracked in the Capital budget.

SAP Document Number:

50016171

Approval:

LXROAN	Approved	03/09/2023
TMTHOMAS	Approved	03/09/2023
MEBERNATH	Approved	03/09/2023
JJHAYES	Approved	03/19/2023
JDENNINGHOFF	Approved	03/19/2023
FBABBATE	Approved	03/20/2023

APPROVED IN REGULAR SESSION
 BOARD OF COUNTY COMMISSIONERS

THIS 5 DAY OF April 2023

Rachel Sadoff, Clerk
 BY: Deborah Thomas D.C.

Kimberly Powell

From: Kristin Lortie <kristin.lortie@gmail.com>
Sent: Tuesday, April 4, 2023 11:46 AM
To: Kimberly Powell
Subject: Fwd: 4/4/23 Consent Agenda Comments - Email to County Commissioners

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

Ms. Powell,

Apologies, I forgot to include you in this email distribution and my request to be included in the 4/4 meeting minutes.

Can you please confirm receipt and inclusion in the minutes?

Kristin

----- Forwarded message -----

From: **Kristin Lortie** <kristin.lortie@gmail.com>
Date: Tuesday, April 4, 2023
Subject: 4/4/23 Consent Agenda Comments - Email to County Commissioners
To: "Commissioner, D1" <D1.Commissioner@brevardfl.gov>, "Commissioner, D2" <d2.commissioner@brevardfl.gov>, "Commissioner, D3" <d3.commissioner@brevardfl.gov>, d4.commissioner@brevardfl.gov, "Commissioner, D5" <D5.commissioner@brevardfl.gov>, "Abbate, Frank B" <frank.abbate@brevardfl.gov>

Brevard Commissioners and County Manager Abbate,

After doing a brief review of today's agenda, I am writing to provide the following feedback comments on today's consent agenda:

1. Consent Agenda item 5661 "Budget Change Request". In reviewing the back up documents, this item in District 4 has a budget overage of \$334K, and is requesting approval to move funding from the operating budget to Capital Projects.

Suggestions:

- \$334K variance is too high of a dollar amount to be on the consent agenda, and should be removed from the Consent items for a separate commission vote;
- The title "Budget Change Request" for the noted agenda item is not adequately descriptive.

Recommend changing the agenda description to something like the following: "Request authorization to move additional \$334K in District 4 MSTU funding from operating account to capital account to supplement the original \$150K due to Whispering Pines drainage project cost increases". A title like this would be very helpful to the viewer.

- there is just one (1) sheet back-up document available with limited description. Back-up documents that describe more on the overage (change orders, contract, correspondence, etc.) would assist the reader in understanding the overage.

2. Consent Agenda Item 5637 "Bill Folder"

- Suggest to add the total amount of the invoices in the agenda narrative "Bill Folder: District Invoices totalling \$__";
- Suggest to include individual totals for invoices in the agenda narrative and in the attachment titles.

3. Consent Agenda Standard Procedures:

- Suggest Mr. Abbate read each consent agenda item description into the record at meetings, including the dollar value for each item, to add visibility to the business that is being approved by commissioners, yet is not discussed at the meeting;
- Suggest that the dollar values of each agenda item be more evident in the descriptions, so that the reviewer does not have to open each agenda item attachment to become informed on the individual costs. This suggestion applies to the non-consent agenda item descriptions as well.

The above changes would assist the commission in adding visibility to commission decision-making, and would save time for individuals that are reviewing commission business through the online agenda access.

I request that this email be included in the meeting minutes for the 4/4 meeting as a public comment. If there is any special protocol for same I request to be advised.

Confirmation of receipt from the Clerk to the Board is requested.

Respectfully,

Kristin Lortie, Supporter of Visible, Easy to Access Local Decision-making