



Agenda Report

2725 Judge Fran Jamieson
Way
Viera, FL 32940

New Business - Miscellaneous

I.8.

4/23/2024

Subject:

Proposed Revisions to Board Policy BCC-95, "Citizens Process for Advising the County Commission"

Fiscal Impact:

None

Dept/Office:

District 3 Commission Office

Requested Action:

It is requested that the Board adopt the attached revisions to Board Policy BCC-95, "Citizens Process for Advising the County Commission."

Summary Explanation and Background:

These revisions, the locally originated recommendations to improve efficiency amendment, provide more consistency between Board Policy BCC-95 and Brevard County Charter, Section 2.9.10.

Board Policy BCC-95 has not been reviewed since 2014.

Clerk to the Board Instructions:



April 24, 2024

M E M O R A N D U M

TO: Frank Abbate, County Manager

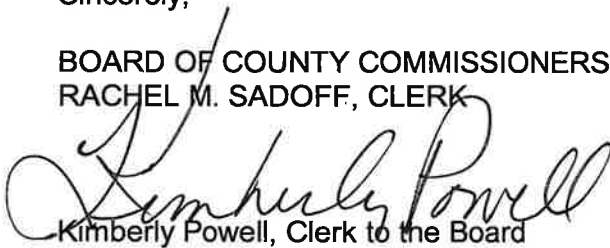
RE: Item I.8., Proposed Revisions to Board Policy BCC-95 "Citizens Process Advising the County Commission"

The Board of County Commissioners, in regular session on April 23, 2024, adopted the revisions to Board Policy BCC-95 "Citizens Process for advising the County Commission". 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

/ns

Encl. (1)

cc: Commissioner Tobia



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 Manager's 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

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

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:

Check the box to verify you are not a robot:

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Invalid domain for site key





BOARD OF COUNTY COMMISSIONERS

POLICY

Number: BCC-95
Cancels:
Approved: 05/24/2011
Originator: County Manager's Office
Review: 05/24/2014

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

As approved by the Board on _____

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Mailing Address *	City *	Zip Code ** 4	
<input type="text" value="Address"/>	<input type="text" value="City"/>	<input type="text" value="Zip Code"/>	
Phone Number *	Email Address *	Alternate Email Address	
<input type="text" value="Phone Number"/>	<input type="text" value="Email Address"/>	<input type="text" value="Alternate Email Address"/>	

Recommendation Information

Recommendation Title *
<input type="text" value="Recommendation Title"/>
Areas Affected (If Known)
<input type="text" value="Program or Service"/>
Department Affected (If Known):
<input type="text" value="Select an Option"/>
Describe the current problem, issue, or concern: *
<input type="text" value=""/>
Describe your recommendation and the benefits it would provide: *
<input type="text" value=""/>

Attachments:

Select files

Check the box to verify you are not a robot

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Invalid domain for site key



Submit Form

Clear Form

BCC-95 POLICY SUBSTANTIVE REVISIONS		
Section	Revision	Purpose
Section I.	Language reconciliation	Match language in policy to the Brevard County Charter Section 2.9.10, to allow for a submission per individual or group of individuals, and recognizing the program's annual occurrence
Section III.A	Change of annual filing date to January 31	Move the time period for submission to after the holiday season when County staff is less likely to be on leave, and for the convenience of citizens
Section III.C	Change CMO's evaluation deadline from 45 days to 90 days	Provides up to 45 days additional time if needed for staff to review numerous recommendations and/or recommendations requiring extensive staff time, while still allowing for the Board's consideration of recommendations and final vote to occur within 120 days of the filing date as required by the Charter.
Section III.C.2	Add administrative rejection recommendation option	The County Manager may recommend rejection for any CEER that does not meet the standards of Section 2.9.10 of the Brevard County Charter. Ex: not under County jurisdiction, or does not promote the efficiency and effectiveness of County government, such as personal service requests. These recommendations will still be reviewed by the Board.

**Policy revisions suggested by the District 3 Office, and reviewed by the County Attorney's Office for form and legal sufficiency.*