



Agenda Report

2725 Judge Fran Jamieson
Way
Viera, FL 32940

Consent

F.29.

11/14/2023

Subject:

Proposed Revisions to Board Policy BCC-46, "County Commission Transition."

Fiscal Impact:

There is no fiscal impact to the proposed revisions to Board Policy BCC-46, "County Commission Transition."

Dept/Office:

County Manager

Requested Action:

It is requested the Board of County Commissioners adopt the proposed revisions to Board Policy BCC-46, "County Commission Transition."

Summary Explanation and Background:

The purpose of BCC-46, "County Commission Transition" is to achieve an orderly transfer of duties and authority between an outgoing and incoming Commissioner.

The proposed revisions to Board Policy BCC-46, "County Commission Transition" includes the following:

- Modifies name of Policy to County Commissioner Transition to mirror Brevard County Code of Ordinances, Section 2-28. - County Commissioner Transition.
- Adds reference to Brevard County Code of Ordinances, Section 2-28. - County Commissioner Transition.
- Adds "other business" related items to the listing of items to be provided by the outgoing Commissioner to the County Manager or designee.

The suggested revisions do not substantively alter or amend the current Board Policy.

Clerk to the Board Instructions:

Upon approval, please have the Board Chair sign the attached final version of BCC-46. Please return a copy of the signed document to the County Manager's Office.



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

November 15, 2023

M E M O R A N D U M

TO: Frank Abbate, County Manager

RE: Item F.29., Proposed Revision to Board Policy BCC-46, County Commission Transition

The Board of County Commissioners, in regular session on November 14, 2023, approved the proposed revisions to Board Policy BCC-46, County Commissioner Transition. Enclosed is the executed Policy.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
RACHEL M. SADOFF, CLERK

for: Donna Scott
Kimberly Powell, Clerk to the Board

/ds

Encl. (1)



BOARD OF COUNTY COMMISSIONERS

POLICY

Number: BCC-46
Cancels: 07/08/2008
Approved:
Originator: County Manager's Office
Review:

TITLE: COUNTY COMMISSIONER TRANSITION

I. Objective

To achieve an orderly transfer of duties and authority between an outgoing and incoming Commissioner.

II. References

- A. Brevard County Code of Ordinances, Section 2-28. – County Commissioner Transition.

III. Directives

- A. The County Manager or designee shall order an inventory of furniture and equipment assigned to the outgoing Commissioner to occur on the first day of the term of the incoming Commissioner.
- B. The outgoing Commissioner shall retain intact, undisturbed all documents and files to include those in print and on hard drive and disc for easy access by the incoming Commissioner.
- C. The outgoing Commissioner will provide to the incoming Commissioner a written explanation on composition of the office files.
- D. Office keys and other business-related items will be provided by the outgoing Commissioner to the County Manager or designee, at the earliest feasible and convenient date prior to the expiration of his/her term of office and no later than 5:00 p.m. the last day of office.
- E. At a reasonable time the outgoing Commissioner will allow the incoming Commissioner to access his or her office and computer and/or hard copy files.

IV. Reservation of Authority

The authority to issue and/or revise this policy is reserved to the Board of County Commissioners.



Rita Pritchett, Chair
Board of County Commissioners

As approved by the Board on NOV 14 2023



BOARD OF COUNTY COMMISSIONERS

POLICY

Number: BCC-46
Cancels: ~~07/08/2008~~ 11/14/1995
Approved: 07/08/2008
Originator: County Manager's Office
Review: 07/08/2011

TITLE: COUNTY COMMISSIONER ER TRANSITION

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~~Kristine Zonka~~ Rita Pritchett, Chair
Board of County Commissioners

As approved by the Board on _____



BOARD OF COUNTY COMMISSIONERS

POLICY

Number: BCC-46
Cancels: 07/08/2008
Approved:
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V. Events

Registration fees for events and associated food costs shall be paid by the County when the elected official is serving in an official capacity, or serving as a representative of the Board of County Commissioners. Fees for event registration or food for guests of elected officials shall not be eligible for payment. A copy of the registration receipt will accompany the request for reimbursement.

VI. Reservation of Authority

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Rita Pritchett, Chair
Board of County Commissioners

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BOARD OF COUNTY COMMISSIONERS

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