



June 12, 2023

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

**TO:** Chair Rita Pritchett, District 1 Commissioner

**RE:** Item B.1., Staff Direction on Drafting the FY 2023-2024 Budget

The Board of County Commissioners, in special session on June 12, 2023, authorized the Chair to e-mail the attached letters and questions to the Brevard County Tax Collector, Property Appraiser, and Supervisor of Elections on behalf of the Board of County Commissioners; if a response has not been received back by close of business on June 28, 2023, the County Attorney shall be authorized to re-write and submit a public records request to each Constitutional Officer for any information that was not provided back to the Board in response to the questions included in the letters. Enclosed are the fully-executed letters.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
RACHEL M. SADOFF, CLERK

*Kimberly Powell*  
Kimberly Powell, Clerk to the Board

Encls. (3)

cc: Each Commissioner  
County Manager  
County Attorney



## BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

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Rita Pritchett  
Chair, District 1

Tom Goodson  
Vice Chair, District 2

John Tobia  
Commissioner, District 3

Rob Feltner  
Commissioner, District 4

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June 12, 2023

The Honorable Tim Bobanic  
Brevard County Supervisor of Elections  
400 South Street, Ste 1-F  
Titusville, FL 32780

**RE: Increasing Transparency of the Annual Budget for the Brevard County Supervisor of Elections Office**

Dear Honorable Tim Bobanic,

The Brevard County Board of County Commissioners strives to promote an open and transparent government for the benefit of the citizens of Brevard County; in fact, part of the Board's core values is to encourage honesty and accountability. The Board would like to thank you for serving as a partner in open government.

One of the means to maintain this level of transparency is a detailed annual line item budget, made available to all citizens. As you are most certainly aware, unless otherwise determined by the Board, our budget is subject to the charter cap identified in Section 2.9.3.1(a)-(d) of the Brevard County Charter. This cap limits growth in ad valorem revenue to the lesser of 3% or the increase in CPI plus new construction from the preceding calendar year. For Fiscal Year 2023-2024, the budget request from your office includes an increase of 546.66% above the 3% charter cap. Therefore, the County expects increased detail for your FY2022-23 and FY2021-22

budgets. Attached is a list of questions that is not readily available on your website or budget in your submissions. This will promote accountability and transparency to Brevard's citizens.

This Board looks forward to reviewing your response by 5pm on Wednesday, June 28, 2023, as we continue to offer direction to the County Manager as he drafts the FY 2023-24 budget.

Please email your response to [morris.richardson@brevardfl.gov](mailto:morris.richardson@brevardfl.gov) or deliver a hardcopy to the County Attorney's Office, 2725 Judge Fran Jamieson Way, Viera, FL. 32940.

Sincerely,

A handwritten signature in black ink, appearing to read "Rita Pritchett", with a stylized flourish at the end.

Rita Pritchett, Chair

As ratified by the Brevard County Board of County Commissioners  
on June 12, 2023

## **Constitutional Office Budget Questionnaire**

### **1. Membership Fees:**

- a. In the past two fiscal years, did you incur any expenses related to:
  - i. Association or membership fees?
    - 1. If so, to what specific organizations and how much?
  - ii. Lobbying expenditures, either state or federal?
    - 1. If so what was the purpose for these services, and what was the cost?

### **2. Travel:**

- a. What are your itemized expenditures relating to travel costs,
  - i. including but not limited to:
    - 1. Hotels (name and address)
    - 2. Flights
    - 3. Per diem
    - 4. Mileage
- b. Please provide employee title, justification for travel, and cost.

### **3. Mailings:**

- a. In the past two fiscal years, did you send out any mailings to more than 500 citizens at a time?
  - i. If so, how many distinct mailings and how many pieces in each mailing?
    - 1. What was the cost for printing each mailing?
    - 2. What was the cost for postage for each?
  - ii. What was the nature of each mailing? (or provide a copy of each mailing)
    - 1. Were there any un-mandated inserts included in these mailings?
  - iii. Were the mailings required by state or federal law? (For example, the Property Appraiser is required per F.S. 200.065(2)(B) to mail TRIM notices 55 days after certification of value)?
  - iv. Was your name or likeness printed on the mailings?

### **4. Vehicles:**

- a. In the past two fiscal years, did you use any approved funds for take home vehicles?
  - i. Were the vehicles procured through the state contract?
  - ii. How many are subject to federal income tax?
  - iii. Could you provide a detailed list of staff using the vehicles?
    - 1. Title and position
    - 2. What is the justification for these staff having these vehicles?
    - 3. Do you have any policies for assigning take home vehicles?
  - iv. What types of vehicles are they?
    - 1. What year?
  - v. Does the County charge for the maintenance of the vehicles?
  - vi. As an alternative, do you offer vehicle allowances?

