

Meeting Date
<b>March 21, 2017</b>



AGENDA	
Section	New Business
Item No.	VI-E.1.

**AGENDA REPORT**  
*BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS*

SUBJECT:	Citizens Recommendations for Greater Efficiency and Effectiveness
DEPT/OFFICE:	County Manager's Office

**Requested Action:**

The County Charter was amended to include a provision for Citizen Recommendations for greater Efficiency and Effectiveness to come to the Board for definitive action. It is requested the Board of County Commissioners review the recommendations and vote to either accept the recommendation, accept the recommendation with revisions, or reject the recommendation.

**Summary Explanation & Background:**

The County Charter was amended and approved on November 2, 2010. Item 2.9.10 of the County Charter provides *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...*

Attached are the citizen recommendations and the staff comments as provided for in the CEER Policy. Policy BCC-95, III.D.7 states, The Board of County Commissioners must take a final vote to either approve, reject or revise and accept the recommendations within 120 days of the recommendation submittal date.

- 2 • 2017-001 Web Page Design, Ropn Rincones
- 3 • 2017-002 County Sustainability Director, Eric D. Martin
- 4 • 2017-003 Eliminate Waste, Mark Clancey
- 5 • 2017-004 Bingo in Brevard County, Donald J. Fammio
- 6 • 2017-005 Help for the Homeless, Jeanie Huppert
- 1 • 2017-006 Eliminate use or sale of Polystyrene Products on Public Property, Marcia Booth

Clerk to the Board Instructions:

Exhibits Attached: Summaries, Staff Responses, BCC-95, recommendation tally sheet

<b>Contract /Agreement (If attached):</b>	<b>Reviewed by County Attorney</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	PR <input type="checkbox"/>
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County Manager	Assistant County Manager, Frank Abbate	Department Director / Extension
Stockton Whitten	Assistant County Manager, Venetta Valdengo	



Tammy Rowe, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

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Tammy.Rowe@brevardclerk.us

March 22, 2017

MEMORANDUM

TO: Stockton Whitten, County Manager

RE: Item VI.E.1., Citizens Recommendations for Greater Efficiency and Effectiveness

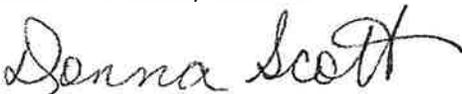
The Board of Commissioners, in regular session on March 21, 2017, considered Citizen Efficiency and Effectiveness Recommendations (CEER), as follows:

CEER 2017-001	Rejected
CEER 2017-002	Rejected
CEER 2017-003	Rejected
CEER 2017-004	Rejected
CEER 2017-005	Rejected
CEER 2017-006	Accepted with revision for a one-year pilot study program to provide a smaller scale reduction or elimination of polystyrene, and authorized the County Manager to provide a report after the one year mark.

Your continued cooperation is greatly appreciated.

Sincerely yours,

BOARD OF COUNTY COMMISSIONERS  
SCOTT ELLIS, CLERK

*for:*   
Tammy Rowe, Deputy Clerk

/kp

**SPEAK UP BREVARD/CITIZEN EFFICIENCY AND EFFECTIVENESS REVIEW (CEER) PACKAGE  
CEER #2017-001**

**I. CITIZEN RECOMMENDATION:**

**NAME:** Ropn Rincones

**ADDRESS:** 3950 Corey Rd  
Malabar, FL 32950

**PHONE:** (321) 727-1036

**E-MAIL:** fishrico@aol.com

**Recommendation Information:**

<b>Recommendation Title:</b>	Complaint/Alert
<b>Area/Dept Affected:</b>	Grant Valkaria / Transportation Planning Office
<b>Current Problem:</b>	What a poorly designed web page!!! Who ever designed it needs a lesson in efficiency! It wouldn't allow me to enter my Brevard County incorporated city, Grant Valkaria!!! 32950 Serves Malabar and Grant Valkaria!!! Why is there a separate block for the type of street name?
<b>Recommendation:</b>	I feel for the citizens that have to travel on South Babcock Street each day, south of the I-95 overpass. Babcock Street is a mess! The intersection of Waco Blvd and Babcock Street needs a north bound left turn lane desperately!!! The intersection of Valkaria Road/Wyoming Blvd needs turn lanes and alignment. Some how this South county road has been neglected for years!!! The further south you get the worse the road is, until you get to Indian River county!!! From the Indian River County line to the terminus in Felsmere, Babcock is nice and smooth!!!
<b>Attachment Link(s):</b>	

