



BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

Rita Pritchett
Chair, District 1

John Tobia
Commissioner, District 3

Tom Goodson
Vice Chair, District 2

Rob Feltner
Commissioner, District 4

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 Friday, June 23, 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 or deliver a hardcopy to the County Attorney's Office, 2725 Judge Fran Jamieson Way, Viera, FL. 32940.

Sincerely,

Rita Pritchett, Chair

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



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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 Friday, June 23, 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 or deliver a hardcopy to the County Attorney's Office, 2725 Judge Fran Jamieson Way, Viera, FL. 32940.

Sincerely,

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.



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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.

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 by 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 124.33% 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, that will promote accountability to Brevard's citizens.

This Board looks forward to reviewing your response by 5pm on Friday, June 23, 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 or deliver a hardcopy to the County Attorney's Office, 2725 Judge Fran Jamieson Way, Viera, FL. 32940.

Sincerely,

Rita Pritchett, Chair

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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?
 - 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?