1. To whom? (position and title)
2. How much are the allowances?

**5. Capital Expenses and Contracts:**

- a. In the past two fiscal years, have you spent any of your approved budget on:
  - i. Capital expenses?
    1. If so, what were the projects and were their costs?
  - ii. Have you purchased any software or computer equipment?
    1. If so, what was purchased and what was the cost?
  - iii. Outside Counsel?
    1. If so, what was the justification and cost?
  - iv. Outside consulting contracts
    1. If so, what was the justification and cost?
  - v. Do you have procurement policies to ensure the competitive nature of your bids/contracts?
    1. If so, what are your policies?

**6. Budget Adjustments:**

- a. After the BoCC approves your budget, is it your practice to move money from one category to another?
  - i. Do you make the public aware when this happens?

**7. Wage Increases:**

- a. How do you determine wage increases?
- b. Do you follow the County or State Increases?

**8. Employee Benefits:**

- a. Do you offer any additional employee benefits, such as another retirement fund aside from FRS, to employees?

**9. Contracted Employees:**

- a. Do you have any contracted employees?
  - i. What are the provisions of their contracts?

**10. Grant Funding:**

- a. Have you received any grants from either governmental or non-governmental entities in the last two fiscal years?
- b. If so:
  - i. What government or non-government entity were these funds received from?
  - ii. What was total amount of the grant?
  - iii. What was the purpose of the grant funding?



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June 12, 2023

The Honorable Lisa Cullen  
Brevard County Tax Collector  
400 South Street  
Titusville, FL 32780

**RE: Increasing Transparency of the Annual Budget for the Brevard County Tax Collector**

Dear Honorable Lisa Cullen,

The Brevard County Board of County Commissioners strives to promote an open and transparent government for the benefit of the citizens of Brevard County; in fact, part of the Board's core values is to encourage honesty and accountability. The Board would like to thank you for serving as a partner in this open government.

One of the means to maintain this level of transparency is a detailed annual line item budget, made available to all citizens. As you are most certainly aware, unless otherwise determined by the Board, our budget is subject to the charter cap identified in Section 2.9.3.1(a)-(d) of the Brevard County Charter. This cap limits growth in ad valorem revenue to the lesser of 3% or the increase in CPI plus new construction from the preceding calendar year. As F.S. 195.087 does not require you to submit your FY 2023-24 budget request to the Board of County Commissioners until August 1, your budget for FY 2022-2023 showed an increase of 226% above the 3% charter cap. Therefore, the County expects increased detail for your FY2022-23

and FY2021-22 budgets. Attached is a list of questions that is not readily available on your website or budget in your submissions. This will promote accountability and transparency to Brevard's citizens.

This Board looks forward to reviewing your response by 5pm on Wednesday, June 28, 2023, as we continue to offer direction to the County Manager as he drafts the FY 2023-24 budget.

Please email your response to [morris.richardson@brevardfl.gov](mailto:morris.richardson@brevardfl.gov) or deliver a hardcopy to the County Attorney's Office, 2725 Judge Fran Jamieson Way, Viera, FL. 32940.

Sincerely,

A handwritten signature in dark ink, appearing to read "Rita Pritchett", written over a horizontal line.

Rita Pritchett, Chair

As ratified by the Brevard County Board of County Commissioners  
on June 12, 2023

*While the County recognizes that F.S. 195.087 does not mandate your office to provide the County with a detailed line item budget to include in the County's Adopted Budget Book, we hope that you will come before the Board with a budget that will help us to fulfill our duties as an honest and unified government.*

## **Constitutional Office Budget Questionnaire**

### **1. Membership Fees:**

- a. In the past two fiscal years, did you incur any expenses related to:
  - i. Association or membership fees?
    - 1. If so, to what specific organizations and how much?
  - ii. Lobbying expenditures, either state or federal?
    - 1. If so what was the purpose for these services, and what was the cost?

### **2. Travel:**

- a. What are your itemized expenditures relating to travel costs,
  - i. including but not limited to:
    - 1. Hotels (name and address)
    - 2. Flights
    - 3. Per diem
    - 4. Mileage
- b. Please provide employee title, justification for travel, and cost.

### **3. Mailings:**

- a. In the past two fiscal years, did you send out any mailings to more than 500 citizens at a time?
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June 12, 2023

The Honorable Dana Blickley  
Brevard County Property Appraiser  
400 South Street  
Titusville, FL 32780

**RE: Increasing Transparency of the Annual Budget for the Brevard County Property Appraiser**

Dear Honorable Dana Blickley,

The Brevard County Board of County Commissioners strives to promote an open and transparent government for the benefit of the citizens of Brevard County; in fact, part of the Board's core values is to encourage honesty and accountability. The Board would like to thank you for serving as a partner in open government.