**II. STAFF RECOMMENDATIONS / COMMENTS**

The Transportation Planning office is not a component unit of Brevard County Government. The recommendation/comment has been forwarded to their Office.

**SPEAK UP BREVARD /  
CITIZEN EFFICIENCY AND EFFECTIVENESS REVIEW (CEER) PACKAGE**

**CEER #2017002****I. CITIZEN RECOMMENDATION:****NAME:** Eric D Martin**ADDRESS:** 1866 Terrace Shores Dr  
Indialantic, FL 32903**PHONE:** (321) 917-5404**E-MAIL:** emartin3@cfl.rr.com**Recommendation Information:**

<b>Recommendation Title:</b>	County Sustainability Director
<b>Area/Dept Affected:</b>	all / Board Of County Commissioners
<b>Current Problem:</b>	To my knowledge, there is not a full time position dedicated to sustainability issues within the county.
<b>Recommendation:</b>	Hiring a full-time Sustainability Director would provide environmental and economic benefits to the county. The individual would be primarily responsible for coordinating sustainability efforts across all departments. Initially, a benchmarking effort would set a baseline and highlight current activities and accomplishments. Goal setting, planning and implementation efforts would then take place to improve the county's performance.
<b>Attachment Link(s):</b>	

**II. STAFF RECOMMENDATIONS / COMMENTS****See Attached**



BOARD OF COUNTY COMMISSIONERS

County Manager's Office  
2725 Judge Fran Jamieson Way  
Building C, Room 301  
Viera, Florida 32940

SPEAK UP BREVARD / CITIZEN EFFICIENCY AND EFFECTIVENESS REVIEW (CEER) PACKAGE  
**CEER #2017002**

I. CITIZEN RECOMMENDATION:

NAME:	Eric D Martin	ADDRESS:	1866 Terrace Shores Dr Indialantic, FL 32903
PHONE:	(321) 917-5404	E-MAIL:	emartin3@cfl.rr.com

Recommendation Title: County Sustainability Director  
Area/Dept Affected: all / Board Of County Commissioners  
Current Problem: To my knowledge, there is not a full time position dedicated to sustainability issues within the county.  
Recommendation: Hiring a full-time Sustainability Director would provide environmental and economic benefits to the county. The individual would be primarily responsible for coordinating sustainability efforts across all departments. Initially, a benchmarking effort would set a baseline and highlight current activities and accomplishments. Goal setting, planning and implementation efforts would then take place to improve the county's performance.

II. STAFF RECOMMENDATIONS / COMMENTS:

The concept and purpose of a Sustainability Director have in fact been embraced by Brevard County through the introduction of Lean Six Sigma programs over the past year. At present there are over a dozen Lean Six Sigma projects underway throughout the organization, with an equal number of future projects proposed, in an effort to benchmark current activities and improve performance. A list of Lean Six Sigma projects can be found on the County's Web Site at <http://www.brevardfl.gov/LeanSixSigma>.

Lean Six Sigma's emphasis is on developing cost savings through streamlining processes. This results in services that are completed faster and more efficiently, at no cost to quality, by removing waste from a process and solving problems caused by defects in a product or service that increase cost or cause delay. Lean Six Sigma enables Brevard County to fix processes that cost our organization valuable resources, improves efficiency by maximizing our efforts toward delivering high quality service to our citizens and allowing us to allocate resources from improved processes towards other services.

