



May 25, 2011

M E M O R A N D U M

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

POLICY

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

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 WasteEstimated 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:

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Under Florida law, email addresses are public records. If you do not want your email address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.



The Official Site of Brevard County, Florida

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