



BOARD OF COUNTY COMMISSIONERS

County Manager's Office


2725 Judge Fran Jamieson Way

Building C, Room 301, MS# 88

Viera, Florida 32940

Inter-Office Memo

TO: Charter Review Commission

FROM: James Liesenfelt, Assistant County Manager 

DATE: February 8, 2022

SUBJECT: Financial Analysis of Proposed Charter Amendments

At the January 6, 2022 meeting, the Charter Review Commission received a briefing from Summer Wylie, Brevard County Procurement Supervisor, regarding the procurement of a firm to perform Fiscal Analysis of proposed charter amendments as require by the Charter, Article 7.4.2.

The Charter Review Commission took no action at the meeting and asked that information be summited in writing. Attached is that information.

Staff is seeking direction from the Charter Review Commission on whether to issue a competitive solicitation from a firm or use an existing auditing firm on a task order basis.

Staff will be available at the meeting to answer any questions.

Thank you.



BOARD OF COUNTY COMMISSIONERS

Central Services Department
2725 Judge Fran Jamieson Way
Building X, Room XXX
Viera, Florida 32940

Inter-Office Memo

TO: Charter Review Commission

THROUGH: Jim Liesenfelt, Assistant County Manager *RL*

THROUGH: Steven A. Darling, Jr., Central Services Director *SD*

FROM: Summer Wyllie, Procurement Supervisor *SW*

DATE: January 18, 2022

SUBJECT: Financial Analysis of Proposed Charter Amendments

Per Brevard County Charter 7.4.2. "Analysis of fiscal impact of proposed charter amendment, the CRC shall obtain an analysis of the fiscal impact of a proposed charter amendment prior to transmittal of the proposed charter amendment to the County Commission."

This section was adopted and added to the Charter in 2010. As the CRC did approve any Charter amendments in 2016, this provision in the Charter has never been implemented. Staff has the follow options to implement the fiscal impact section for the CRC to consider.

The County currently has 3 contracts that may be considered for to obtain the financial analysis of any proposed charter amendments:

- Internal Auditing Contract with RSM, LLP
- External Auditing Contract with Cherry Bekaert
- Financial Advisor Contract with PFM Financial Advisors

We have an hourly rate schedule for both RSM and PFM Financial Advisors, however, no current hourly rate schedule exists for Cherry Bekaert as it is project specific. RSM's Hourly rate schedule varies from \$200 per hour to \$270 per hour, depending on the position assigned to the task. PFM's Hourly rate schedule varies from \$175 per hour to \$200 per hour, again, depending on the position assigned to the task.

Staff is seeking direction from the CRC on whether the CRC would prefer that Purchasing Services develop a competitive solicitation and advertise for these services, or if the CRC prefer that staff reach out to either RSM, Cherry Bekaert, or PFM and negotiate a standalone task under the current terms and conditions of their existing respective contracts with the County.

If you have any questions or require further details on this, please do not hesitate to contact me at 321-617-7390, 59331. Thank you.