Agenda Report



2725 Judge Fran Jamieson Way Viera, FL 32940

Consent

F.12.

4/19/2022

Subject:

Approval of revisions to BCC-31 Sunset Review of Programs, Services, Ordinances, Policies and Administrative Orders. Authorize the Chair to sign the revised BCC-31.

Fiscal Impact:

None.

Dept/Office:

County Manager's Office

Requested Action:

Approval of revisions to BCC-31 Sunset Review of Programs, Services, Ordinances, Policies and Administrative Orders. Authorize the Chair to execute the revised Board Policy BCC-31.

Summary Explanation and Background:

Policy BCC-31 (Sunset Review) requires regular review of all programs, services, ordinances, policies, and administrative orders to determine their relevance, appropriate department assignment, duplicitous, and to maintain current statutory law updates.

The objective of Policy BCC-31 is to ensure that County Government utilizes available resources in a cost effective manner by eliminating unnecessary and unproductive County codes, ordinances, policies, administrative orders, programs and services through a review process which will determine the current cost, need and benefit, and whether they should be eliminated, continued, or modified.

This Policy has been modified to provide a process for the County Attorney's Office to review policies, administrative orders, and ordinances to ensure compliance and consistency with other policies, administrative orders, resolutions, ordinances, and regulatory/statutory requirements prior to final review/approval by the County Manager and/or County Commission.

Clerk to the Board Instructions:

Upon Board approval, please have the Chair execute the modified version of BCC-31 (file name: BCC-31 - Sunset Review - ADA Compliant Version - Copy for Chair Signature) and return to the County Manager's Office for distribution and retention.



FLORIDA'S SPACE COAST

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

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April 20, 2022

MEMORANDUM

TO:

Frank Abbate, County Manager

RE:

Item F.12., Revisions to BCC-31, Sunset Review of Programs, Services, Ordinances, Policies, and

Administrative Orders

The Board of County Commissioners, in regular session on April 19, 2022, approved and authorized the Chair to execute revisions to BCC-31, Sunset Review of Programs, Services, Ordinances, Policies, and Administrative Orders. Enclosed is the fully-executed Policy.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS

RACHEL M. SADOFF, CLERK

Con Kimberly Powell, Clerk to the Board

/tr

Encl. (1)



POLICY

Number:

BCC-31

Cancels:

02/09/2010

Approved:

Originator:

County Manager's Office

Review:

TITLE: Sunset Review of Programs, Services, Ordinances, Policies and Administrative Orders

I. Objective

To ensure that County Government utilizes available resources in a cost effective manner by eliminating unnecessary and unproductive County codes, ordinances, policies, administrative orders, programs and services through a review process which will determine the current cost, need and benefit, and whether they should be eliminated, continued, or modified.

II. Definitions and References

- A. The Budget document identifies every County program and service.
- B. The Brevard County Code codifies all local ordinances.
- C. The Comprehensive Plan contains growth management policies for the Board.
- D. There exists several other Board approved planning documents which provide program policy; i.e., Tourism, Transit, Capital Improvements Plan, etc.
- E. The Policy and Administrative Orders Manual contains all Policies adopted by the Board and Administrative Orders issued by the County Manager.

III. <u>Directives</u>

- A. Programs and services will be subjected to a review for cost, need and benefit to be scheduled every three years to determine if the item should be retained as is, modified, or eliminated.
- B. Existing ordinances will be subjected to a review for cost, need and benefit every five years unless a different review period has been established by Florida Statutes or Board of County Commission Policy,

to determine if the item should be retained as is, modified, or eliminated.

The review process for programs, services and existing ordinances shall be performed at four levels:

- 1) First Review Department/Office with recommendation to the County Manager (and/or Advisory Board).
- Second Review County Attorney to review ordinances to ensure compliance and consistency with other policies, administrative orders, resolutions, ordinances, and regulatory/statutory requirements.
- Third Review (optional) Citizens Group (designated by Advisory Board), when available. Recommendation submitted to the Board of County Commissioners.
- 4) Fourth Review County Commission to receive results of 1), 2), and 3), as applicable, above.

