

PROPOSED

RESOLUTION NO.

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF BROWARD COUNTY, FLORIDA, PERTAINING TO THE ORGANIZATION AND RESPONSIBILITIES OF THE HUMAN SERVICES DEPARTMENT, THE PUBLIC WORKS DEPARTMENT, AND THE PROFESSIONAL STANDARDS SECTION OF THE HUMAN RESOURCES DIVISION; AMENDING CHAPTERS 2, 4, 6, 13, 14, AND 21 AND REPEALING SECTIONS 4.42 THROUGH 4.45 OF THE BROWARD COUNTY ADMINISTRATIVE CODE ("ADMINISTRATIVE CODE"); PROVIDING FOR THE CREATION OF CERTAIN DIVISIONS AND VARIOUS ORGANIZATIONAL CHANGES; AND PROVIDING FOR SEVERABILITY, INCLUSION IN THE ADMINISTRATIVE CODE, AND AN EFFECTIVE DATE.

WHEREAS, Section 1.11(r) of the Broward County Administrative Code ("Administrative Code") provides that all proposed changes to the departmental and divisional organization of County government be submitted to the Board of County Commissioners for review, amendment, and adoption; and

WHEREAS, the Board of County Commissioners finds that certain amendments to the Administrative Code are appropriate to be made at this time, NOW, THEREFORE,

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF BROWARD COUNTY, FLORIDA:

Section 1. Sections 2.11 and 2.17 of the Broward County Administrative Code are hereby amended to read as follows:

2.11. Divisions and Offices; Established.

The following divisions and offices are hereby established and placed under the supervision and control of the following departments:

. . .

b. Human Services Department:

1. Family Success Administration Division;
2. Elderly and Veterans Services Division;
3. Broward Addiction Recovery Division;
4. Community Partnerships Division;
5. Crisis Intervention and Support Division;
6. Housing Options, Solutions, and Supports Division;

c. Public Works Department:

1. Facilities Management Division;
2. Water and Wastewater Services;
3. Highway Construction and Engineering Division;
4. Highway and Bridge Maintenance Division;
5. Traffic Engineering Division;
6. Solid Waste and Recycling Services;
7. Construction Management Division;
8. Real Property and Real Estate Development Division;

. . .

2.17. Additional Administrative Agencies; Established.

In addition to the administrative departments and their divisions established hereunder, there are hereby established: Office of Management and Budget; Intergovernmental Affairs/Boards Section; ~~Professional Standards/Human Rights Section~~; Office of Economic and Small Business Development; Greater Fort Lauderdale Convention and Visitors Bureau; Office of Public Communications; Office of Medical Examiner and Trauma Services; Cultural Division; Libraries Division; and Parks and Recreation Division; all of which shall be directly responsible to the County Administrator.

Section 2. Sections 4.1, 4.3, 4.34, and 4.35 of the Broward County Administrative Code are hereby amended to read as follows:

4.1. Established; Scope.

There is hereby established a Human Services Department ~~which shall be~~ that is responsible for the management, operation, and control of the human and health service functions of ~~€~~County government. The Human Services Department ~~shall~~ includes the divisions of: Family Success Administration_; Elderly and Veterans Services_; Broward Addiction Recovery_; ~~and~~ Community Partnerships; Crisis Intervention and Support; and Housing Options, Solutions, and Supports.

. . .

4.3. Functions; Responsibilities.

The Human Services Department shall:

a. Direct and manage the operation of functional divisions including: Family Success Administration_; Elderly and Veterans Services_; Broward Addiction Recovery_;

and Community Partnerships; Crisis Intervention and Support; and Housing Options, Solutions, and Supports.

...

4.34. Community Partnerships Division Established.

There is hereby established a Community Partnerships Division, which is responsible for the comprehensive system of care that addresses the physical and behavioral health ~~(physical, special needs and behavioral health)~~, shelter and safety needs of Broward County residents, including those with disabilities. The Community Partnership Division ~~provides oversight of~~ oversees a range of health and human services provided both contractually and directly to residents. The Community Partnership Division coordinates contractual and direct service activities by assuring a standardized process for needs assessment, grant solicitation processes, quality assurance, contract administration, monitoring, advisory boards, and stakeholder involvement.