Lean Six Sigma is an effective methodology used to fix a problem based on common sense practices, allowing the County to identify the cause of a problem and implement a fix based on facts, rather than assumptions, developed in the following five phase approach to continuous improvement:

1. Define: Define the problem and what is required to satisfy your customer.
2. Measure: Map the current process to collect data.
3. Analyze: Investigate and identify what causes the problem.
4. Improve: Implement a fix that will solve the problem.
5. Control: Sustain the improved results.

Rather than relying on a single individual in a top down approach, Lean Six Sigma develops effective employees within our organization by involving them in the improvement process. This promotes active participation resulting in an engaged, accountable team, building trust and transparency throughout all levels of the organization while emphasizing how each person is important to the organization's success and developing a sense of ownership and accountability.

**SPEAK UP BREVARD /  
CITIZEN EFFICIENCY AND EFFECTIVENESS REVIEW (CEER) PACKAGE**

**CEER #2017003**

**I. CITIZEN RECOMMENDATION:**

**NAME:** Mark Clancey

**ADDRESS:** 37 Danube River Dr  
Cocoa Beach, FL 32931

**PHONE:** (321) 783-9702

**E-MAIL:** mark.clancey@yahoo.com

**Recommendation Information:**

<b>Recommendation Title:</b>	Eliminate Wast by Breaking the Monopoly
<b>Area/Dept Affected:</b>	All Departments / Board Of County Commissioners
<b>Current Problem:</b>	Wasteful spending that leads to budget shortfalls.
<b>Recommendation:</b>	Eliminate waste that every taxpayer, bureaucrat, civil service employee and politician knows exists. Break government's monopoly on public services by putting virtually everything out for competitive bid to the best contractors and vendors. Services that make up government's monopoly can be done better, faster and cheaper by competitive, profit motivated private-sector companies. A city in Georgia did it and reaped so much in savings that it was able to redo its infrastructure and add parks – without tax increases! Sandy Springs, The City that Outsourced Everything <a href="http://www.youtube.com/watch?v=f8qFvo2qJOU">http://www.youtube.com/watch?v=f8qFvo2qJOU</a>
<b>Attachment Link(s):</b>	

**II. STAFF RECOMMENDATIONS / COMMENTS**

**See Attached**



Central Services Department  
2725 Judge Fran Jamieson Way  
Building C, Room 303  
Viera, Florida 32940

## Inter-Office Memo

BOARD OF COUNTY COMMISSIONERS

TO: Stockton Whitten, County Manager  
FROM: Teresa Camarata, Central Services Director  
SUBJECT: CEER #2017003, Break the Monopoly  
DATE: February 17, 2017

The recommendation suggests that by contracting public services Brevard County can save money and time, and obtain better results.

Brevard County funds those services normally provided by a large urban county government. In order to reduce costs, the County has looked to the private sector and community-based organizations to provide goods and services in a more cost effective manner. This has enabled the County to save money and to re-allocate resources in an effort to meet the growing demands of the community.

Examples of successful outsourcing include:

- Animal Services
- Automotive paint and body work
- HVAC, plumbing, electrical maintenance and repair
- Janitorial and floor cleaning services
- Painting
- Probation
- Seasonal recreation workers
- Automotive parts warehouse
- Golf course operations and maintenance
- Grounds maintenance
- Online auction of surplus property
- Printing business cards, forms, stationary
- Roofing
- Software support

Outsourced services are rebid on regular intervals to maintain competitive pricing. Each year Purchasing Services solicits an average of 50 proposals and requests for qualifications for professional services, and solicits approximately 120 bids for goods and services. Consolidating department purchases, leveraging large volume purchases, and negotiating with suppliers increases County savings. Participation in the Brevard County Purchasing Cooperative Group also provides significant savings. Annual cost avoidance/savings from formal solicitations averages from \$15 million to \$20 million.

