



Board of County Commissioners

2401 SE Monterey Road
Stuart, Florida 34996

Agenda Item Summary

File ID: 19-0081

CNST-7

Meeting Date: 11/13/2018

PLACEMENT: Consent

TITLE:

CONSIDER A RESOLUTION ADOPTING A POLICY REGARDING EXIT PROCEDURES FOR OUTGOING COMMISSIONERS

EXECUTIVE SUMMARY:

The County Attorney's Office has prepared a resolution adopting a formal written policy to clarify exit procedures for outgoing Commissioners

DEPARTMENT: County Attorney

PREPARED BY: Name: Sarah Woods
Title: County Attorney

REQUESTED BY:

PRESET:

PROCEDURES: None

BACKGROUND/RELATED STRATEGIC GOAL:

The attached resolution adopts a formal written policy establishing procedures for outgoing Commissioners to ensure all records in their possession related to County business are returned to the County and that all records on County systems related to private matters of the Commissioner are removed. This policy is consistent with the requirements of Section 119.021(4)(a), Florida Statutes.

This item has been reviewed by the Public Records Team.

ISSUES:

None

LEGAL SUFFICIENCY REVIEW:

This item has been reviewed for legal sufficiency to determine whether it is consistent with applicable law, has identified and addressed legal risks, and has developed strategies for legal defensibility.

RECOMMENDED ACTION:

RECOMMENDATION

Move that the Board approve the proposed Resolution.

ALTERNATIVE RECOMMENDATIONS

None

FISCAL IMPACT:**RECOMMENDATION**

None

Funding Source	County Funds	Non-County Funds
Subtotal		
Project Total		

ALTERNATIVE RECOMMENDATIONS

None

DOCUMENT(S) REQUIRING ACTION:

- ☐ Budget Transfer / Amendment ☐ Chair Letter ☐ Contract / Agreement
☐ Grant / Application ☐ Notice ☐ Ordinance ☒ Resolution
☐ Other: