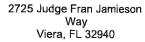
Agenda Report





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.



FLORIDA'S SPACE COAST

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



November 15, 2023

MEMORANDUM

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

Kimberly Powell, Clerk to the Board

/ds

Encl. (1)



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. <u>Directives</u>

- 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



Number:

BCC-46

Cancels:

07/08/200811/14/1995

Approved:

07/08/2008

Originator:

County Manager's Office

Review:

07/08/2011

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I<u>V</u>₩. Reservation of Authority

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

Kristine ZonkaRita Pritchett, Chair
Board of County Commissioners

As approved by the Board on ______



Number:

BCC-46 07/08/2008

Cancels: Approved:

Originator:

County Manager's Office

Review:

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Y. 30.

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

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	_ ;



Number: E

BCC-46

Cancels:

07/08/200811/14/1995

Approved:

07/08/2008

Originator:

County Manager's Office

Review:

07/08/2011

TITLE: COUNTY COMMISSIONER TRANSITION

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Kristine Zonka Rita Pritchett, Chair Board of County Commissioners

As approved by the Board on _____