

**SEMINOLE COUNTY GOVERNMENT
AGENDA MEMORANDUM**

SUBJECT: Resolution - Administrative Code Section 1.5 Revision Revisions

DEPARTMENT: County Manager Office

DIVISION:

AUTHORIZED BY:

CONTACT: Sharon Peters

EXT:

MOTION/RECOMMENDATION:

Adopt and authorize the Chairman to execute a Resolution establishing revisions to Section 1.5 of the Seminole County Administrative Code.

County-wide

Cynthia Coto

BACKGROUND:

On January 9, 2007 the Board authorized the County Manager to proceed with organizational changes. During the discussion, the County Manager confirmed that this was the first of several phases of organizational alignment, and further, that it would be necessary to update the Administrative Code to reflect the changes.

The following summarizes the primary changes requested to the Administrative Code:

Section 1.5 "Organization" A.(i) remove Addressing Division from the Business Innovation and Technology Services and placing back in the (I) Planning and Development Department to better serve the needs of the department.

STAFF RECOMMENDATION:

Adopt and authorize Chairman to execute Resolution amending revisions to Section 1.5 "Organization" of the Administrative Code.

ATTACHMENTS:

- 1. Admin Code
- 2. Resolution

<p>Additionally Reviewed By:</p> <p><input checked="" type="checkbox"/> County Attorney Review (Robert McMillan)</p>

SECTION 1. ORGANIZATION

1.5 ORGANIZATION

A. The organization and management structure for Seminole County government is as follows:

(1) **COUNTY ATTORNEY** - The County Attorney is the chief legal counsel to the County and is the head of the County Attorney's Office. The County Attorney serves under the supervision of the Board of County Commissioners.

(2) **COUNTY MANAGER** - The County Manager shall be the chief executive officer of the County and is responsible for departments reflected herein. The County Manager serves at the pleasure of the Board of County Commissioners and shall be responsible to the Board of County Commissioners for the performance of such duties as prescribed by the Seminole County Home Rule Charter, County ordinances, direction from the Board of County Commissioners and the laws of the State of Florida.

(a) **COUNTY MANAGER'S OFFICE** - The County Manager's Office shall be responsible for the supervision, direction and control of the Commission Office and all County Departments.

(b) **ADMINISTRATIVE SERVICES** - The Department of Administrative Services shall be under the direct supervision of the Administrative Services Director. The Department of Administrative Services shall include, but not be limited to, the functions of facilities maintenance, fleet services, risk management, safety, support services, property management and property acquisition, construction management, purchasing and records management.

(c) **COMMUNITY INFORMATION** - the Department of Community Information is under the direct supervision of the Community Information Director. The Department's mission shall include, but not be limited to, the dissemination of public information through such means necessary including Seminole Government TV, coordination of press releases, production of informational brochures and flyers and other promotional outlets. The Department shall also be responsible for telecommunication franchising and be responsible for all public records requests that cannot be handled immediately by the department to whom the request is made.

(d) **COMMUNITY SERVICES** - The Department of Community Services is under the direct supervision of the Community Services Director. The Department of Community Services shall include, but not be limited to, the functions of probation, prosecution alternatives for youth (PAY), adult pre-trial diversion, veterans services, community assistance, Federal and State Housing and Community Development Programs, and cooperative extension services.

(e) **ENVIRONMENTAL SERVICES** - The Department of Environmental Services is under the direct supervision of the Environmental Services Director. The Department of Environmental Services shall include, but not be limited to, the functions of water and sewer and solid waste.

(f) **ECONOMIC DEVELOPMENT** – The Economic Development Department is under the direct supervision of the Economic Development Director. The Department of Economic Development shall include, but not be limited to, the function of economic development such as recruitment and retention of desirable businesses and industries to enhance the economy of the County, and promoting Seminole County as a destination of choice (tourism).

(g) **FISCAL SERVICES** - The Department of Fiscal Services shall be under the direct supervision of the Fiscal Services Director. The Department of Fiscal Services shall include, but not be limited to, the functions of budget, municipal service benefit unit (MSBU's), and management services.

(h) **HUMAN RESOURCES** - The Human Resources Department shall be under the direct supervision of the Human Resources Director. The Department of Human Resources shall include, but not be limited to, the functions of personnel, and employee benefits.

(i) **BUSINESS INNOVATION AND TECHNOLOGY SERVICES** - The Department of Business Innovation and Technology Services is under the direct supervision of the Business Innovation and Technology Services Director. The Department of Business Innovation and Technology Services shall include, but not be limited to, the functions of computer services management, telecommunications radio maintenance, imaging, GIS, addressing, Web development and consolidation of SCINet.

(j) **LEISURE SERVICES** - The Department of Leisure Services is under the direct supervision of the Leisure Services Director. The Department of Leisure Services shall include, but not be limited to, the functions of parks and recreation, median maintenance, Trails Maintenance and Natural Lands.

(k) **LIBRARY SERVICES** – The Department of Library Services is under the direct supervision of the Library Services Director. The Department of Library Services shall include, but not be limited to, the functions of libraries, maintaining the museum activity, and Arts in Public Places.

(l) **PLANNING AND DEVELOPMENT** - The Department of Planning and Development shall be under the direct supervision of the Planning and Development Director. The Department of Planning and Development shall include, but not be limited to, the functions of issuance of permits and inspections, comprehensive planning, zoning, code enforcement, addressing and development review.

(m) **PUBLIC SAFETY** - The Department of Public Safety is under the direct supervision of the Public Safety Director. The Department of Public Safety shall include, but not be limited to, the functions of animal control, emergency management, emergency medical services, and fire suppression/rescue.

(n) **PUBLIC WORKS** - The Department of Public Works is under the direct supervision of the Public Works Director. The Department of Public Works shall include, but not be limited to, the functions of engineering, roads, stormwater and traffic engineering.

B. AUTHORITY. Resolution 2007-R-42 adopted March 13, 2007
Resolution 2005-R-172 adopted September 27, 2005
Approved by BCC September 23, 2003

THE FOLLOWING RESOLUTION WAS ADOPTED BY THE BOARD OF COUNTY COMMISSIONERS OF SEMINOLE COUNTY, FLORIDA, AT THEIR REGULARLY SCHEDULED MEETING ON THE ____ DAY OF _____, 2007.

WHEREAS, Seminole County Ordinance No. 89-28 created the Seminole County Administrative Code; and

WHEREAS, Seminole County Resolution Numbers 89-R-438 and 05-R-151 adopted the Seminole County Administrative Code; and

WHEREAS, the Seminole County Administrative Code needs to be amended from time to time to reflect changes in the administration of County government, and

WHEREAS, the Board of County Commissioners desires to amend sections of the Seminole County Administrative Code for organizational purposes.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF SEMINOLE COUNTY, FLORIDA THAT,

The Seminole County Administrative Code is hereby amended by the addition of a new Section 1.5, "Organization", as more particularly described in the attachment.

ADOPTED this _____ day of _____, 2007.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
SEMINOLE COUNTY, FLORIDA

MARYANNE MORSE
Clerk to the Board of
County Commissioners of
Seminole County, Florida.

By: _____
BRENDA CAREY, Chairman

Date: _____

Attachment: Section 1.5, "Organization"