



**AGENDA REPORT**  
**August 21, 2018**

**Budget Change Requests**

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**SUBJECT:**

Approval of Budget Change Requests

**DEPT/OFFICE:**

Budget

**REQUESTED ACTION:**

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

**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.

**ATTACHMENTS:**

**Description**

- **Budget Change Requests 8-21-2018**



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

Telephone: (321) 637-2001  
Fax: (321) 264-6972  
Tammy.Rowe@brevardclerk.us

August 22, 2018

MEMORANDUM

TO: Jill Hayes, Budget Director

RE: Item F.13., Approval of Budget Change Requests

The Board of County Commissioners, in regular session on August 21, 2018, approved the Budget Change Requests. Enclosed are original BCRs.

Your continued cooperation is greatly appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
SCOTT ELLIS, CLERK

*Tammy Rowe*

Tammy Rowe, Deputy Clerk

/dt

Encls. (a/s)

cc: Finance



Budget Change Request (Form BCC-114)

Brevard County Budget Office

Fund: 0004-Natural Resources Management Dept.

Department: Natural Resources Management Office

Date: 8/2/2018

Program: ENVIRONMENTAL REMEDIATION

Type of Request: Supplement

Revenue Change:

Expenditure Change:

Operating Expenses \$7,500

Reserves-Operating (\$7,500)

Total: \$0

Total: \$0

Justification:

This Budget Change Request is to reallocate funds from Reserves to Operating Expenditure line items for the Small Quantity Generator (SQG) Hazardous Waste Program, in the Natural Resources Management Department. The funds from Reserves are to be aligned to Printing and Binding to cover the cost of educational materials; to Operating Supplies and Office Supplies to provide for expenditures generated by a second individual brought into the program in Fiscal Year 2017-2018. This individual has become rapidly trained and acclimated to the program, which has resulted in greater productivity in the field that was not anticipated until Fiscal Year 2018-2019. In turn, higher interactions with the various facilities have generated greater expenditures.

Alternative:

If the Budget Change Request is not approved that the SQG Hazardous Waste Program will not be able to provide the expected level of service.

SAP Document Number:

50013495

Approval:

PGBESSLER

VHBARKER

KNETERER

*[Handwritten signatures]*

Approved

Approved

Approved

*[Handwritten "approved" signatures]*

08/01/2018

08/01/2018

08/01/2018

*[Handwritten dates: 8/10/2018, 8/14/2018, 8/13/18]*

APPROVED IN REGULAR SESSION BOARD OF COUNTY COMMISSIONERS

THIS 21 DAY OF August 2018

Scott Ellis, Clerk

BY: *[Handwritten signature]* D.C.



**Budget Change Request (Form BCC-114)**

**Brevard County Budget Office**

**Fund:** 1110-Surface Water County-Wide Improvements

**Department:** Natural Resources Management Office

**Date:** 8/14/2018

**Program:** WATERSHED CAPITAL PROJECTS

**Type of Request:** Line Item Transfer

**Revenue Change:**

**Expenditure Change:**

Transfers	\$41,262
Operating Expenses	\$4,738
Compensation and Benefits	(\$26,000)
Reserves - Capital	(\$20,000)

<b>Total:</b>	\$0	<b>Total:</b>	\$0
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**Justification:**

This Budget Change Request is to realign funds to cover expenditures associated with the Brevard County Tax Collector commissions related to Stormwater Assessment collections. The Tax Collector commission associated with the FY 2017-2018 Stormwater Assessment collections were higher than anticipated; therefore funds are being moved from Capital Reserves, (\$20,000) and Compensation and Benefits, (\$26,000), which are available due to vacancies during the fiscal year. Additionally, Operating Expenses are being increased slightly to fund unanticipated contracted services associated with mowing costs for the Oyster Shell Dump site and the auditing of permanent retention construction plans initiative.

**Alternative:**

If this Budget Change Request is not approved, commissions to the Brevard County Tax Collector will not be posted in the proper account, and funding will not be available to fund the remainder of operating expenses.

**SAP Document Number:**

50013517

**Approval:**

PGBESSLER	Approved	08/10/2018
VHBARKER	Approved	08/10/2018
KNETERER	Approved	08/13/2018
JHAYES	Approved	08/14/2018
JDENNINGHOFF	Approved	08/14/2018
FBABBATE	Approved	08/14/2018

APPROVED IN REGULAR SESSION  
BOARD OF COUNTY COMMISSIONERS

THIS 21 DAY OF August 2018

Scott Ellis, Clerk  
BY: Deborah Phoenix P.C.