The review to include but not limited to:

- 1) What is the need being met, and who benefits? (Quantify)
- 2) Is it duplicative?
- 3) Can another agency perform this function? With or without county funding?
- 4) Should it be eliminated, modified, or continued? Is there an acceptable alternative?
- C. Policies will be subjected to a review every three years to determine their relevance, appropriate department assignment, duplicitous, and to maintain current statutory law updates.

The review process for policies shall be performed at four levels:

- First Review Department/Office with recommendation to the County Manager.
- Second Review County Attorney to review policies to ensure compliance and consistency with other policies, administrative orders, resolutions, ordinances, and regulatory/statutory requirements.

- 3) Third Review County Manager with recommendation to the Board of County Commissioners.
- 4) Fourth Review County Commission.
- D. Administrative Orders will be subjected to a review every three years to implement audit recommendations and determine if the information has been replicated elsewhere.

The review process for administrative orders shall be performed at three levels:

- 1) First Review Department/Office with recommendation to the County Manager.
- 2) Second Review County Attorney to review administrative orders to ensure compliance and consistency with other policies, administrative orders, resolutions, ordinances, and regulatory/statutory requirements.
- 3) Third Review County Manager.

IV. Reservation of Authority

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

Kristinė Zonka, Chair

Board of County Commissioners

As approved by the Board on 4/19/22

Exhibit Attached: Sunset Review Form

SUNSET REVIEW

POLICY/ POLICY/	//ADMINISTRATIVE ORDER NUMBER: //ADMINISTRATIVE ORDER NAME:						
Pursuant ordinance	nt to Board Policy BCC-31, the review process for proc	rams, services and existing					
<u>Departm</u>	Please review with recommendations to the Manager, and Advisory Board, if applicable	ne County Attorney, County e.					
Citizen G	Group: Recommendation to be submitted to the E Commissioners	Recommendation to be submitted to the Board of County Commissioners					
County C	Commission: To receive results of Department ar	nd Citizen Group reviews:					
REVIEW :	TO INCLUDE (BUT NOT LIMITED TO):	onizon Group reviews.					
1.	What is the need being met and who benefits: (Q	uantify)					
2.	Is this Policy/Administrative Order duplicative? If yes, please explain.	YesNo					
3.	Can another agency perform this function? If yes, please explain.	YesNo					
4.	County Funding	Yes No					
5.	Should this Policy/Administrative Order be	Eliminated Modified Continued					
6.	Is there an acceptable alternative? If yes, please explain	YesNo					
7.	Has this Policy/Administrative Order been reviewed by the County Attorney's Office?	YesNo					
	Reviewed by	Date					
The c	date(s) the Citizen Group/Advisory Board will review.						
	date the Board of County Commissioners will review	results.					
	Name, Title	 Date					

		SUN	SET REV	<u>IEW</u>		
POLICY/ADMINISTR POLICY/ADMINISTR		RATIVE ORDER NUMBER: RATIVE ORDER NAME:	BCC-31 Sunset Revie Administrati	ew of Pro	ograms,	Services, Ordinances, Policies and
Pursuant to performed	Board Po at three fo	licy BCC-31, the review proc ur levels:	cess for progra	ams, ser	vices ar	nd existing ordinance shall be
Departmen	<u>t:</u>	County Manager's Office Please review with recommendati Board, if applicable.	ons to the <u>Count</u>	y_Attorne	y, Count	y Manager <u>, and (and/or)</u> Advisory
Citizen Group:		Recommendation to be submitted to the Board of County Commissioners				
County Commission:		To receive results of Department and Citizen Group reviews:				
		E (BUT NOT LIMITED TO):				
1.	What is	the need being met and who be	nefits: (Quantii	fy)		
admi	nistrative of	is policy is to ensure that Courter by eliminating unnecessary a orders, programs and services to benefit, and whether they should	hrough -	ive Cou	ity code	es, ordinances, policies,
2.	Is this Palf yes, p	olicy/Administrative Order dupl lease explain.	icative?		_Yes	_XNo
3.	Can ano If yes, pl	ther agency perform this functio	n?		_Yes	_XNo
4.	County I	Funding			_Yes	_ <u>X</u> No
5.	Should th	nis Policy/Administrative Order	be	□ □ X	Elimin Modif Contin	ied
6.	Is there a If yes, ple	n acceptable alternative? ease explain			Yes	_X_No
7.	Has this I reviewed	Policy/Administrative Order bee by the County Attorney's Offic	en e? 		Yes	No

7. Has this Policy/Administrative Order been reviewed by the County Attorney's Office?

Reviewed by

Reviewed by

The date(s) the Citizen Group/Advisory Board will review.

