



Agenda Report

2725 Judge Fran Jamieson
Way
Viera, FL 32940

Unfinished Business

I.1.

5/5/2026

Subject:

Board Discussion and Direction to Staff, Re: Commission District 1 Staffing

Fiscal Impact:

N/A

Dept/Office:

County Manager's Office

Requested Action:

It is requested that the Board of County Commissioners discuss and provide direction on how to continue operations of the District 1 County Commissioner's Office.

Summary Explanation and Background:

With the resignation of Commissioner Delaney, effective May 2, 2026, Board direction is requested on how to continue operations of the District 1 Commission Office until the next Commissioner begins their term.

At the previous Board Meeting, the County Manager introduced this item under the County Manager's report. The Board voted to bring the subject up for discussion at its May 5th Board Meeting.

Clerk to the Board Instructions:



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

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Kimberly.Powell@brevardclerk.us

May 15, 2026

M E M O R A N D U M

TO: Jim Liesenfelt, County Manager

RE: Item I.1., Board Discussion and Direction to Staff in Reference to Commission District 1 Staffing

This is to correct the Memorandum dated May 6, 2026. The Board of County Commissioners, in regular session on May 5, 2026, discussed and directed you to appoint an employee **immediately** to be in the District 1 office, **full-time**, to answer concerns of constituents and when necessary to forward those concerns to other District Commission Offices that will take charge for that District 1 resident.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
RACHEL M. SADOFF, CLERK

for 
Kimberly Powell, Clerk to the Board

cc: Each Commissioner

Options for Operating the District 1 Office During Vacancy

1) Retain the remaining District 1 Staff member, Kristin Lortie.

- a) An additional staff member may be needed to assist
- b) Staff will man the office, answer phone calls, emails, and other forms of communication
- c) Staff will be the point of contact for other Commission Offices
- d) Allow the staff member to attend a Commissioner Briefing on the Board Meeting Agenda

2) Appoint an Interim District 1 Staff Member as Appointing Authority for the Office

- a) An additional staff member may be needed to assist
- b) Staff will man the office, answer phone calls, emails, and other forms of communication
- c) Staff will be the point of contact for other Commission Offices
- d) Allow the staff member to attend a Commissioner Briefing on the Board Meeting Agenda

3) Other Commission Offices take phone calls, emails, and other communications.

- a) It will need to be determined which Commission Offices handle this duty, either on a permanent or rotating basis.
- b) A determination will be needed on whether to open the District 1 Office
- c) How would citizen input be routed to Commissioners?

4) County Staff takes phone calls, emails, and other communications

- a) Phone calls, emails, and other communications will be routed to the County Manager's Office or the County Attorney's Office.
- b) Questions/issues of Policy will need to be routed to Commission Offices and not handled by County staff.
- c) A determination will be needed on whether to open the District 1 Office
- d) How would citizen input be routed to Commissioners?