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

**Fund:** 0001-Genera Revenue Fund - Incorporated

**Department:** Sheriff for BCRA use only

**Date:** 8/13/2018

**Program:** SHERIFFS OFFICE

**Type of Request:** Amendment

**Revenue Change:**

Miscellaneous  
 Statutory Reduction

**Expenditure Change:**

\$150,313	Operating Expenses	\$39,510
(\$7,516)	Capital Outlay	\$103,287

<b>Total:</b>	<b>\$142,797</b>	<b>Total:</b>	<b>\$142,797</b>
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**Justification:**

This budget change request recognizes the sale of surplus aviation equipment and insurance reimbursements. These claims include reimbursement for repairs and replacement of vehicles damaged in accidents and claims made for damages to the Criminal Investigation

Services building during Hurricane Matthew. The funds from the sale of surplus aviation equipment will be used to purchase shelving in the aviation storage building and in-care videwo cameras for road patrol.

**Alternative:**

The County and Sheriff's Office records will not match.

**SAP Document Number:**

50013481

**Approval:**

JJHAYES  
 FBABBATE

Approved  
 Approved

08/13/2018  
 08/13/2018

APPROVED IN REGULAR SESSION  
 BOARD OF COUNTY COMMISSIONERS

THIS 21 DAY OF August 2018

Scott Ellis, Clerk  
 BY: Deborah P. Morley, c.



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

**Fund:** 0001-Genera Revenue Fund - Incorporated

**Department:** Sheriff for BCRA use only

**Date:** 8/13/2018

**Program:** SHERIFFS OFFICE

**Type of Request:** Amendment

**Revenue Change:**

Intergovernmental  
 Statutory Reduction

**Expenditure Change:**

\$148,259	Compensation and Benefits	\$123,919
(\$7,413)	Operating Expenses	\$16,927

<b>Total:</b>	\$140,846	<b>Total:</b>	\$140,846
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**Justification:**

This budget change request recognizes the reimbursement of overtime and investigative services from state and federal government agencies for the Sheriff's Office's participating in joint special task force investigations. No additional general fund dollars are being requested.

**Alternative:**

The County and Sheriff's Office records will not match.

**SAP Document Number:**

50013485

**Approval:**

JJHAYES  
 FBABBATE

Approved  
 Approved

08/13/2018  
 08/13/2018

APPROVED IN REGULAR SESSION  
 BOARD OF COUNTY COMMISSIONERS

THIS 21 DAY OF August 2018

Scott Ellis, Clerk

BY: Deborah Thomas D.C.



Budget Change Request (Form BCC-114)

Brevard County Budget Office

Fund: 0001-Genera Revenue Fund - Incorporated

Department: Sheriff for BCRA use only

Date: 8/13/2018

Program: SHERIFFS OFFICE

Type of Request: Amendment

Revenue Change:

Miscellaneous

Statutory Reduction

Expenditure Change:

\$17,989 Operating Expenses

(\$899)

\$17,090

Total: \$17,090

Total: \$17,090

Justification:

This budget change request recognizes insurance claims associated with repairs to the South Animal Shelter associated with Hurricane Matthew damage. These funds will reimburse operating expenditures that were delayed as a result of the emergency repairs.

Alternative:

The County and Sheriff's Office records will not match.

SAP Document Number:

50013486

Approval:

JJHAYES

FBABBATE

Approved

Approved

08/13/2018

08/13/2018

APPROVED IN REGULAR SESSION BOARD OF COUNTY COMMISSIONERS

THIS 21 DAY OF August 2018

Scott Ellis, Clerk

BY: Deborah Plunkett D.C.



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

**Fund:** 0001-Genera Revenue Fund - Incorporated

**Department:** Sheriff for BCRA use only

**Date:** 8/13/2018

**Program:** SHERIFFS OFFICE

**Type of Request:** Amendment

**Revenue Change:**

Miscellaneous  
 Statutory Reduction

**Expenditure Change:**

\$23,939	Operating Expenses	\$22,742
(\$1,197)		

<b>Total:</b>	\$22,742	<b>Total:</b>	\$22,742
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**Justification:**

This budget change request recognizes insurance reimbursements associated with repairs to buildings at the Sheriff's Farm that were a result of Hurricane Matthew. These funds will reimburse operating expenditures that were delayed as a result of emergency repairs.

**Alternative:**

The County and Sheriff's Office records will not match.

**SAP Document Number:**

50013487

**Approval:**

JJHAYES  
 FBABBATE

Approved  
 Approved

08/13/2018  
 08/13/2018

APPROVED IN REGULAR SESSION  
 BOARD OF COUNTY COMMISSIONERS

THIS 21 DAY OF August 2018

Scott Ellis, Clerk  
 BY: Deborah Thurman D.C.