



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

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April 6, 2022

MEMORANDUM

TO: Frank Abbate, County Manager

RE: Item L.1., District 2 Commission Office and Staff

The Board of County Commissioners, in regular session on April 5, 2022, approved and directed oversight for the District 2 Commission office to be maintained by the Board; approved and directed the day-to-day management and oversight to be maintained by you; authorized Fritz VanVolkenburgh as appointing authority to make decisions for the District 2 office; authorized having a part-time employee; and authorized you to sign the timecard.

Your continued cooperation is greatly appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
RACHEL M. SADOFF, CLERK

*for Donna Scott*  
Kimberly Powell, Clerk to the Board

/ds

cc: Each Commissioner  
Fritz VanVolkenburgh  
Finance  
Budget