A complete listing of the service contracts performed by private sector or not-for-profit agencies is included in the Brevard County Budget, under General Information. The link to this page on the internet is: <http://www.brevardfl.gov/docs/default-source/budget-documents/general-information-adopted-fy-2016-2017.pdf?sfvrsn=3>

**SPEAK UP BREVARD /  
CITIZEN EFFICIENCY AND EFFECTIVENESS REVIEW (CEER) PACKAGE**

**CEER #2017004**

**I. CITIZEN RECOMMENDATION:**

**NAME:** DONALD J FLAMMIO

**ADDRESS:** 1215 TUCKAWAY Dr  
Rockledge, FL 32955

**PHONE:** (321) 633-7598

**E-MAIL:** SWARTZ819@CFL.RR.COM

**Recommendation Information:**

<b>Recommendation Title:</b>	BINGO IN BREVARD COUNTY
<b>Area/Dept Affected:</b>	
<b>Current Problem:</b>	CURRENTLY DUE TO THE FACT THAT THE COUNTY ORDINANCE FOR BINGO MAKES EXCEPTIONS TO THE STATE LAW GOVERNING BINGO, MANY ORGANIZATIONS IN BREVARD COUNTY ARE NOT REQUIRED TO OBTAIN A LICENSE TO OPERATE BINGO.
<b>Recommendation:</b>	I BELIEVE THE COUNTY SHOULD ELIMINATE THE EXCEPTION THAT IS WRITTEN IN THE COUNTY ORDINANCE AND FOLLOW THE STATE GUIDE LINES AND HAVE ALL ORGANIZATIONS BE REQUIRED TO OBTAIN A LICENSE. IT WILL BRING ADDITIONAL REVENUE TO THE COUNTY AND WILL ALLOW BETTER ENFORCEMENT OF ANY ILLEGAL ACTIVITIES THAT MAY ARISE FROM THE GAMES PLAYED! ATTACHMENT TO FOLLOW VIA EMAIL!
<b>Attachment Link(s):</b>	

**II. STAFF RECOMMENDATIONS / COMMENTS**

**See Attached**



## Inter-Office Memo

BOARD OF COUNTY COMMISSIONERS

**To:** Stockton Whitten, County Manager  
**From:** Robin M. DiFabio, AICP  
Director, Planning & Development Department  
**Date:** February 15, 2017  
**Re:** CEER #2017004

The recommendation in CEER # 2017004 is for *"the County should eliminate the exception that is written in the County (bingo) ordinance and follow the state guidelines and have all organizations be required to obtain a license."* Currently, Sections 10-115 and 10-116 of Brevard County Code of Ordinance stipulate that no person may conduct a bingo game without being licensed by the County. County licenses are valid from October 1<sup>st</sup> through September 30<sup>th</sup> and must be renewed every year. At this time we have issued 15 licenses to organizations and individuals. License fees are \$100 for a Class A and \$50 for a Class B.

### Referenced Code Sections:

**Sec. 10-115. - License required.** No person may, without a license issued in accordance with [section 10-116](#):

- (1) Conduct a bingo game or a series of bingo games.
- (2) Lease any premises of any type for the conduct of bingo.
- (3) Sublease any premises to another person for the purpose of playing or conducting bingo.
- (4) With more than one branch chapter, lodge, agency or other unit within the county permit such branch, chapter, lodge, agency or other unit to engage in conducting bingo games or leasing premises until each individual branch, chapter, lodges, agency or other unit has filed a separate application for license and agreed to conform to all regulations in this article and F.S. § 849.0931.

### Sec. 10-116. - License classifications.

(a) In addition to the other requirements set forth in this section an authorized organization, associational group or organization, charitable organization or lessor may only obtain a license when such entity or person can demonstrate that:

- (1) Such person or organization has been a resident of or maintained an office in the county for the last three years; and
- (2) Such person or organization agrees to conform to all provisions of this chapter.