4.35. Functions; Responsibilities.

The Community Partnerships Division shall:

a. Provide administrative and programmatic oversight for the following ~~four (4)~~ two (2) Sections:

1. Children's Services Section; and
2. Health Care Services Section;
- ~~3. Homeless Initiative Partnerships Section; and~~
- ~~4. Sexual Assault Treatment Section.~~

...

Section 3. Sections 4.42 through 4.45 of the Broward County Administrative Code are hereby repealed in their entirety.

Section 4. Parts VI and VII, including Sections 4.46 through 4.49 of the Broward County Administrative Code, are hereby created to read as follows:

[Underlining omitted]

PART VI. CRISIS INTERVENTION AND SUPPORT DIVISION

4.46. Crisis Intervention and Support Division Established.

There is hereby established a Crisis Intervention and Support Division ("CISD"), which shall be responsible for the administration and provision of services to survivors of, and family members impacted or affected by, sexual assault, child abuse, or human trafficking; and for the administration and provision of services to adult and youth offenders through its adult and juvenile civil citation programs and juvenile predisposition services. The CISD Director shall be the head of the CISD.

The CISD Director shall have a degree from a four-year college or university, preferably supplemented by a master's degree in social work, human services, public administration, or a related field; previous administrative experience in human services and/or social work programs; or any equivalent combination of training and experience.

4.47. Functions; Responsibilities.

The CISD shall:

a. Seek to improve and enhance the quality of life for survivors of sexual assault, child abuse, or human trafficking through effective, forensically sensitive interventions and services implemented by professionals specializing in these fields.

b. Provide forensic, medical, and assessment services for child abuse survivors and their families.

c. Provide trauma-focused therapy to survivors of child abuse, sexual violence, or human trafficking.

d. Through the Nancy J. Cotterman Center's Human Trafficking Program, provide case coordination services to survivors of human trafficking designed to ensure the individuals' needs are met.

e. Through the Nancy J. Cotterman Center, offer services on a 24-hour/7-day-a-week basis and function as a social safety net for survivors and their families to promote self-sufficiency and well-being.

f. Collaborate, as permitted by applicable law, with law enforcement, the Broward County State Attorney's Office, and Broward Sheriff's Office - Child Protective Investigations Section to provide a multidisciplinary response to survivors and their nonoffending family members.

g. Provide programs that permit youth and adult misdemeanor offenses to be appropriately addressed without creating a criminal record, and provide a community-based alternative through civil citation programs that reduce taxpayer costs associated with arrests and detention.

h. Serve as the Countywide Coordinating Entity (CCE) to ensure uniformity in the countywide implementation and management of both juvenile and adult civil citation processes.

i. Provide technical assistance to local law enforcement agencies, community-based organizations, and community outreach programs.

j. Manage data for all juvenile and adult civil citations issued and services provided in accordance with Sections 901.41 and 985.12, Florida Statutes, and Section 21-6 of the Broward County Code of Ordinances, as amended.

k. Through the Juvenile Predisposition Services Program, provide a community-based alternative that reduces taxpayer costs associated with detaining youth during the predisposition phase of the juvenile justice process.

l. Address individual needs of youth to seek to prevent their further involvement in the juvenile justice system.

m. Build a neighborhood-based continuum that works to keep the community safe and to support youth and their families by providing case coordination.

n. Apply for federal, state, and any other funding assistance to aid in funding the CISD's activities.

o. Administer all grants related to the operations of the CISD.

p. Track legislative initiatives related to child abuse, sexual violence, and human trafficking issues, and participate in the County's legislative process to promote the welfare of residents.

q. Manage all fiscal matters related to the operations of the CISD.

r. Administer contracts between Broward County and public and private not-for-profit and for-profit organizations for the provision of services to clients. Such administration includes, but is not limited to: development of requests for proposals; participation in proposal review; contract development and negotiation; review of monthly invoices and documentation; recommendation of payment of reviewed invoices; and issuance of corrective action plans.

