



# Agenda Report

2725 Judge Fran Jamieson  
Way  
Viera, FL 32940

## New Business - Miscellaneous

J.4.

12/17/2024

### Subject:

Workshop for Speak Up Brevard Citizen Efficiency and Effectiveness (CEER) program for the Board of County Commissioners to receive and consider citizen recommendations.

### Fiscal Impact:

### Dept/Office:

District 1 Commission

### Requested Action:

Workshop to hear and consider citizen submissions for the Speak Up Brevard 2025 annual program to receive citizen suggestions for the consideration of the Board of County Commissioners. Proposed dates are February 18<sup>th</sup> and February 27<sup>th</sup> at 5:00 p.m.

### Summary Explanation and Background:

On November 2, 2010 Brevard voters approved a referendum initiated through the Charter Review Commission for citizens to make recommendations to the Brevard County Board of Commissioners. The referendum requires the Board of County Commissioners to develop procedures that will provide a mechanism for an individual, or an organized group of individuals requires a process and mechanism for citizens to submit a formal written recommendation for the enhancement of the effectiveness and efficiency of County government to the County Commission on an annual basis.

The initial BCC-95 board policy was approved on May 24, 2011, with revisions approved on April 23, 2024.

For the current cycle the CEER program website will open on January 1st, 2025 to receive citizen suggestions on the county's Speak Up Brevard website. The annual filing deadline per BCC-95 is January 31<sup>st</sup>. Citizen recommendations received by this date will be included in the 2025 CEER cycle for the board's consideration. This workshop is proposed for the board to hear presentations from citizens that have submitted recommendations.

Citizen suggestions presented during the 2025 CEER cycle will receive staff consideration and a board vote within 120 days of the annual January 31<sup>st</sup> filing deadline. Citizens who wish to present their recommendations are encouraged to submit their ideas through the Speak Up Brevard website and to attend the proposed workshop to make a presentation to the board.

### Clerk to the Board Instructions:





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

December 18, 2024

**MEMORANDUM**

TO: Commissioner Kathryn Delaney, District 1

RE: Item J.4., Workshop for Speak Up Brevard Citizen Efficiency and Effectiveness (CEER) Program for the Board of County Commissioners to Receive and Consider Citizen Recommendations

The Board of County Commissioners, in regular session on December 17, 2024, discussed a workshop for Speak Up Brevard CEER Program to receive and consider citizen recommendations, but took no action.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
RACHEL M. SADOFF, CLERK

A handwritten signature in cursive script that reads "Kimberly Powell".

Kimberly Powell, Clerk to the Board

cc: Each Commissioner  
County Manager

# Brevard County Charter (Excerpt)

## 2.9.10 Citizens process for advising the County Commission

The Board of County Commissioners shall develop procedures that will provide a mechanism for an individual, or an organized group of individuals to submit a formal written recommendation for the enhancement of the effectiveness and efficiency of County government to the County Commission on an annual basis. The County Commission's procedures shall include the following provisions:

(a) An annual filing date;

(b) The written recommendations shall be reviewed by the County Commission, and following the review, the County Commission shall vote to either accept the recommendation, accept the recommendation with revisions, or reject the recommendation, and

(c) The County Commission's final vote and consideration of the recommendation shall occur no later than 120 days after receipt of the written recommendation.

*Adopted 11/02/2010*



BOARD OF COUNTY COMMISSIONERS

## **POLICY**

Number: BCC-95  
Cancels: 05/24/2011  
Approved: 04/23/2024  
Originator: County Manager's Office  
Review: 04/23/2027

# **TITLE: CITIZENS PROCESS FOR ADVISING THE COUNTY COMMISSION (CEER)**

## **I. Objective**

To provide procedures for an individual or an organized group of individuals to submit a formal written recommendation for the enhancement of the effectiveness and efficiency of Brevard County Government to the Board of County Commissioners on an annual basis.