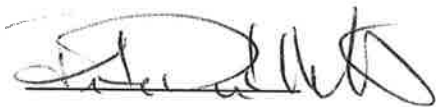
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## BUDGET PROCESS TIMELINE

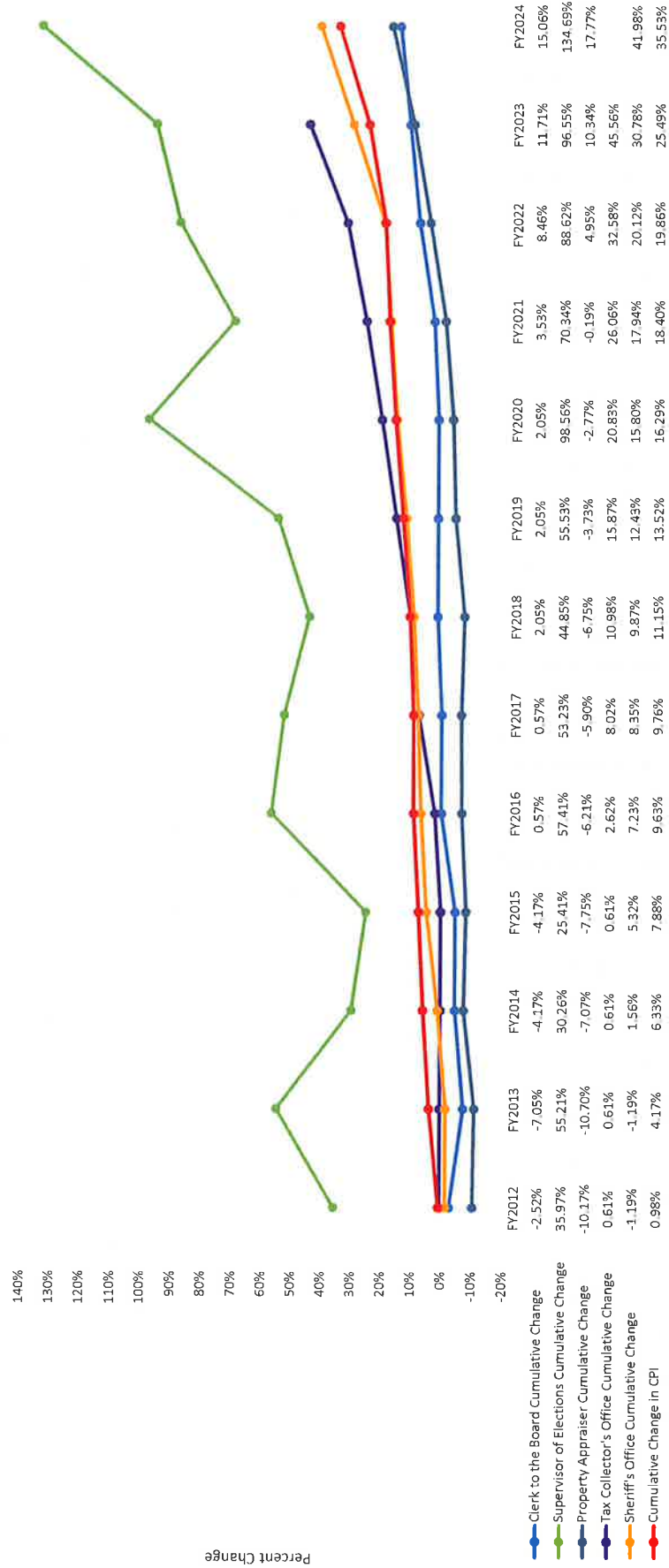
June 1	○	Submission of Property Appraiser's, Clerk's, Supervisor of Elections, and Sheriff's budgets
June 12	○	BOCC Special Meeting
July 11	○	BOCC Regular Meeting
July 13	○	BOCC Zoning Meeting
July 14	○	FY23-24 Budget (Operating and CIP) submitted to BOCC
July 25	○	BOCC sets tentative FY23-24 Ad Valorem Millages and provides public hearing dates to the Property Appraiser
August 1	○	Submission of Tax Collector's budget
August 3	○	BOCC Zoning Meeting
August 8	○	BOCC Regular Meeting
August 10	○	Melbourne-Tillman Water Control District Meeting: Budget Approval
August 22	○	BOCC Regular Meeting
August 24	○	Property Appraiser mails TRIM notices to homeowners
September 5	○	First Public Budget Hearing
September 15	○	Publish Budget Hearing Ad for Final Public Hearing
September 19	○	Final Public Budget Hearing
September 22	○	Millage resolutions provided electronically by Clerk to DOR, Property Appraiser, and Tax Collector
October 1	○	Implementation of the adopted budget

BUDGET TASK

BOCC TASK

OUTSIDE ENTITY TASK

Charter Officer Cumulative Budget Change Versus Cumulative CPI Increase



Special Meeting MotionsMotion:

I move to authorize the Chair to e-mail the attached letters and questions to the Brevard County Tax Collector, Property Appraiser, and Supervisor of Elections on behalf of the Brevard County Board of County Commissioners. If a comprehensive response has not been received by COB Friday, June 23, 2023, the County Attorney shall be authorized to re-write and submit a public records request to each Constitutional Officer for any information that was not provided back to the Board in response to the questions included in the letters.

Motion:

I move to transfer \$32,072.36 in CARES funds to the Brevard Public Schools School Board for the purpose of covering partial costs resulting from the School Board redistricting process.