s. Coordinate activities with related planning agencies and advisory boards, and represent the CISD at meetings with various civic and governmental organizations, including, when necessary, appearing before public officials regarding projects and functions of the CISD.

t. Carry out all duties conferred on the CISD by federal or state law, or by County ordinance, policy, administrative rules and regulations, or contractual obligations, and provide for the efficient management and implementation of enforcement powers granted by state or local law.

u. Utilize software that tracks contract-related data, client services, and demographics, and prepare and submit data analyzing accomplishments based on outcome performance measurements.

v. Coordinate with federal, state, county, and other funding sources in providing and promoting more effective child advocacy and rape crisis service delivery systems, and provision of services to residents of Broward County.

w. Participate in the County's emergency response in support of the responsibilities of the Human Services Department as designated in the County's Comprehensive Emergency Operations Plan and/or other plans or priorities as established by the Department Director.

PART VII. HOUSING OPTIONS, SOLUTIONS, AND SUPPORTS DIVISION

4.48. Housing Options, Solutions, and Supports Division Established.

There is hereby established a Housing Options, Solutions, and Supports ("HOSS") Division, which shall be responsible for the administration and provision of community-based programs and services for individuals and families experiencing or at

180 imminent risk of homelessness. The HOSS Director shall be the head of the HOSS
181 Division.

182 The HOSS Director shall have a degree from a four-year college or university,
183 preferably supplemented by a master's degree in social work, public administration, or
184 related field; previous administrative experience in human services programs; or any
185 equivalent combination of training and experience.

186 **4.49. Functions; Responsibilities.**

187 The HOSS Division shall:

188 a. Direct the activities of the Homeless Continuum of Care Board to ensure
189 services are regional in scope and address identified priority gaps in services to
190 individuals experiencing homelessness.

191 b. Develop a process to carry out elements of the Homeless Initiative Strategic
192 Plan, including operation of the homeless assistance centers and the comprehensive
193 continuum of care.

194 c. Coordinate intergovernmental activities and create a unified approach to
195 addressing issues relating to individuals experiencing homelessness.

196 d. Promote and ensure excellence of service delivery.

197 e. Conduct community education and training programs for the public.

198 f. Provide, or contract for the provision of, homelessness prevention,
199 outreach, emergency shelter, case management, transitional housing, permanent
200 affordable and supportive housing, and support services to individuals and families
201 experiencing homelessness. Services shall include, but not be limited to: case
202 management; support counseling groups; life management skills training; housing and

job placement; assistance in obtaining benefits; advocacy; and information and referral services.

g. Carry out all duties conferred on the HOSS Division by federal or state law, or by County ordinance, policy, administrative rules and regulations, or contractual obligations, including the maintenance of client and fiscal records in accordance with applicable regulations.

h. Coordinate with federal, state, county, and public and private not-for-profit and for-profit organizations in the provision of comprehensive community-based support services for residents, and apply for federal and state assistance to aid in funding the HOSS Division's activities.

i. Administer all grants related to the operations of the HOSS Division.

j. Participate in legislative initiatives to promote the welfare of residents.

k. Manage all fiscal matters related to the operations of the HOSS Division.

l. Provide for the administration of contracts between Broward County and public and private not-for-profit and for-profit organizations for the provision of services to clients. Such administration shall include, but not be limited to: development of grant solicitations; participation in proposal review; contract development and negotiation; review of monthly invoices and documentation; recommendation of payment of reviewed invoices; technical assistance and monitoring performance and issuance of corrective action plans; and submission of contract documentation and outcome performance reports for public and private not-for-profit and for-profit organizations funded by Broward County.

m. Coordinate activities with related planning agencies and advisory boards.

n. Represent the HOSS Division at meetings with various civic and governmental organizations, including, when necessary, appearing before public officials regarding projects and functions of the HOSS Division.