N/A

The date the Board of County Commissioners will review results.

N/A

Frank Abbate, County Manager

14:



POLICY

Number:

BCC-31

Cancels:

04/20/0402/09/2010

Approved:

02/09/2010

Originator:

County Manager's Office

Review:

02/09/2013

TITLE: Sunset Review of Programs, Services, Ordinances, Policies and Administrative Orders

I. Objective

To ensure that County Government utilizes available resources in a cost effective manner by eliminating unnecessary and unproductive County codes, ordinances, policies, administrative orders, programs and services through a review process which will determine the current cost, need and benefit, and whether they should be eliminated, continued, or modified.

II. Definitions and References

- A. The Budget document identifies every County program and service.
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- D. There exists several other Board approved planning documents which provide program policy; i.e., Tourism, Transit, Capital Improvements Plan, etc.
- E. The Policy and Administrative Orders Manual contains all Policies adopted by the Board and Administrative Orders issued by the County Manager.

III. <u>Directives</u>

- A. Programs and services will be subjected to a review for cost, need and benefit to be scheduled every three years to determine if the item should be retained as is, modified, or eliminated.
- Existing ordinances will be subjected to a review for cost, need and benefit every five years unless a different review period has been established by Florida Statutes or Board of County Commission Policy,

to determine if the item should be retained as is, modified, or eliminated.

The review process for programs, services and existing ordinances shall be performed at three-four levels:

- 1) First Review Department/Office with recommendation to the County Manager (and/or Advisory Board).
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- 2) Second Review County Attorney to review ordinances to ensure compliance and consistency with other policies, administrative orders, resolutions, ordinances, and regulatory/statutory requirements.
- 3) Third Review (optional) Citizens Group (designated by Advisory Board), when available. Recommendation submitted to the Board of County Commissioners.
- 43) Fourth Third-Review County Commission to receive results of 1), and 2), and 3), as applicable, above.

The review to include but not limited to:

- 1) What is the need being met, and who benefits? (Quantify)
- 2) Is it duplicative?
- 3) Can another agency perform this function? With or without county funding?
- 4) Should it be eliminated, modified, or continued? Is there an acceptable alternative?
- C. Policies will be subjected to a review every three <u>years</u> to determine their relevance, appropriate department assignment, duplicitous, and to maintain current statutory law updates.

The review process for policies shall be performed at three-four levels:

- First Review Department/Office with recommendation to the County Manager.
- Second Review <u>County Attorney to review policies to ensure compliance and consistency with other policies, administrative orders, resolutions, ordinances, and regulatory/statutory requirements.</u>

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3) Third Review - County Manager with recommendation to the Board of County Commissioners.

3) 4) FourthThird Review - County Commission.

D. Administrative Orders will be subjected to a review every three years to implement audit recommendations and determine if the information has been replicated elsewhere.

The review process for administrative orders shall be performed at three-two levels:

- First Review Department/Office with recommendation to the County Manager.
- Second Review <u>County Attorney to review administrative</u>
 orders to ensure compliance and consistency with other policies,
 administrative orders, resolutions, ordinances, and
 regulatory/statutory requirements.
- 2)3) Third Review County Manager.

