

**SEMINOLE COUNTY GOVERNMENT
AGENDA MEMORANDUM**

SUBJECT: Resolution - Administrative Code Section 1.5 Organization (i) and Section 26 (Header and F. (2)) Revision

DEPARTMENT: County Manager Office

DIVISION:

AUTHORIZED BY:

CONTACT: Sharon Peters

EXT: 7211

MOTION/RECOMMENDATION:

Adopt and authorize the Chairman to execute a Resolution establishing revisions to Section 1.5 A. (i) and Section 26 (Header and F. (2)) 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. The County Manager confirmed that this was the first of several changes, and further that it would be necessary to update the Administrative Code to reflect the changes.

Therefore, the following changes are requested to Section 1.5 "Organization" A. (i) Business Innovation and Technology Services, and Section 26 (Header and F. (2)) to reflect the recent change in name from Business Innovation and Technology Services to Information Technology Services.

STAFF RECOMMENDATION:

Staff recommends the Board adopt and authorize the Chairman to execute amending revisions to Section 1.5 "Organization" and Section 26 (Header and F. (2)) of the Seminole County Administrative Code.

ATTACHMENTS:

1. Resolution
2. Item Document - Admin Code

<p>Additionally Reviewed By: No additional reviews</p>

THE FOLLOWING RESOLUTION WAS ADOPTED BY THE BOARD OF COUNTY COMMISSIONERS OF SEMINOLE COUNTY, FLORIDA, AT THEIR REGULARLY SCHEDULED MEETING ON THE ____ DAY OF _____, 2008.

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 to reflect the recent change in name from Business Innovation and Technology Services to Information Technology Services wherever needed throughout the Administrative Code.

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 revisions in Sections 1.5, "Organization", and Section 26.5, "Information Security", as more particularly described in the attachments, and is amended in general in every other reference to "Business Innovation and Technology Services", changing those references to "Information Technology Services".

ADOPTED this _____ day of _____, 2008.

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: _____

Attachments:
Section 1.5, "Organization"
Section 26.5, "Information Security"

Not for Execution

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 INFORMATION TECHNOLOGY SERVICES** - The Department of ~~Business Innovation and Information~~ Technology Services is under the direct supervision of the ~~Business Innovation and Information~~ Technology Services Director. The Department of ~~Business Innovation and Information~~ Technology Services shall include, but not be limited to, the functions of computer services management, telecommunications radio maintenance, imaging, GIS, 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.



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(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. Approved by BCC September 23, 2003
Resolution 2005-R-172 adopted September 27, 2005
Resolution 2007-R-42 adopted March 13, 2007
Resolution 2007-R-217 adopted December 11, 2007



SECTION 26. BUSINESS INNOVATION AND INFORMATION TECHNOLOGY SERVICES

26.5 INFORMATION SECURITY

A. PURPOSE.

(1) The purpose of the Information Security Policy and Guidelines is to effectively and efficiently manage the risks to Seminole County Government's information assets from all types of threats, whether internal or external, deliberate, or accidental.

(2) Security is critical to the organization's survival. The goal of utilizing information security as an enabler for proper information sharing and the benefits of a strong program, such as increased ease of administration, reduced complexity of the security architecture, transparency to users, and reduced effort on the part of users, not to mention enhanced security.

B. OBJECTIVES.

(1) Seminole County Government relies on its information and information systems as a crucial and integral part of providing essential services including meeting its legal and moral responsibility to its constituents for balancing the need for public access to government records while ensuring the integrity of information, the confidentiality of private information, and the availability of their information and information systems.

(2) The ultimate goal of a governmental organization's Information Security Program is to establish enterprise-wide security capabilities that will enable it to safely utilize information technology to provide faster, accurate service and better on-line access to constituents; protect the organization from potential losses and improve the stability of systems; and minimize legal and regulatory liabilities.

C. TRAINING.

(1) Effective security is a team effort involving the participation and support of every employee and affiliate who deals with information and/or information systems.

(2) It is the responsibility of every computer user to know what constitutes acceptable use of Seminole County Government systems, to know the guidelines, and to conduct their activities accordingly.

(3) All employees and third-party vendors shall receive training and supporting reference materials to allow them to properly protect Seminole County Government information assets before they are granted access.

(4) Security awareness training shall be provided at regular intervals to ensure they maintain the desired level of proficiency.

D. INFORMATION PROTECTION/COMPLIANCE.

(1) Must be balanced with the need for open government, as established in The Public Records Act (Chapter 119, Florida Statutes).

(2) Provides for public access to government information in all forms (written and electronic).

(3) Provides for exemptions to protect certain private or confidential information.

(4) Requires custodians of electronically stored public documents to provide safeguards against document tampering and unauthorized access to information deemed exempt from public disclosure.

(5) Provides authority for the exemption from public disclosure of those computer applications related to protecting the internal security and integrity of a public agency's data information systems.

(6) Annual reviews of the risks to the County's information and information systems and compliance with this Policy shall be performed and reported to the Board of County Commissioners (BCC) to ensure appropriate visibility exists for the protection being applied to our information and information systems.

E. NON-COMPLIANCE. Non-compliance with this Policy by Seminole County employees and system users is a serious matter and will be dealt with accordingly on a case-by-case basis. Depending on severity of violations and applicable legal statutes, consequences could result in removal of access rights and special system privileges, removal of system access, or, for County employees, disciplinary action to include potential termination of employment. In severe cases of fraud or breach of privacy laws, legal action may be taken.

F. RESPONSIBILITY. The Board of County Commissioners bears ultimate authority and responsibility for Seminole County Government's Information Security. As such, the Board has established this Policy and directs Seminole County Government personnel to implement the Information Security Policy as follows:

(1) The County Manager shall approve and enforce all information Security Guidelines that have county-wide scope.

(2) The ~~Business Innovation and~~ Information Technology Services Director or designee shall be appointed by the County Manager as the Information Security Officer



(ISO) to provide the direction and technical expertise to ensure that Seminole County Government's information is properly protected.

(3) All Seminole County Government Directors, Managers, Program Managers, and Supervisors are directly responsible for implementing the Information Security Policy and Guidelines within their areas of responsibility, and for adherence by their staff.

(4) It is the responsibility of each employee to adhere to the Information Security Policy and Guidelines and to ensure that any vendors or visitors that they sponsor also comply.

(5) The Information Security Officer shall periodically review the program for effectiveness, and will report compliance findings to the Board of County Commissioners on an annual basis.

G. AUTHORITY. Resolution 2007-R-42 adopted March 13, 2007
Resolution 2003-R-36 adopted February 11, 2003
Public Records Act, Chapter 119, Florida Statutes.