o. Utilize software approved by the Director of the Human Services Department and by Enterprise Technology Services to maintain a centralized data information system that tracks contract-related data, client services, and demographics. This includes clients served both directly and through contractual arrangements with public and private not-for-profit and for-profit organizations and shall be subject to all federal, state, and local regulations regarding client confidentiality.

p. Prepare and submit data for Human Services Department reports analyzing accomplishments based on outcome performance measurements.

q. Charge set fees and rates for services as prescribed by applicable law, rules, and regulations.

r. Participate in the County's emergency response in support of the responsibilities of the Human Services Department as designated in the County's Comprehensive Emergency Operations Plan and/or other plans or priorities as established by the Department Director.

s. Provide for efficient management and implementation of enforcement powers granted by Florida law and County ordinances and resolutions.

t. Through its Human Rights Section, carry out the authority and responsibilities mandated by the Broward County Human Rights Act, working to ensure all individuals have the ability to live, work, and enjoy equal access to facilities open to

the public in an environment free of unlawful discrimination, harassment, intimidation, and retaliation.

u. Through its Human Rights Section, investigate allegations of housing discrimination, fulfill requirements of contracts between Broward County and the United States Department of Housing and Urban Development (HUD), and act as the County's designated investigative entity for violations of the Broward Human Rights Act.

Section 5. Section 6.1 of the Broward County Administrative Code is hereby amended to read as follows:

6.1. Public Works Department Established; Scope.

There is hereby established a Public Works Department, which shall be responsible for the management, operation, and control of public works functions of County government. The Public Works Department shall include:

. . .

e. Water and Wastewater Services:

1. Water and Wastewater Engineering Division;
2. Water and Wastewater ~~Fiscal~~ Business Operations Division;
3. Water and Wastewater Operations Division;
4. Water Management Division; and
5. Water and Wastewater Information ~~and Instrumentation~~ Technology Division.

f. Solid Waste and Recycling Services:

1. Solid Waste Operations Division; and
2. Recycling and Contract Administration Division.

g. Construction Management Division.

h. Real Property and Real Estate Development Division.

Section 6. Section 6.3 of the Broward County Administrative Code is hereby amended to read as follows:

6.3. Functions; Responsibilities.

The Public Works Department shall:

. . .

f. Produce the Summarized Quarterly Construction Pproject Sstatus Rreports to the Board of County Commissioners.

Section 7. Section 6.23 of the Broward County Administrative Code is hereby amended to read as follows:

6.23. Functions; Responsibilities.

The Facilities Management Division shall:

. . .

~~j. Direct a Real Property Section, which shall be responsible for the following:~~

~~1. Issue and provide public notice of a prospectus which states the purpose for which the County will be purchasing real property where the purchase price is estimated to exceed \$250,000.00. Issuance of a prospectus is not required for the purchase of real property: (1) to be acquired from the federal government, a state agency, a school district or a local governmental entity; or (2) for the Aviation and Port Everglades Departments, aviation or aviation-related properties or facilities, transportation facilities, transportation and drainage corridors, utility corridors, or federally funded~~

294 ~~projects; or (3) adjacent to or for the expansion of existing County-owned~~
295 ~~property.~~

296 ~~2. Provide lease documents and gain approval of the Board of County~~
297 ~~Commissioners to acquire leasehold space for County departments,~~
298 ~~divisions, offices, state agencies that the County is required to provide~~
299 ~~accommodations for, and elected officials of Broward County government~~
300 ~~except for the Aviation and Port Everglades Departments.~~

301 ~~3. Maintain a detailed inventory of all facilities and real estate either owned or~~
302 ~~leased by the County to include occupants and uses. Coordinate with the~~
303 ~~Risk Management Division so that all property rights and liabilities are~~
304 ~~adequately insured.~~

305 ~~4. Except for the Aviation and Port Everglades Departments, prepare and~~
306 ~~process license or other appropriate agreements for approval of the Board~~
307 ~~of County Commissioners to authorize the lease or use of County-controlled~~
308 ~~property by non-county agencies.~~