IV. Reservation of Authority

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

Kristine Zonka, Chair
Board of County Commissioners
As approved by the Board on

Exhibit Attached: Sunset Review Form

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numbering

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SUNSET REVIEW

POLICY/ADMINISTRATIVE ORDER NUMBER: Pursuant to Board Policy BCC-31, the review process for programs, services and existing ordinance shall be performed at three-four levels. Personal to Board Policy BCC-31, the review process for programs, services and existing ordinance shall be performed at three-four levels. Please review with recommendations to the County Attorney, County Manager, and _{and/or}-Advisory Board, _{if applicable}. Citizen Group: Recommendation to be submitted to the Board of County Commissioners County Commission: To receive results of Department and Citizen Group reviews. REVIEW TO INCLUDE (BUT NOT LIMITED TO): 1. What is the need being met and who benefits: (Quantify) 2. Is this Policy/Administrative Order duplicative?				
Department: Please review with recommendations to the County Attorney, County Manager, and. (and/or)-Advisory Board, if applicable. Citizen Group: Recommendation to be submitted to the Board of County Commissioners County Commissioners: To receive results of Department and Citizen Group reviews: REVIEW TO INCLUDE (BUT NOT LIMITED TO): 1. What is the need being met and who benefits: (Quantify) 2. Is this Policy/Administrative Order duplicative?				Formatted: Tab stops: 3.75", Left
Please review with recommendations to the County Attorney. County Manager_and_(and/or)-Advisory Board_if applicable. Citizen Group: Recommendation to be submitted to the Board of County Commissioners County Commission: To receive results of Department and Citizen Group reviews: REVIEW TO INCLUDE (BUT NOT LIMITED TO): 1. What is the need being met and who benefits: (Quantify) 2. Is this Policy/Administrative Order duplicative?	Pursuant to ordinance s	o Board Policy BCC-31, the review process for progra shall be performed at three four levels:	ams, services and existing	
County Commission: To receive results of Department and Citizen Group reviews: REVIEW TO INCLUDE (BUT NOT LIMITED TO): 1. What is the need being met and who benefits: (Quantify) 2. Is this Policy/Administrative Order duplicative?	Departmer	Please review with recommendations to the		
REVIEW TO INCLUDE (BUT NOT LIMITED TO): 1. What is the need being met and who benefits: (Quantify) 2. Is this Policy/Administrative Order duplicative?	Citizen Gro	Recommendation to be submitted to the Bo Commissioners	pard of County	
1. What is the need being met and who benefits: (Quantify) 2. Is this Policy/Administrative Order duplicative?	County Co	To receive results of Department and	d Citizen Group reviews:	
2. Is this Policy/Administrative Order duplicative?	REVIEW T	O INCLUDE (BUT NOT LIMITED TO):		
If yes, please explain. Can another agency perform this function? If yes, please explain. County Funding Should this Policy/Administrative Order be Eliminated Modified Continued If yes, please explain The date he Board of County Attorney's Office? If yes No Formatted: Indent: Left: 1" Formatted: Indent: Left: 1" Formatted: Indent: Left: 1" The date the Board of County Commissioners will review.	1.	What is the need being met and who benefits: (Qu	antify)	
If yes, please explain. 4. County Funding	2.	Is this Policy/Administrative Order duplicative? If yes, please explain.	YesNo	
5. Should this Policy/Administrative Order be	3,	Can another agency perform this function? If yes, please explain.	YesNo	
Modified Continued	4.	County Funding	YesNo	
If yes, please explain 7. Has this Policy/Administrative Order been reviewed by the County Attorney's Office? Yes No Formatted: Indent: Left: 1"	5.	Should this Policy/Administrative Order be	Modified	
reviewed by the County Attorney's Office? Yes No Formatted: Indent: Left: 1"	6.		YesNo	
The date (s) the Citizen Group/Advisory Board will review. The date the Board of County Commissioners will review results.	7		Yes No	Formatted: Indent: Left: 1"
The date(s) the Citizen Group/Advisory Board will review. The date the Board of County Commissioners will review results.		Reviewed by	Date	← Formatted: Indent: Left: 1"
The date the Board of County Commissioners will review results.		· · · · · · · · · · · · · · · · · · ·		Formatted: Indent: Left: 1"
	The	date(s) the Citizen Group/Advisory Board will review.	-	
Name Title Date	The	date the Board of County Commissioners will review	results.	
ramo, rue Date	_	Name, Title	Date	