

**SEMINOLE COUNTY GOVERNMENT
AGENDA MEMORANDUM**

SUBJECT: Amendment - Seminole Administrative Code – Economic Development

DEPARTMENT: County Manager Office **DIVISION:** _____

AUTHORIZED BY: J. Kevin Grace **Contact:** Sally A. Sherman **EXT.** 7224

Agenda Date <u>02/25/03</u> Regular <input type="checkbox"/> Consent <input checked="" type="checkbox"/> Work Session <input type="checkbox"/> Briefing <input type="checkbox"/>
Public Hearing – 1:30 <input type="checkbox"/> Public Hearing – 7:00 <input type="checkbox"/>

MOTION/RECOMMENDATION:

Approve a resolution amending the Seminole County Administrative Code to incorporate the Economic Development Department and modify the Planning and Development Department structure.

BACKGROUND:

The organization and management structure for Seminole County Government is established within the Seminole County Administrative Code. In September 2002, the Board approved the position of Economic Development Director. An update to the Administrative Code was not requested at that time.

In order to remedy this oversight, staff is requesting approval to amend the Administrative Code to incorporate the Economic Development Department and modify the Planning and Development structure.

Reviewed by: _____
Co Atty: _____
DFS: _____
Other: _____
DCM: _____
CM: <u>JKG</u>
File NoRCM01 _____

THE FOLLOWING RESOLUTION WAS ADOPTED BY THE BOARD OF COUNTY COMMISSIONERS OF SEMINOLE COUNTY, FLORIDA, AT THEIR REGULARLY SCHEDULED MEETING ON THE ___ DAY OF _____, 2003.

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

WHEREAS, Seminole County Resolution No. 89-R-438 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,

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

1. Section 1.1, "Organization", Seminole County Administrative Code, is amended and attached hereto for inclusion in the Seminole County Administrative Code.

ADOPTED this _____ day of _____, 2003.

BOARD OF COUNTY COMMISSIONERS
SEMINOLE COUNTY, FLORIDA

By: _____
DARYL G. MCLAIN, Chairman

RAM/gn
2/5/03
Attachment
Section 1.1

ORGANIZATION

1.1 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, and property management.

(c) **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), witness management, adult pre-trial diversion, veterans services, and community assistance.

(d) **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.

(e) **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.

(f) **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, purchasing, municipal service benefit unit (MSBU's), and management services.

(g) **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.

(h) **INFORMATION TECHNOLOGIES** - The Department of Information Technologies is under the direct supervision of the Information Technologies Director. The Department of Information Technologies shall include, but not be limited to, the functions of computer services management, telecommunications, radio maintenance, telecommunication franchising, and GIS.

(i) **LIBRARY AND LEISURE SERVICES** - The Department of Library and Leisure Services is under the direct supervision of the Library and Leisure Services Director. The Department of Library and Leisure Services shall include, but not be limited to, the functions of library services, historical museum, parks and recreation, and co-operative extension.

(j) **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, and development review ~~and economic development~~.

(k) **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.

(l) **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.

(m) **TOURISM** - The Tourism Department shall be under the direct supervision of the Tourism Director. The Department of Tourism shall include, but not be limited to, the function of promoting Seminole County as a destination of choice.