(b) Licenses shall be issued under the following classifications:

- (1) Class A license. A Class A license must be obtained by such an organization or group prior to conducting bingo pursuant to the provisions of this article, F.S. § 849.0931(2), or any applicable successor statute. Where a charitable organization, authorized organization or associational group, which intends to conduct bingo, and has more than one branch, chapter, lodge, agency or other local unit within the county, it shall make separate applications for a Class A license for each branch,

*chapter, lodge, agency or local unit within the county. Each licensed entity and/or location shall be subject to the applicable limitations contained in F.S. § 849.0931, as well as any additional requirements and/or limitations set forth in this article. A Class A license only authorizes the licensed charitable organization to conduct bingo pursuant to this article. Such license does not authorize the licensed organization to lease or sublease any premises owned or leased by it to any other person or organization for the purpose of conducting bingo, whether licensed under this article or not.*

*(2) Class B license. A Class B license must be obtained by any person acting as a lessor to another person for the purpose of conducting bingo. Separate applications for a Class B permit must be made for each premises at which bingo is proposed to be conducted. A Class B license only authorizes the licensed person to lease each licensed premises to an organization or group holding a Class A license. A Class B license does not authorize the licensed person to conduct bingo. An organization or group holding a Class A license may also hold a Class B license.*

One distinction from State Statutes is articulated in Section 10-113(b) of the Brevard County Code. This section addresses the Legislative Intent for the Bingo Ordinance. This section expressly exempts “organizations and groups that have or serve 75 players or less per day, with such number of players to be determined based on an annual average...” from obtaining a County license for bingo. Such exemption is not included in State Statute. This exemption was included by the Board of County Commissioners following extensive deliberations during two sessions of contentious public hearings in May, 1995. The BCC determined that there should be a minimum threshold for licensure because enforcement becomes “unnecessary or onerous” for games below the prescribed size.

**SPEAK UP BREVARD /  
CITIZEN EFFICIENCY AND EFFECTIVENESS REVIEW (CEER) PACKAGE**

**CEER #2017005**

**I. CITIZEN RECOMMENDATION:**

**NAME:** Jeanie Huppert

**ADDRESS:** 1426 Crest Drive Dr  
Titusville, FL 32780

**PHONE:** (321) 383-3416

**E-MAIL:** helping.hand32780@gmail.com

**Recommendation Information:**

<b>Recommendation Title:</b>	Help for the Homeless
<b>Area/Dept Affected:</b>	Titusville / Housing And Human Services Department
<b>Current Problem:</b>	The homeless in Titusville and Cocoa area. We have no Shelters for them in Northern Brevard County or any Soup Kitchens
<b>Recommendation:</b>	I would like to recommend a safe environment for the homeless to go to especially during cold weather and storms and have the facility offer a Soup kitchen for at least two meals a day. The Homeless that I have heard about have difficulty with transportation to get ID cards and other necessary required documents to seek help so they can get jobs. <a href="https://www.facebook.com/groups/182444102135868/">https://www.facebook.com/groups/182444102135868/</a> Keith does stories on the homeless in the area that brings attention to the Homeless
<b>Attachment Link(s):</b>	

**II. STAFF RECOMMENDATIONS / COMMENTS**

**See Attached**



BOARD OF COUNTY COMMISSIONERS

Housing and Human Services

2725 Judge Fran Jamieson Way

Building B, Suite 106

Viera, Florida 32940

## Inter-Office Memo

**TO:** Stockton Whitten, County Manager  
**FROM:** Ian Golden, Director  
Housing and Human Services Department  
**DATE:** February 17, 2017  
**SUBJECT:** Citizen Efficiency and Effectiveness Recommendation #2017005

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A Citizen Efficiency and Effectiveness Recommendation (CEER) document was submitted that identified a current problem regarding “The homeless in Titusville and Cocoa area. We have no Shelters for them in Northern Brevard County or any Soup Kitchens.”

CEER #2017005 goes on to recommend, as a potential solution, the creation of a “safe environment for the homeless during cold weather and storms and have the facility offer a Soup Kitchen for at least two meals a day.” The CEER’s recommendation then goes on to discuss “... difficulty with transportation to get ID cards and other necessary required documents to seek help so they can get jobs.”

