



# Agenda Report

2725 Judge Fran Jamieson  
Way  
Viera, FL 32940

## Consent

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F.18.

8/27/2024

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### Subject:

Re: Appointment of a Special Magistrate and an alternate Special Magistrate to Consider Matters Related to the Administration and Enforcement of the Brevard County Code of Ordinances

### Fiscal Impact:

It is estimated in FY 2024-25 the Special Magistrate cost will be approximately \$42,000. These costs are funded through enforcement fees.

### Dept/Office:

Central Services/Purchasing Services

### Requested Action:

It is requested that the Board of County Commissioners -

1. Appoint Ms. Christine M. Schverak, Esq. as the County's Special Magistrate; and
2. Appoint Ms. Julie Harrison, Esq. as the alternate Special Magistrate; and
3. Approve an hourly rate of \$210 for the services provided by the Special Magistrate from September 1, 2024, through August 31, 2025.
4. Approval of an annual inflation adjustment to the hourly rate by the Consumer Price Index for all Urban Consumers (CPI-U); and
5. Authorize the County Manager to execute the contracts with Ms. Christine M. Schverak, Esq. and Ms. Julie Harrison, Esq.

### Summary Explanation and Background:

The County's Special Magistrate has jurisdiction and authority to hear and to decide alleged violations and exercise the powers as provided by Chapter 162, Florida Statutes and Brevard County Code of Ordinances for Code Enforcement, Land Development, Contractor Licensing, Vested Rights, Nuisance Abatement issues, and Dangerous Animals or other matters requiring appeal under the County's Code of Ordinances or Policies.

Mr. Stewart Capps Esq., who the Board previously appointed as a primary Special Magistrate, has not renewed his contract with the County and is no longer providing services. In accordance with the Brevard County Code of Ordinances, the Purchasing Services advertised a Request for Qualification (RFQ) for Special Magistrate Services. The RFQ was opened on June 17, 2024. A Selection Committee appointed by the County Manager included Mr. Billy Prasad, Deputy Director of the Planning and Development Department; Ms. Shannon Wilson, Assistant County Attorney, County Attorney's Office; and Ms. Kathy Wall, Director, Central Services Department, reviewed the three proposals received by the County. One of the proposers was found ineligible to serve due to a similar scope of work performed for another local jurisdiction. The other two proposals were found to meet the criteria in the RFQ as well as the Brevard County Code of Ordinances.

In addition, Purchasing Services surveyed other jurisdictions' hourly rates for Special Magistrate services; the rate recommended by the Selection Committee is lower than the average surveyed rate.

The Selection Committee unanimously recommended that the Board appoint Ms. Christine Schverak, Esq. as the primary Special Magistrate, with Ms. Julie Harrison, Esq. serving in an alternate capacity. After negotiating with Ms. Schverak, the Committee unanimously recommended a rate of \$210 per hour, with an annual increase equal to the annual Consumer Price Index for All Urban Consumers (CPI-U).

### **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

August 28, 2024

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

**TO:** Kathy Wall, Central Services Director

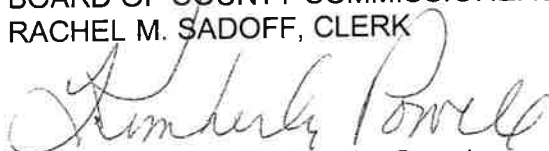
**RE:** Item F.18., Appointment of Special Magistrate and Alternate Special Magistrate to Consider Matters Related to the Administration and Enforcement of the Brevard County Code of Ordinances

The Board of County Commissioners, in regular session on August 27, 2024, appointed Christine M. Schverak, Esquire, as the County's Special Magistrate for matters related to the administration and enforcement of the Brevard County Code of Ordinances; appointed Julie Harrison, Esquire, as the alternate Special Magistrate; approved an hourly rate of \$210 for the services provided by the Special Magistrate from September 1, 2024, through August 31, 2025; approved an annual inflation adjustment to the hourly rate by the Consumer Price Index for all Urban Consumers (CPI-U); and authorized the County Manager to execute the contracts with Ms. Schverak and Ms. Harrison.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
RACHEL M. SADOFF, CLERK



Kimberly Powell, Clerk to the Board

/tr

cc: Planning and Development  
County Attorney  
Finance  
Budget