309 ~~5. Except for the Aviation and Port Everglades Departments, provide to the~~
310 ~~Board of County Commissioners in June of each calendar year a report of~~
311 ~~all idle and unused properties either owned or leased by Broward County,~~
312 ~~including escheated properties and those properties which have been~~
313 ~~declared surplus by the Board of County Commissioners.~~

314 ~~6. Except for the Aviation and Port Everglades Departments, provide for the~~
315 ~~management and, as authorized by the Board of County Commissioners,~~
316 ~~disposal of surplus real property.~~

- 317 7. ~~Except for the Aviation and Port Everglades Departments, provide through~~
318 ~~negotiation or purchase, real property for capital improvements of County~~
319 ~~government as authorized by the Board of County Commissioners.~~
- 320 8. ~~Develop and implement internal procedures relating to obtaining the~~
321 ~~appraisal of real property, including requiring that all independent appraisals~~
322 ~~conform to Uniform Standards of Professional Appraisal Practice adopted~~
323 ~~by the Appraisal Standards Board.~~
- 324 9. ~~Be responsible for the negotiations for the purchase of real property and~~
325 ~~real property rights for capital improvements such as roads, parks, libraries,~~
326 ~~aviation, and utility easements for use by County government as authorized~~
327 ~~by the Board of County Commissioners.~~
- 328 10. ~~Provide such assistance to the Aviation and Port Everglades Departments~~
329 ~~in the acquisition, sale, and leasing of real property as they may request.~~
- 330 11. ~~Appraisal Services. Obtain not less than two (2) appraisals from qualified~~
331 ~~independent appraisers on the list approved annually by the County~~
332 ~~Administrator, on parcels of real property, except rights of way, valued at~~
333 ~~\$500,000.00 or more, exclusive of damages, which the County~~
334 ~~contemplates purchasing. Obtain authorization from the County~~
335 ~~Administrator for appraisal services estimated to cost \$20,000.00 or less.~~
336 ~~Obtain authorization from the Board of County Commissioners for appraisal~~
337 ~~services estimated to cost more than \$20,000.00. Obtain at least one~~
338 ~~independent appraisal from a list of qualified appraisers or from staff on~~
339 ~~property with a value of less than \$500,000.00. If the proposed purchase~~

~~price is \$500,000.00 or more and such proposed purchase price exceeds the average of the appraisals obtained by the County pursuant to this section by more than ten (10) percent, the acquisition of the property shall require approval by an extraordinary vote of the Board of County Commissioners. When selecting appraisers for complex assignments requiring specialized appraisal experience and training, the Real Property Section may seek out the most qualified independent appraisers available, especially if Aviation Department or Port Everglades Department property is involved, even if the appraisers do not appear on the approved list. This selection must be endorsed by the Director of Real Property and the director of the agency requesting the appraisal services. Authorization requirements from the County Administrator or Board of County Commissioners will not be affected by the selection of the specialized appraisers, and the authorization limits will be the same as elsewhere in this section.~~

12. ~~Conduct or coordinate due diligence inspections on parcels of real property which the County contemplates purchasing or selling. Obtain real estate brokerage services, opinions of title or abstracts of title, title commitments and insurance, environmental assessments or audits, land surveys, engineering assessments to the extent said assessments are not subject to the Consultants' Competitive Negotiation Act, and other services related to the acquisition or sale of real property. Obtain authorization from the County Administrator if the services are estimated to cost \$20,000.00 or less.~~

362 Obtain authorization from the Board of County Commissioners for said
363 services estimated to cost more than \$20,000.00.

- 364 13. Review results of appraisals and request authorization from the Board of
365 County Commissioners to purchase property. The Board shall consider the
366 purchase of real property having a purchase price of \$500,000.00 or more
367 only when a complete and accurate summary, including all appraisals, of
368 the proposed transaction has been submitted to the members of the Board
369 at least twenty-eight (28) days in advance of the Board meeting at which
370 the transaction will be considered, except for the purchase of real property:
371 (1) adjacent to or for the expansion of existing County-owned property; (2)
372 to be acquired from the federal government, a state agency or a local
373 governmental entity; or (3) for the Aviation and Port Everglades
374 Departments, aviation or aviation-related properties or facilities,
375 transportation facilities, transportation and drainage corridors, utility
376 corridors, or federally funded projects. Purchases of real property may be
377 for the appraised value or the negotiated price, as agreed to by the Board
378 of County Commissioners.