*Staff offers the following response:*

The Housing and Human Services Department (HHS) agrees that services to support the County’s homeless population are needed, however, there are multiple agencies and programs which serve Brevard. Specifically, Disabled American Veteran (DAV) Chapter #109 (Titusville) and the Central Brevard Sharing Center (Cocoa) operate Cold Night Shelters which open whenever the temperature drops below 40 degrees. Transitional housing is offered by North Brevard Charities in Titusville and Volunteers for America in Cocoa, and Housing for Homeless serves both areas of the County. During significant storms, when Special Needs and General Population Shelters are activated, no one is turned away. These shelters are located throughout the entire County.

There are several Soup Kitchens located in the northern part of Brevard. North Brevard Charities and several local Churches serve Titusville and the Central Brevard Sharing Center provides the service in Cocoa. Identification Cards can be obtained through Daily Brevard, and IDignity (an agency from Orlando who is periodically hosted by local entities) is able to provide the service to the homeless in Brevard.

The CEER is correct that there is a lack of Emergency Shelters within Brevard. However, that is not an issue that is restricted to the northern end of the County. This deficit impacts all the homeless within the County. There are several groups working to address the issue, the North Brevard Coalition of Human Services has a Homelessness/Emergency Shelter Task Force and the Brevard Homeless Coalition is also trying to address this deficiency.

Additional information regarding available resources can be obtained from 211 Brevard ([www.211brevard.org](http://www.211brevard.org)) and the Brevard Homeless Coalition ([brevardhomelesscoalition.org](http://brevardhomelesscoalition.org)).



## II. STAFF RECOMMENDATIONS / COMMENTS:

In July and September 2015, two separate citizen requests were submitted for the “Elimination of All Styrofoam Sales and Use in Brevard County”. House Bill 7007 was passed by the State Legislature in 2016 preempting the local regulation of polystyrene products. However, this bill “does not limit the authority of a local government to restrict the use of polystyrene by individuals on public property, temporary vendors on public property, or entities engaged in a contractual relationship with the local government for the provision of goods or services.”

Restrictions on the use of styrofoam containers at county properties would impact multiple county programs including: Parks and Recreation, Purchasing, Facilities and Solid Waste. It would also impact numerous events held at county facilities such as Little League, Seniors at Lunch, Space Coast Fair, etc. Restrictions would impact numerous vendor contracts for food services provided at public parks, public events hosted at county properties and private events held at rented county parks.

### Parks and Recreation Comments:

*Parks is in a difficult position to facilitate this recommendation. We have approximately 238 active agreements/contracts and have permitted 4,671 rentals.*

### Purchasing Comments:

*Due to the number of active Parks and Recreation agreements/contracts, restrictions regarding prohibiting Styrofoam products should apply to new contracts entered after the effective date of an ordinance, unless existing contract or special event permit agrees to voluntarily cease using expanded polystyrene food service products. A phased in approach would need to be considered to allow existing agreements to term or contracts would need to be re-negotiated to incorporate the restriction of Styrofoam, coolers (plastic bags?) and usage fee.*

*Parks and Recreation generates revenue from some of these agreements. The department will need to consider increasing revenue percentage or fee to offset the cost for additional staff to enforce the ordinance.*

*Area local businesses would need to be educated and allowed sufficient time to exhaust their inventory or coolers, cups, plates, bags, etc.*

*The community as a whole would need to agree that using products other than polystyrene is a goal for all residents of Brevard County, but to do so, the cost to educate and enforce can be significant to the County taxpayer.*

### Solid Waste Department Comments:

*Because polystyrene is very light and bulky (probably about 95 per cent air), it takes up a lot of space in trash cans and dumpsters, which means they become full more quickly, need to be emptied more often; therefore, disposing of large quantities of polystyrene increases collection costs to the customer. Since the Solid Waste Management Department annually assesses customers for disposal based on the number of trash containers they use and the frequency of collection, dealing with large volumes of polystyrene does impact the costs for collection and disposal.*

*Solid Waste does not keep records of the weight or volume of polystyrene disposed of in the County landfill*

