

## Horst, Rachel

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**From:** CEER@brevardfl.gov  
**Sent:** Saturday, January 31, 2026 7:06 PM  
**To:** Horst, Rachel  
**Subject:** A new CEER Recommendation has been submitted as ID #2026058

### Recommendation # 2026058

Dear CEER Administrator,

Speak Up Brevard Recommendation ID #2026058 has been submitted. Please login to the CEER Application to start the recommendation evaluation workflow.

#### Contact Information:

##### Group/Organization

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#### Recommendation Information:

**Recommendation ID** 2026058

**Recommendation Title** Expand Transparency for Public Records

**Areas Affected** Public Records - Ordinances, Resolutions and AO's

**Department Affected** COUNTY ATTORNEY

**Current problem** Residents do not have easy access to review Brevard County's administrative orders, ordinances, and resolutions. Currently, residents seeking this information must either submit a public records request to county staff or search the County's Municode, which is organized primarily by subject matter and does not provide straightforward access to individual administrative orders or resolutions by number or adoption date. While Municode serves an important role for codified law, it does not provide document-level access to the County's administrative orders, ordinances or standalone resolutions as adopted. As a result, residents face unnecessary barriers when attempting to understand County policy or administrative actions, and County staff time is expended responding to avoidable public records requests for documents that already exist in organized, numbered form internally and available only to county staff. The attached slide illustrates this gap by showing that County employees have access to a structured internal webpage listing Board of County Commissioners (BCC) actions and Administrative Orders (AOs), while no comparable public-facing access exists for residents.

**Recommendation** Brevard County should make its administrative orders, ordinances, and resolutions available on the County's public-facing website in a searchable and indexed format, consistent with how this information is already maintained internally for employee access. This could be accomplished by providing a read-only public version of existing document listings, including document numbers, titles, adoption dates, and associated attachments. Comparable practices already exist elsewhere in Florida. For example, the City of Panama City maintains separate public webpages allowing residents to directly access administrative orders, resolutions, and ordinances as individual documents: Administrative Orders: <https://www.pcbfl.gov/government/city-council/administrative-orders> Resolutions: <https://www.pcbfl.gov/government/city-council/resolutions> Ordinances: <https://www.pcbfl.gov/government/city-council/ordinances> Similarly, Miami-Dade County provides a public document repository that allows residents to browse and download ordinances and resolutions directly through its administrative records system: <https://documents.miamigov.com/WebLink/Browse.aspx?id=715952&dbid=0&repo=Administration> Additionally, the Brevard Public Schools School Board makes its governing policies publicly available online in a searchable, indexed format, allowing residents to independently review adopted policies without submitting public records requests: <https://go.boarddocs.com/fl/brevco/Board.nsf/Public> This recommendation reflects Brevard County's stated Mission, Vision, and Core Values, which emphasize openness, accountability, innovation, and maximizing performance and communications to provide excellent service to residents. Brevard County Mission: <https://www.brevardfl.gov/CountyCommission/CountyMission> Providing easier public access to foundational County documents supports these values by improving transparency while adding efficiency through reducing staff time spent responding to routine public records requests, enabling residents to independently locate and review County actions without specialized knowledge or staff assistance. Making these materials publicly available aligns Brevard County's public records practices with its internal operations, strengthens public trust, and furthers the County's mission to enhance quality of life through effective communication and accountable governance.


**Attachments** No Documents were attached.

Please do not reply to this e-mail, as it will go to an unmonitored mailbox.



County Attorney's Office  
2725 Judge Fran Jamieson Way  
Building C, Room 308  
Viera, Florida 32940

BOARD OF COUNTY COMMISSIONERS

**TO:** Jim Liesenfelt, County Manager  
**FROM:** Morris Richardson, County Attorney   
**SUBJ:** Citizen Efficiency and Effectiveness Recommendation #2026058

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CEER #2026058, titled *Public Records – Ordinances, Resolutions and AO's*, was received by the County from Ms. Sarah K. Hodge.

**Citizen Statement:**

*Residents do not have easy access to review Brevard County's administrative orders, ordinances, and resolutions. Currently, residents seeking this information must either submit a public records request to county staff or search the County's Municode, which is organized primarily by subject matter and does not provide straightforward access to individual administrative orders or resolutions by number or adoption date. While Municode serves an important role for codified law, it does not provide document-level access to the County's administrative orders, ordinances or standalone resolutions as adopted. As a result, residents face unnecessary barriers when attempting to understand County policy or administrative actions, and County staff time is expended responding to avoidable public records requests for documents that already exist in organized, numbered form internally and available only to county staff. The attached slide illustrates this gap by showing that County employees have access to a structured internal webpage listing Board of County Commissioners (BCC) actions and Administrative Orders (AOs), while no comparable public-facing access exists for residents. [No slide or other documents were attached to the CEER submittal].*

**Citizen Recommendation:**

*Brevard County should make its administrative orders, ordinances, and resolutions available on the County's public-facing website in a searchable and indexed format, consistent with how this information is already maintained internally for employee access. This could be accomplished by providing a read-only public version of existing document listings, including document numbers, titles, adoption dates, and associated attachments. Comparable practices already exist elsewhere in Florida. For example, the City of Panama City maintains separate public webpages allowing residents to directly access administrative orders, resolutions, and ordinances as*