- 379 14. Except for the Aviation and Port Everglades Departments, coordinate the
380 preparation of all legal instruments and lead the negotiations relating to the
381 transfer of title to acquire or dispose of property or rights therein, and, upon
382 execution thereof, record such instruments when approved by the Board of
383 County Commissioners. Aviation and Port Everglades Departments should
384 involve the Real Property Section in the development of such transfers of

~~title and should have a representative of the Real Property Section participate in negotiations, except for leases of three-year terms or less.~~

~~15. Establish and maintain an inventory on acquisition and disposition projects with all pertinent information on the property, including, but not limited to, a copy of all legal documents, seller, landlord, donor, buyer, tenant, location, appraiser, date of appraisal, appraised value, date of authorization by the Board of County Commissioners for negotiation, purchase price, rents, date of approval of transaction by the Board of County Commissioners, date in which the deed can be found in the official minutes of the Board of County Commissioners, and the official record book and page number where the instrument is filed in the Public Records of Broward County.~~

~~16. Establish and enforce procedures for keeping purchase negotiations confidential in accordance with Section 125.355, Florida Statutes (as may be amended), when such confidential negotiations are approved by the County Administrator. Where confidential negotiations are approved, all offers and counteroffers shall be made in writing and no person shall have access to the negotiation records or to the appraisals during the confidentiality period permitted by Section 125.355, Florida Statutes (as may be amended), unless they have been previously authorized by the Director of the Real Property Section and have executed a confidentiality statement. The requirement to sign such confidentiality statement shall apply to each and every person, including, without limitation, the Director of the Real Property Section, the County Administrator, the County Attorney,~~

~~County Commissioners, clerical staff, and the appraiser and appraiser's staff.~~

~~17. Implement Section 25.27 of the Administrative Code addressing utilization of the main courthouse.~~

j. Coordinate with the Public Works Department and other County agencies in preparing plans for the County's anticipated space needs, develop and maintain an outline of a facilities space master plan, and plan and control space utilization and assignment.

Section 8. Chapter 6 of the Broward County Administrative Code is hereby amended to read as follows:

. . .

6.47. Highway Construction and Engineering Division Established; Director as Head.

There is hereby established a Highway Construction and Engineering Division, which shall be responsible for administering the engineering services program of the Public Works Department. The Highway Construction and Engineering Director shall be the head of the Highway Construction and Engineering Division.

The Director of the Highway Construction and Engineering Division shall be a professional engineer capable of attaining registration in the sState of Florida, and shall have expertise in road construction management and considerable, progressively responsible management experience, or any equivalent combination of training and experience. ~~The Highway Construction and Engineering Director shall be the head of the Highway Construction and Engineering Division.~~

6.48. Functions; Responsibilities.

The Highway Construction and Engineering Division shall:

...

b. Coordinate with concerned organizations in the planning, design, and implementation of the eCounty's Transportation Capital Improvement Program and Mobility Advancement Program.

...

6.52. Highway and Bridge Maintenance Division Established; Director as Head.

There is hereby established a Highway and Bridge Maintenance Division, which shall be responsible for the administration of the highway and bridge maintenance programs of eCounty government. The Highway and Bridge Maintenance Director shall be the head of the Highway and Bridge Maintenance Division.

The Director of the Highway and Bridge Maintenance Division shall have a degree from a four-year college or university with demonstrated experience in highway construction and maintenance, and considerable, progressively responsible management experience, or any equivalent combination of training and experience. ~~The Highway and Bridge Maintenance Director shall be the head of the Highway and Bridge Maintenance Division.~~

6.53. Functions; Responsibilities.

The Highway and Bridge Maintenance Division shall:

...

b. Be responsible for road construction projects ~~which~~ that are accomplished with Broward County ~~forces~~ employees.