## **II. Definitions and References**

- A. Brevard County Home Rule Charter Section 2.9.10.
- B. "Citizen Efficiency and Effectiveness Recommendation" or "CEER" means a recommendation submitted by an individual or group to the Board of County Commissioners pursuant to Brevard County Home Rule Charter Section 2.9.10 and this policy.

## **III. Directives**

- A. January 31 is hereby established as the annual filing date for Citizen Efficiency and Effectiveness Recommendations. No CEER shall be accepted after 11:59 p.m. on the annual filing date. As a courtesy, the County shall accept a CEER submission up to 30 days prior to the annual filing date, but no sooner. A timely submitted CEER will be deemed to have been received on the annual filing date for purposes of calculating the time for the Board's final vote and consideration pursuant to Brevard County Home Rule Charter Section 2.9.10.c.
- B. An individual or an organized group of individuals may submit a CEER by providing to the County Manager a formal written recommendation in substantially the form attached to this policy.


1. The CEER form shall be made available for download and submission on the official website for Brevard County Government. The County Manager's Office shall provide a hard copy upon request.
  2. A CEER may be submitted electronically or by mail to the County Manager's Office.
- C. Within 90 days after the annual filing date, the County Manager shall evaluate and comment upon each CEER. This evaluation shall include a recommendation that the Board of County Commissioners accept the CEER, accept the CEER with revisions, or reject the CEER.
1. If necessary, the County Manager will provide the CEER to the County Attorney for legal review.
  2. The County Manager may summarily recommend the rejection of any CEER that does not propose to enhance the efficiency and effectiveness of County Government consistent with the intent of Section 2.9.10 of the Brevard County Home Rule Charter. By way of example and not limitation, grievances relating to prior Board action, specific service requests, and matters outside of the Board's jurisdiction are not appropriate subjects of a CEER.
- D. Upon completion of the administrative review process, the County Manager will forward each CEER and the accompanying staff evaluation and recommendation to the Board of County Commissioners for review.
- E. The County Manager shall schedule the Board of County Commissioners' final vote and consideration of the CEERs to occur no later than 120 days after the annual filing date.

#### IV. Reservation of Authority

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

ATTEST:

*for*   
 Rachel M. Sadoff, Clerk

  
 Jason Steele, Chair  
 BOARD OF COUNTY COMMISSIONERS  
 BREVARD COUNTY, FLORIDA

As approved by the Board on 04/23/2024

# Speak Up Brevard Recommendations

## About Speak Up Brevard. (Click To CLOSE)

To provide a formal process for citizens to submit recommendations to Brevard County government, and as a result of charter amendment, Brevard County has implemented a web-based application called "Speak Up Brevard."

Speak Up Brevard allows citizens to submit ideas which would assist county government in conserving energy, saving costs, eliminating duplication, generating revenue, increasing productivity, or preventing waste.

After submitting a recommendation, the [County Managers Office](#) has 45 days to evaluate and comment on the recommendation, and then forward it to the [Board of County Commissioners](#) for their review. The Board of County Commissioners must take a final vote to either approve, reject, or revise and accept the recommendation within 120 days. The sponsor of the recommendation will be given at least a week's notice prior to it being heard/voted on by the Board.

[Click here to search recommendations](#) that have been submitted this year and previous years.

## Contact Information

<b>Group/Organization Name *</b>	<b>First Name *</b>	<b>Last Name *</b>	<b>Middle Initial</b>
<input type="text" value="Group Organization Name"/>	<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="Middle Initial"/>
<b>Mailing Address *</b>	<b>City *</b>	<b>Zip Code *+ 4</b>	
<input type="text" value="Address"/>	<input type="text" value="City"/>	<input type="text" value="Zip Code"/>	
<b>Phone Number *</b>	<b>Email Address *</b>	<b>Alternate Email Address</b>	
<input type="text" value="Phone Number"/>	<input type="text" value="Email"/>	<input type="text" value="Alternate Email"/>	

## Recommendation Information

**Recommendation Title \***

**Areas Affected (If Known)**

**Department Affected (If Known)**

**Describe the current problem, issue, or concern \***

**Describe your recommendation and the benefits it would provide: \***

## Attachments

Net::SMTP::NTLMS::SMTP::SSL::

