

**Board of County Commissioners**  
Leon County, Florida

**Policy No. 93-23**

Title: Building Alterations and Remodeling

Date Adopted: January 12, 1993

Effective Date: January 12, 1993

Reference: N/A

Policy Superseded: "Building Alterations and Remodeling," adopted January 14, 1975; Policy No. 84-06, adopted July 10, 1984

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It shall be the policy of the Board of County Commissioners of Leon County, Florida, that:

The policies cited above and adopted by the Board of County Commissioners on the dates specified are hereby repealed and superseded and a new policy is hereby adopted in their place, to wit:

Any proposal to improve County owned or leased facilities shall be submitted to the Director of Facilities Management for review and recommendation. If the Director so recommends, the proposal shall then be included in the 5-year Capital Improvement Program (CIP) for review by the Board of County Commissioners during the annual budget process.

The County Administrator may approve emergency repairs to any facility up to an amount not exceeding \$20,000. Scheduled improvements which have been approved in the CIP but which exceed the budgeted amount may be approved by the County Administrator in an amount not to exceed \$20,000.

CIP projects exceeding the budget adopted by the Board of County Commissioners shall be identified in the Quarterly Fiscal Performance Report with an explanation of the cause of over-budget expenditure.