*since it is usually mixed with “normal” garbage loads when it arrives at the landfill facilities. On a per ton basis it is more expensive to manage loads of polystyrene versus heavier waste streams as it takes more effort to handle and compact. Alachua County did a fairly recent waste characterization study (2010) and found polystyrene type containers made up less than 1% by weight of their waste which is in-line with some national averages. The normal waste compaction operations at the landfill do compress the waste significantly, so the issue related to polystyrene taking up large volumes of air space does not really apply; however, since it is so lightweight it can be a significant litter issue on windy days, along with plastic bags.*

*The technology to recycle Styrofoam does exist; however, the problem is the cost. Estimates of the costs to recycle are more than \$3,000 per ton so it has a low scrap value. The result, according to EPA, is that less than one per cent of Polystyrene is recycled in the U.S.*

*Unless Styrofoam containers are replaced with an easily recycled product, exchanging one throw away container for another throw away container will not have much impact to our solid waste operations or landfill volumes.*

### **Natural Resources Comments:**

Use of less harmful products is preferred for protection of public health, natural resources and wildlife. However, the costs and benefits of alternative materials as well as the cost and feasibility of education and enforcement need to be considered. A pilot program or phased-in approach could be considered.

**CITIZEN EFFICIENCY AND EFFECTIVENESS RECOMMENDATIONS**  
**FY 2015**

**SPEAK UP BREVARD / CITIZEN EFFICIENCY AND EFFECTIVENESS**  
**MARCH 2017**

<b>Ceer #</b>	<b>Submitted Recommendation</b>	<b>Staff Response by:</b>	<b>Approve</b>	<b>Reject</b>	<b>Approve w/ revisions</b>
<b>2017-001</b>	Web Page Design	Transportation Planning Office			
<b>2017-002</b>	County Sustainability Director	Stockton Whitten, CM			
<b>2017-003</b>	Eliminate Waste	Teresa Camarata, Director, Central Services			
<b>2017-004</b>	Bingo in Brevard County	Robin DiFabio, Planning and Development Director			
<b>2017-005</b>	Help for the Homeless	Ian Golden, Director, Housing and Human Services			
<b>2017-006</b>	Eliminate use or sale of Polystyrene Products on Public Property	Virginia Barker, Director, Office of Natural Resources			



Tammy Etheridge, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

Telephone: (321) 637-2001  
Fax: (321) 264-6972

May 25, 2011

MEMORANDUM

TO: Stockton Whitten, Assistant County Manager

RE: Item VII.D.1., Approval of Board Policy for Citizens Process for Advising the County Commission

The Board of County Commissioners, in regular session on May 24, 2011, approved the proposed Board Policy that outlines the process for receiving and reviewing citizens recommendations for effectiveness and efficiency improvements in Brevard County Government. Enclosed is the original Policy for your action.

Your continued cooperation is always appreciated.

Sincerely yours,

BOARD OF COUNTY COMMISSIONERS  
MITCH NEEDELMAN, CLERK

Tammy Etheridge, Deputy Clerk

/ds

Encls. (1)

cc: Budget  
Finance

<b>TITLE:</b>	<b>Citizens Process For Advising The County Commission</b>	<b>NUMBER:</b>	<b>BCC-95</b>
		<b>APPROVED:</b>	<b>May 24, 2011</b>
		<b>ORIGINATOR:</b>	<b>County Manager's Office</b>
		<b>REVIEW:</b>	<b>May 24, 2014</b>

**I. OBJECTIVE:**

To provide a process for Citizens as individuals or as an organized group of individuals to submit formal written recommendations for the enhancement of the effectiveness and efficiency of Brevard County Government.

**II. REFERENCE:**

A. Brevard County Home Rule Charter Section 2.9.10.

**III. DIRECTIVES**

A. The County Manager, within this policy document, shall establish and recommend to the Board of County Commissioners a process and procedures whereby the Board can review and formally vote to accept, accept with revisions, or reject recommendations on the enhancement of the effectiveness and efficiency of County Government.