ERROR for site owner  
Invalid domain for site key



Submit Form

Clear Form

## Meeting Minutes

### CALL TO ORDER

Attendee Name	Title	Status	Arrived
Robin Fisher	Chairman/Commissioner District 1	Present	
Chuck Nelson	Commissioner District 2	Present	
Trudie Infantini	Commissioner District 3	Present	
Mary Bolin	Commissioner District 4	Present	
Andy Anderson	Vice Chairman/Commissioner District 5	Present	

The invocation was given by Pastor Gary Held, Risen Savior Lutheran Church, Palm Bay.

Chairman Robin Fisher led the assembly in the Pledge of Allegiance.

### APPROVAL OF MINUTES

The Board approved the September 28, 2010 Special Meeting Minutes.

**RESULT: ADOPTED [UNANIMOUS]**

**MOVER:** Trudie Infantini, Commissioner District 3

**SECONDER:** Andy Anderson, Vice Chairman/Commissioner District 5

**AYES:** Fisher, Nelson, Infantini, Bolin, Anderson

### RESOLUTION, RE: RECOGNIZING EAGLE SCOUT RICHARD ANTHONY JOHNSTON

Commissioner Bolin read aloud a resolution recognizing Eagle Scout Richard Anthony Johnston.

The Board adopted Resolution No. 10-246, recognizing Richard Anthony Johnston for his accomplishments as an Eagle Scout.

### PRESENTATION, RE: FULL CIRCLE@BREVARD COMMUNITY COLLEGE

Linda Humphrey stated she would like to tell the Board about Full Circle; it is a lifelong learning program that is affiliated with Brevard Community



deal with item VI.A., Approval, Re: Clear Channel Settlement Agreement first.

REPORT, RE: LEGISLATIVE DELEGATION

Commissioner Infantini stated the Brevard Legislative Delegation will be meeting December 14, 2010; she has been working towards reducing the duplication of efforts between the State and the County; and she would like permission to present before the Legislative Delegation on the of Board to encourage them to work with the municipalities and the County, to reduce efforts between Department of Environmental Protection (DEP) and St. Johns River Water Management District (SJRWMD) rather than things being done twice.

Chairman Fisher inquired what Commissioner Infantini is asking the Board for. Commissioner Infantini replied she would like permission to speak on the Board's behalf regarding duplication.

Commissioner Nelson stated he would like to see what Commissioner Infantini is going to specifically say if she is representing the Board.

Commissioner Bolin stated she agrees with Commissioner Nelson; and the Board needs a full presentation from Commissioner Infantini before giving approval.

Commissioner Infantini stated it is time sensitive; she will see if she can prepare something for the Board; otherwise, she will just speak on her own behalf rather than representing the Board, if that is fine; and she is not trying to blindside any one, with any of her suggestions.

REPORT, RE: CHARTER REVIEW COMMISSION

Commissioner Infantini stated she would like for Dr. Fausnaugh to come to the podium; stated she presented an item to the Charter Review Commission, that was accepted and approved by the voters; it requires the County Commissioner to develop a procedure or a mechanism that will allow for individuals to come before the Board with suggestions, but Brevard County does not have that mechanism in place; and she has invited Dr. Fausnaugh today, to help explain what she needs from the County so the Charter Amendment can move forward.

Dr. Fausnaugh stated she would like to review some background information about how the recommendation came about; she learned of the Charter Review Commissions work about half-way through its process; she found it to be very fascinating because she has been trying to understand more about how County government works; and she went to the hearings, she listened, and there was a great deal of discussion about effectiveness and efficiency, but there was no seeming ability for people to come together to say what certain things can be done in order to improve the processes of effectiveness

