



# Agenda Report

2725 Judge Fran Jamieson  
Way  
Viera, FL 32940

## Consent

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F.8.

10/28/2025

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### **Subject:**

Confirmation of Jill J. Hayes as Assistant County Manager

### **Fiscal Impact:**

N/A

### **Dept/Office:**

County Manager's Office

### **Requested Action:**

It is requested that the Board of County Commissioners confirm the appointment of Jill J. Hayes as the Assistant County Manager

### **Summary Explanation and Background:**

Pursuant to the Brevard County Charter and Code of Ordinances, it is asked that the Board of County Commissioners confirm the appointment of Jill J. Hayes as the Assistant County Manager, effective November 8, 2025. Ms. Hayes has been the Interim Assistant County Manager since May 17, 2025, demonstrating exceptional leadership and dedication. Prior to this, she served as the Brevard County Budget Office Director since 2016.

Throughout her 23 years of service in Brevard County, Ms. Hayes has overseen the Budget Office as Director, including the development of the proposed County Budget, compliance with Florida Statutes, and Truth in Millage. Ms. Hayes was a leader in conducting financial analyses, budget recommendations, debt management strategies, and coordinating with bond rating agencies.

Ms. Hayes was instrumental in developing and administering all financial aspects regarding the Coronavirus Aid, Relief, and Economic Security (CARES) Act and the American Rescue Plan (ARPA) Act. Before becoming the Budget Office Director, Ms. Hayes was the Assistant Budget Office Director for almost two years.

Before she was appointed the Budget Office Director, Ms. Hayes was hired as an Accountant in the Central Services Department in 2002. She was promoted three times and was named the Central Services Administrative Support Manager in 2013.

Ms. Hayes holds a Bachelor of Science Degree in Accounting from the University of Central Florida and a Master of Business Administration, with a specialization in Accounting from the Florida Institute of Technology.

Additionally, she is a Brevard County Executive Leadership Institute graduate and a certified Lean Six Sigma Green Belt, further demonstrating her commitment to professional development and leadership.

Ms. Hayes brings a wealth of experience to the County Manager's Office. With 23 years of service in Brevard County, working with all Departments and Constitutional offices, Ms. Hayes has proven beneficial and is well-prepared to take on her new role successfully.

**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

October 29, 2025

**M E M O R A N D U M**

**TO:** Jim Liesenfelt, County Manager

**RE:** Item F.8., Confirmation of Jill J. Hayes as Assistant County Manager

The Board of County Commissioners, in regular session on October 28, 2025, approved confirming the appointment of Jill J. Hayes as the Assistant County Manager.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
RACHEL M. SADOFF, CLERK

Kimberly Powell, Clerk to the Board

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cc: Each Commissioner  
County Attorney  
Human Resources  
Assistant County Manager Hayes

## Jill J. Hayes

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### Management/ Budgeting/ Process Improvement

*Dedicated public sector professional with over 20 years of progressive leadership experience in Brevard County government. Expertise in budgeting, organizational process improvement, and supporting efficient government operations. Recognized for strong leadership, clear communication, and collaborative problem-solving, with a proven ability to tackle complex challenges through strategic analysis, cross-functional teamwork, and data-driven decision-making.*

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### Professional Experience

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#### BREVARD COUNTY MANAGER'S OFFICE — VIERA, FL

##### Interim Assistant County Manager

5/2025 to present

Provide high-level administrative leadership and strategic direction across multiple County departments to ensure operational efficiency and alignment with County objectives.

##### Key Responsibilities:

- Direct and manage the operations of a broad range of departments, including the Budget Office, Housing and Human Services, Transit Services, Information Technology, and University of Florida IFAS Extension.
- Brief and advise County Commissioners and County Manager on complex policy and operational issues, providing technical guidance and strategic recommendations to support countywide initiatives.
- Support the development and review of County policies, procedures, and ordinances to ensure compliance and alignment with long-term goals.
- Led financial strategy during labor negotiations with Brevard County Fire Rescue, contributing to a contract ratified by 98% of union membership.