*individual documents: Administrative Orders: <https://www.pcbfl.gov/government/city-council/administrative-orders>  
Resolutions: <https://www.pcbfl.gov/government/city-council/resolutions>  
Ordinances: <https://www.pcbfl.gov/government/city-council/ordinances>  
Similarly, Miami-Dade County provides a public document repository that allows residents to browse and download ordinances and resolutions directly through its administrative records system: <https://documents.miamigov.com/WebLink/Browse.aspx?id=715952&dbid=0&repo=Administration> Additionally, the Brevard Public Schools School Board makes its governing policies publicly available online in a searchable, indexed format, allowing residents to independently review adopted policies without submitting public records requests: <https://go.boarddocs.com/fl/brevco/Board.nsf/Public> This recommendation reflects Brevard County's stated Mission, Vision, and Core Values, which emphasize openness, accountability, innovation, and maximizing performance and communications to provide excellent service to residents. Brevard County Mission: <https://www.brevardfl.gov/CountyCommission/CountyMission> Providing easier public access to foundational County documents supports these values by improving transparency while adding efficiency through reducing staff time spent responding to routine public records requests, enabling residents to independently locate and review County actions without specialized knowledge or staff assistance. Making these materials publicly available aligns Brevard County's public records practices with its internal operations, strengthens public trust, and furthers the County's mission to enhance quality of life through effective communication and accountable governance.*

**Staff Analysis:**

This CEER recommends that Brevard County make its administrative orders, ordinances, and resolutions available on the County's public-facing website in a searchable and indexed format, consistent with how this information is already maintained internally for employee access.

In placing records online, the County prioritizes records that will be of wide applicability or interest to many people. While the County Attorney recommends that ordinances, resolutions, and administrative orders be made accessible online in due course, the records are readily available upon requests already, and the County receives very few requests for these records. The public is not exactly clamoring for uncodified ordinances, resolutions, and administrative orders. Brevard County receives about a dozen requests for records in these categories annually.

The CEER suggests that placing these records online will be a simple matter of making documents that are currently accessible to internal users public facing on the internet. This ignores the fact that these documents, numbering in the thousands, have not been maintained in a format that is compliant with current requirements of the Americans with Disabilities Act. Among other things, the records would need to be made compliant and searchable. This comes with significant opportunity costs and would benefit very few people, rendering the recommendation neither efficient nor effective.

### ***Ordinances***

On average, the County receives about eight (8) public records requests per year for ordinances. Brevard County maintains an internal searchable database of over 2,400 ordinances dating back to 1969, with annual indexes beginning in 1990. As a result, public records requests for a specific ordinance can be provided at no charge to the requestor.

County ordinances of general applicability are codified and available online through Municode. Municode is organized by subject, but it is also searchable by word, phrase, and ordinance number. Not all ordinances are codified – for example, ordinances affecting the future land use map or zoning for a specific property are not incorporated into the Brevard County Code of Ordinances. However, changes to the land use and zoning of properties are updated on interactive maps available on the County’s website.

Moreover, ordinance indexes dating back to 1998 are available to the public through the Clerk of Court’s website here: [www.brevardclerk.us/ordinance-resolution-list](http://www.brevardclerk.us/ordinance-resolution-list). If a person wants an uncodified ordinance, they can locate it using these indexes and then request the ordinance through a public records request.

While the County Attorney recommends that all ordinances eventually be made available online, making the existing PDF documents fully ADA compliant and developing a public-facing search utility is a high effort endeavor that will only marginally benefit a very small number of people, and thus is neither efficient nor effective.

## ***Resolutions***

On average, the County receives about three (3) public records requests per year for resolutions. Unlike ordinances, Brevard County does not maintain resolutions in an indexed, searchable database. Resolution indexes dating back to 1999, but not the resolutions themselves, are available to the public through the Clerk to the Board here: [www.brevardclerk.us/ordinance-resolution-list](http://www.brevardclerk.us/ordinance-resolution-list).

While the County Attorney recommends that resolutions eventually be made available online, compiling resolutions that are not currently maintained in one location, making the existing documents fully ADA compliant, and developing a public-facing search utility will require even more effort than doing so for ordinances, will benefit even fewer people, and thus is neither efficient nor effective.

## ***Administrative Orders***

In Brevard County government, administrative orders are directives issued by the County Manager to staff to establish a specified system within a function, provide a systematic method of accomplishing a task, implement a Board policy, or define responsibilities, interfaces, and actions within and between County departments and groups. Unsurprisingly, Brevard County administrative orders are not of great interest to the general public. On average, the County receives less than two (2) public records requests per year for administrative orders (a total of 14 requests over the last eight years). Administrative orders should require significantly less effort to make public-facing online than ordinances and resolutions, because there are far fewer of them than ordinances, and unlike resolutions they are maintained in one location. Still, it is difficult to recommend prioritizing even this lesser effort given the lack of interest.

Making internal administrative orders available online will benefit virtually no one and thus is neither efficient nor effective.

## ***Conclusion***

Because of the very small number of people who would benefit from this CEER as demonstrated by the minimal public records requests for ordinances, resolutions, and

administrative orders, the recommendation is akin to a service request and is not an appropriate subject for a CEER. County staff will continue making records accessible online in a manner and at such time that the monetary and opportunity costs will be proportional to the public benefit.

**Staff Recommended Action:**

It is recommended that the Board of County Commissioners reject CEER #2026058 because it would not enhance the effectiveness and efficiency of County Government as contemplated by Section 2.9.10 of the Brevard County Home Rule Charter.