and efficiency. She stated it seemed to her, that the group was not going to be able to come up with something that it could agree on; she noted it needs a fresh approach; and she proposed the idea of having the Commissioners come up with a process where by citizens can present in writing specific deadlines for response back from the Commission to either say there needs to be more information, yes, or no to justify whatever position was taken in regards to the recommendation. She advised of the reason why she suggested it be in writing, is she believes there are a number of people in Brevard County with backgrounds of process operation, strategic management, and knowledge; often efforts are volunteered to come up with recommendations to study problems that are identified; but without some thoughts, that there is a process, by which can be surely heard, it is very hard to justify the hours taken out of busy lives with expertise and it be presented to the Board. She stated she thinks the design of the process is very important because this it is an Amendment to the Charter, that took no effort to have the voters approve it; there has been no lobbying other than an idea; she thinks the design of this process is going to be very important because it needs to be a process that is elicited from the population with volunteer efforts that can be very insightful into how to move it forward in these challenging financial times; and she mentioned she teaches continuous improvement and has a Minor in Production Operation Management.

Chairman Fisher stated he thinks it would be important for the County Attorney, Scott Knox and staff to get together to figure out how to implement this process; he would like for Dr. Fausnaugh to work with them; and he is interested in the thoughts of the Board.

Commissioner Infantini stated she agrees with what Dr. Fausnaugh has seen in the past; sometimes very well thought out audit reports are seen by external/internal auditors, yet the audits come before the Board and there is no action taken, or the Industry Review Study performed a few years ago also took no action; and now because it is in the Charter, the Board is required to take action and that is why she is bring it up under her reports today, because she wants to make sure the Board gets moving on what is required and mandated by the voters to do.

Chairman Fisher inquired if County Attorney, Scott Knox can tell of any time frames need to be done by the Board, since this was approved by the voters. Attorney Knox responded he does not recall a time frame being specified in the Charter Amendment; and he is presently looking at it online.

Howard Tipton, County Manager, stated staff has been discussing how to approach this matter; he expressed his appreciation to the Board for having the opportunity to look into this; it would seem to have the most impact of an annual cycle that would be gone through; it would be before the budget deliberations started, so there would be opportunity to incorporate some of those thoughts and ideas into the budget process; the Board would really be

looking at potentially 60 days for people to weigh into the ideas before it comes to the Board possibly in March 2011 because in January the budget starts to be built; but before public discussion if the Board could discuss any items that come before them perhaps in March, it will allow the opportunity for some of those ideas to be incorporated into the next cycle.

Dr. Fausnaugh stated she thinks it specifies in the discussion that it would be an annual response that she is trying to balance; people are welcome to come and speak before the Board at any time, as she has witnessed; this is more for a formalized process with a required response; and it was intended to be done annually. She stated in her own mind of trying to balance and not have the Commissioners be overwhelmed with the things that do not have sufficient substance to them; when she thinks about designing this process she is trying to anticipate what would be a process that would have a requirement build into it, for substance, study, and discussion with people; and at the same time leave it open and give the public what it needs. She stated she welcomes the opportunity to work on the design from the public's point of view if the Board so wishes.

Attorney Knox stated there is no time frame for getting it done; however, if it is going to be tied to the budget process, it needs to be done by January sometime.

Mr. Tipton stated literally the budgets from the departments are being built very quickly; there are some holidays coming up which is part of the challenge; he inquired how much staff time is anticipated to be used in this process, and is it anticipated for the questions to come through without staff reviewing them and it just coming to the Board for Board's eyes to have, or is staff review time needed, because some building time may be needed; and there is also the issue of finding the staff to review.

Dr. Fausnaugh stated she thinks the part about designing a process is probably to sit down and come up with a list of what the issues are; the balance will be to achieve the process and the design of the issues, she does not have an idea of how it should be done; and she would much rather approach each issue with a solution.

Commissioner Anderson stated there are off-the-shelf technologies available to help implement this as a web base program; an idea can be implemented through the link to see if it has already been proposed to staff; it will provide a person the ability to log on to review the process, the time frame, and if any Commissioner has responded or added input; and he thinks this is a great opportunity to utilize technologies to have something web based.

Chairman Fisher stated Dr. Fausnaugh is encouraged to work with the County Manager and County Attorney, to move the process forward.