B. An annual filing date with a review period shall be established for receipt of submission and final vote of the Board of County Commissioners.

C. The County Manager will solicit, under this policy and process, recommendations that promote the efficiency and effectiveness of County government as the intent of the Charter amendment was not to address citizen grievances or specific citizen service requests.

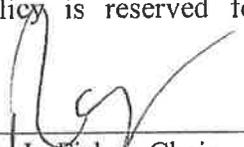
D. Any individual or organized group may submit recommendations intended to enhance the efficiency and effectiveness of County Government by submitting to the County Manager an electronic or hardcopy of the "Citizen Efficiency and Effectiveness" form attached to this policy. Upon submittal, the form will be reviewed and acted upon according to the following procedure.

1. The annual filing date for submission shall be July 15, 2011 for the initial year and January 1 of each year thereafter.

2. The form will be available for download and submission on the County Internet Homepage. Hardcopies of the form will be available by request from the County Manager's Office.
3. Within forty five (45) days of receipt of the recommendation the County Manager's Office shall evaluate and comment upon the recommendation with a recommendation for the consideration of the Board of County Commissioners. If necessary the County Manager's Office will also forward the recommendation to the County Attorney for a review of the legality of the recommendation.
4. The County Manager after completion of the above referenced reviews will forward the recommendation and review package to the Board of County Commissioners for their review.
5. After forwarding the County Manager report to the Commission, the County Manager shall schedule an agenda item for the Board of County Commissioners to consider the citizen recommendation as is practical within the 120 day final vote requirement.
6. The County Manager will give the sponsor of the recommendation at least seven (7) days notice of the date, time and place of the meeting the recommendation is scheduled to be heard by the Board of County Commissioners.
7. The Board of County Commissioners must take a final vote to either approve, reject or revise and accept the recommendation within 120 days of the recommendation submittal date.
8. Under unusual or unforeseen circumstances, the Board of County Commissioners may waive any of the timing provisions relating to submittal, reporting or notice, as set forth in this policy with the exception of the 120 day final vote requirement specified in the Brevard County Home Rule Charter Section 2.9.10.
9. The County Manager will provide a electronic listing with disposition, via the County's webpage, of all recommendations.

#### **IV. RESERVATION OF AUTHORITY**

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

  
\_\_\_\_\_  
Robin L. Fisher, Chair  
BOARD OF COUNTY COMMISSIONERS  
BREVARD COUNTY, FLORIDA  
As approved by the Board on May 24, 2011



**Board Policy and Procedure**

*Mission:* Contribute to enhancing and ensuring Brevard's quality of life ... Today and always!

## Citizen Efficiency & Effectiveness Recommendations

[BCC Home](#) > Citizen Efficiency & Effectiveness Recommendations

**Contact Information**

**First Name:**  **Last Name:**  **Middle Initial:**   
**Street Number:**  **Street Name:**  **Select**   
**Zip Code:** (5 digits)  **City & State:** *Enter Zip Code*  
**Phone Number:**  **Email Address:**   
**Group/Organization Name:**

[Click to Add Additional Contacts](#)

**Recommendation Information**

**Recommendation Title:**

**Areas Affected: (If Known)**  
 *Program or service*  
 Or Select Department

**Describe the current problem, issue, or concern that is addressed by the recommendation:**

**Describe your recommendation, how it would make an improvement, and how it could be adopted:**

**Upload any optional applicable attachments for your recommendation:**

**Benefits from Recommendation**

**What type(s) of benefit(s) will your recommendation provide? (Check all you think apply)**

**Tangible Benefits:**

- Conserve Energy
- Cost Savings
- Eliminate Duplication
- Generate Revenue

- Increase Productivity
- Prevent Waste

Estimated Cost to Implement: (If Known) \$:

Estimated Return on Investment: \$:

**Intangible Benefits:**

- Improve Quality
- Improve Safety
- Improve Service
- Improve Workplace

**Complete Security Code**



Enter the code shown:

Please type the code exactly as it appears in the image on the left.

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The Official Site of Brevard County, Florida

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