



**COUNTY ATTORNEY'S OFFICE
MEMORANDUM**

To: Board of County Commissioners

From: Robert A. McMillan, County Attorney

Date: August 8, 2005

Subject: Seminole County Administrative Code

The Administrative Code was first adopted in 1989 following adoption of the County Charter. It has been amended from time to time as changes were made in the organization and on a case by case basis as the Board directed. Over the past couple of years, it became apparent that many Board "policies" were not included in the Code nor was there any central location to which anyone could go to find or verify the existence of a Board Policy.

With concurrence of the County Manager, a working group was created called the Administrative Code Task Force (ACTF), whose goal was to locate all Board Policies whether formally adopted or not and review them for inclusion in the Administrative Code. All policies were reviewed to determine if the policies were appropriate for the Board adopted Administrative Code. All Departments were contacted and requested to provide any policies they operate under that they consider to be Board policies.

All policies included in the revised Administrative Code have previously been approved by the Board of County Commissioners.

The proposed Administrative Code is reformatted in its entirety. In the future, all proposed new policies will be sent through the County Attorney's Office for review and formatting prior to going before the Board of County Commissioners. Further, the Administrative Code will be available for downloading on both the intranet and internet.

The Administrative Code presented today is a compilation of materials received from the Departments and reviewed by the Task Force. Some policies have since been identified that will be brought back for later inclusion in the Code. All policies, whether included in the revised Code or not, shall remain in effect until July 1, 2006 at which time any policy that has not been identified and included within the formal Code shall be repealed.

A copy of the proposed revised Code has been provided to each Commissioner's Office. A copy is available for public inspection in the County Attorney's Office, the County Manager's Office, and the Clerk's Office.

THE FOLLOWING RESOLUTION WAS ADOPTED BY THE BOARD OF COUNTY COMMISSIONERS OF SEMINOLE COUNTY, FLORIDA AT THEIR REGULARLY SCHEDULED MEETING OF _____, 2005.

WHEREAS, the Seminole County Home Rule Charter provides that the Board of County Commissioners shall adopt an Administrative Code in accordance with general law; and

WHEREAS, the Seminole County Home Rule Charter states that the Administrative Code shall organize the administration of County government and set forth the duties and responsibilities and powers of all County officials and agencies; and

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

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

The Seminole County Administrative Code, adopted by Resolution Number 89-R-438 and amended from time to time, is hereby repealed and replaced in its entirety and the revised and reformatted Administrative Code attached hereto is adopted. All policies previously adopted by the Board that are not incorporated in the Administrative Code prior to July 1, 2006 shall no longer carry the weight of formal Board Policy effective that date.

Be it further resolved that all other Resolutions or parts of Resolutions in conflict herewith are hereby repealed.

ADOPTED this ____ day of _____, 2005.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
SEMINOLE COUNTY, FLORIDA

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

By: _____
CARLTON HENLEY, Chairman

Date: _____