



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.



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

for Danna Scott
Kimberly Powell, Clerk to the Board

/tr

Encl. (1)



BOARD OF COUNTY COMMISSIONERS

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. Directives

- 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).
- 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.
- 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:

- 1) First Review – Department/Office with recommendation to the County Manager.
- 2) 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.

ATTEST:


RACHEL M. SADOFF, CLERK


Kristine Zonka, Chair

Board of County Commissioners

As approved by the Board on 4/19/22

— Exhibit Attached: Sunset Review Form

SUNSET REVIEW

POLICY/ADMINISTRATIVE ORDER NUMBER: _____
POLICY/ADMINISTRATIVE ORDER NAME: _____

Pursuant to Board Policy BCC-31, the review process for programs, services and existing ordinance shall be performed at four levels:

Department: _____

Please review with recommendations to the County Attorney, County Manager, and 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?
If yes, please explain. ☐ Yes ☐ No
3. Can another agency perform this function?
If yes, please explain. ☐ Yes ☐ No
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 ☐ Yes ☐ No
7. Has this Policy/Administrative Order been
reviewed by the County Attorney's Office? ☐ Yes ☐ No

Reviewed by _____

Date _____

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

The date the Board of County Commissioners will review results. _____

Name,

Title

Date

SUNSET REVIEW

POLICY/ADMINISTRATIVE ORDER NUMBER: BCC-31
POLICY/ADMINISTRATIVE ORDER NAME: Sunset Review of Programs, Services, Ordinances, Policies and Administrative Orders.

Pursuant to Board Policy BCC-31, the review process for programs, services and existing ordinance shall be performed at three-four levels:

Department: County Manager's Office
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)

The intent of this policy 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.

2. Is this Policy/Administrative Order duplicative? ☐ Yes ☒ No
If yes, please explain.

3. Can another agency perform this function? ☐ Yes ☒ No
If yes, please explain.

4. County Funding ☐ Yes ☒ No

5. Should this Policy/Administrative Order be
☐ Eliminated
☐ Modified
☒ Continued

6. Is there an acceptable alternative? ☐ Yes ☒ No
If yes, please explain

7. Has this Policy/Administrative Order been reviewed by the County Attorney's Office? ☒ Yes ☐ No

Reviewed by 

3/16/2022
Date

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

3/3/22
Date



BOARD OF COUNTY COMMISSIONERS

POLICY

Number: BCC-31
Cancels: 04/20/04 02/09/2010
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.
- 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. Directives

- 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 ~~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.

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_____ 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 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 ~~three~~four levels:

1) First Review – Department/Office with recommendation to the County Manager.

2) Second Review – County Attorney to review policies to ensure compliance and consistency with other policies, administrative orders, resolutions, ordinances, and regulatory/statutory requirements.

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

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3) 4) FourthThird Review - County Commission.

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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.

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The review process for administrative orders shall be performed at threetwo 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.

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2)3) Third Review - County Manager.

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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

SUNSET REVIEW

POLICY/ADMINISTRATIVE ORDER NUMBER: _____
POLICY/ADMINISTRATIVE ORDER NAME: _____

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Pursuant to Board Policy BCC-31, the review process for programs, services and existing ordinance shall be performed at ~~three~~ four levels:

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 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? ☐ Yes ☐ No
If yes, please explain.
3. Can another agency perform this function? ☐ Yes ☐ No
If yes, please explain.
4. County Funding ☐ Yes ☐ No
5. Should this Policy/Administrative Order be
☐ Eliminated
☐ Modified
☐ Continued
6. Is there an acceptable alternative? ☐ Yes ☐ No
If yes, please explain
7. Has this Policy/Administrative Order been
reviewed by the County Attorney's Office? ☐ Yes ☐ No

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Reviewed by _____ Date _____

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

The date the Board of County Commissioners will review results. _____

Name,

Title

Date