#### BREVARD COUNTY BUDGET OFFICE— VIERA, FL

##### Budget Director

11/2016 to present

Lead the planning, development and monitoring of annual operating and capital budgets exceeding \$2.5 billion. Oversee budget activities across 35 departments and agencies, providing consultation and advice on funding availability, budget variances, and financial analysis to support sound fiscal management.

##### Key Responsibilities:

- Ensure compliance with Florida Statutes and Truth in Millage requirements across 25 taxing districts; manage classification, execution and amendment of funds. Review budget requests and amendments for adherence to guidelines and alignment with strategic priorities established by the Board of County Commissioners.
- Prepare and present budget information and guidelines to County staff, management, the Board of County Commissioners, the Citizens Budget Review Committee, and the Citizens Academy.
- Lead, direct, and supervise staff in conducting financial analyses and developing budget recommendations. Establish systems, policies and procedures to streamline budget preparation and presentation to the Board of County Commissioners.
- Participate in debt management strategies, debt structuring and issuance practices, coordination with bond rating agencies, disclosure requirements and compliance.
- Administer and report on federal funding programs, including the Coronavirus Aid, Relief, and Economic Security (CARES) Act and the American Rescue Plan (ARPA) Act.

**Assistant Budget Director**

3/2015 to 11/2016

**Key Responsibilities:**

- Forecasted and analyzed revenues and expenses, including ad valorem taxes, state-shared revenue, local half-cent sales tax, fund balance, debt service, tax increment financing, and transfers.
- Managed quarterly financial and budget report preparation, summarizing activity for all funds and departments and providing variance analysis to support fiscal decision-making.
- Developed Long Range Strategic Plans in collaboration with agencies to identify funding initiatives for personnel, operating and capital expenditures.
- Coordinated the Cost Allocation Plan across multiple organizations by compiling statistical and financial data, develop cost pools and bases for allocation, and assign indirect costs to departments.

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**BREVARD COUNTY CENTRAL SERVICES DEPARTMENT— VIERA, FL****Central Services Administrative Support Manager**

1/2013 to 3/2015

**Department Finance Manager**

8/2008 to 1/2013

**Fiscal Analyst**

5/2005 to 8/2008

**Accountant II**

12/2002 to 5/2005

Provided administrative and financial oversight for Asset Management, Facilities, Fleet Services, and Purchasing. Responsibilities included planning, developing, analyzing, advising and improving management control systems, work methods and procedures. Managed billing, accounts payable, audits, and accounting functions for the department.

**Key Responsibilities:**

- Developed and monitored the annual operating budget; prioritized projects and implemented cost-saving strategies to manage reduced funding levels; Analyzed data, allocated funds, and prepared comprehensive financial reports.
- Responsible for department's Capital Improvement Program, budgeting and accounting for construction projects, cash flow projections, and financial ratio analysis for contractor evaluation.
- Developed and maintained performance measurements; analyzed operational data to identify inefficiencies and benchmarked performance against industry standards and neighboring counties.

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**SERVICEMASTER MAINTENANCE SYSTEMS, INC. – ROCKLEDGE, FL****Accounting Director**

1/2001 to 12/2002

Responsible for all aspects of accounting cycle, including processing payroll, maintaining general ledger, payables and receivables, customer billings, and daily deposits. Created and implemented an inventory control system. Accountable for preparation of monthly statements and job cost accounting.

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**Education and Professional Development**

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**Master of Business Administration (MBA), Specialization in Accounting, December 2016***Florida Institute of Technology, Melbourne, FL***Bachelor of Science in Accounting, August 2002***University of Central Florida, Orlando, FL***Lean Six Sigma Green Belt Certification Training, February 2016***Tools and techniques to identify and eliminate waste or unnecessary processes and improve operations***Brevard County Executive Leadership Institute, May 2011***Professional development program focused on enhancing leadership competencies of current and emerging leaders*

## Board Meeting Date

Item Number: F. 8.

Motion By: KD

Second By: KA

Nay By: \_\_\_\_\_

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