...

6.57. Traffic Engineering Division Established; Director as Head.

There is hereby established a Traffic Engineering Division, which shall be responsible for the administration of the traffic engineering program of County government. The Director of Traffic Engineering shall be the head of the Traffic Engineering Division.

The Traffic Engineering Director shall have a degree from a four-year college or university with major course work in engineering, or a related field and considerable, progressively responsible management experience in traffic engineering or a related field, or any equivalent combination of training and experience. ~~The Director of Traffic Engineering shall be the chief of the Traffic Engineering Division.~~

...

6.62. Water and Wastewater Services Established; Director as Head.

There is hereby established Water and Wastewater Services, which shall be responsible for administering the water management and wastewater management systems of eCounty government. The Director of Water and Wastewater Services shall be the head of Water and Wastewater Services.

The Director of Water and Wastewater Services shall have proven administrative ability and shall have a degree from a four-year college or university, preferably supplemented by graduate or specialized training and considerable, progressively responsible experience in public administration or a related field, or any equivalent combination of training and experience. ~~The Director of Water and Wastewater Services shall be the head of Water and Wastewater Services.~~

6.63. Functions; Responsibilities.

The functions and responsibilities of Water and Wastewater Services shall include the following:

. . .

b. Guide and direct the activities of the Water Management Division towards the efficient and environmentally sound administration of the water resources programs of the eCounty.

. . .

d. Guide and direct the Water and Wastewater ~~Fiscal~~ Business Operations Division to develop, implement, and maintain sound fiscal policies and procedures.

e. Guide and direct the Water and Wastewater Information ~~and Instrumentation~~ Technology Division for the economically efficient and effective provision of information technology.

. . .

6.72. Water and Wastewater Business Operations Division Established; Director as Head.

There is hereby established a Water and Wastewater Business Operations Division that shall be responsible for the business operations of Water and Wastewater Services. The Director of Water and Wastewater Business Operations shall be the head of the Water and Wastewater Business Operations Division.

The Water and Wastewater Business Operations Director shall have a degree from an accredited four-year college or university in accounting, business or public

administration, or a related field with several years of progressively responsible management experience, or any equivalent combination of training and experience.

...

6.78. Functions; Responsibilities.

The Water and Wastewater Operations Division shall:

...

c. ~~Implement and maintain comprehensive wastewater management, retail water treatment and distribution, and retail wastewater collection programs for Broward County as provided by local laws and ordinances.~~

d. Operate and maintain a regional raw water supply system for portions of Broward County.

e d. Coordinate with all appropriate federal, state, and county agencies and with municipalities in implementing wastewater treatment and collection programs and water supply treatment and distribution programs for Broward County.

f e. Maintain a National Environmental Laboratory Accreditation Program (NELAP) certified laboratory to support compliance activities mandated by federal, state, and local regulatory authorities.

...

6.82. Water Management Division Established; Director as Head.

There is hereby established a Water Management Division, which shall be responsible for administering the water management program for Broward County government. The Water Management Director shall be the ~~chief~~ head of the Water Management Division and shall be a graduate from a four-year college or university with

major course work in water management, engineering, or hydrology; ~~and~~ considerable, progressively responsible management experience; or any equivalent combination of training and experience.

6.83. Functions; Responsibilities.

The Water Management Division shall:

. . .

b. Develop and manage the waterway operations and maintenance programs of the County ~~Commission~~ and contract organizations; to provide: drainage and flood control, recharge for potable water supply, saltwater intrusion abatement, and surface water management; and for environmental purposes.

c. Design, construct, and manage waterway systems serving unincorporated areas, multiple jurisdictions, dependent water control districts, and contract organizations ~~for the provision of~~ to provide proper drainage, flood control, and adequate recharge.

. . .

**PART XVIII. WATER AND WASTEWATER INFORMATION AND
INSTRUMENTATION TECHNOLOGY DIVISION**

**6.87. Water and Wastewater Information and Instrumentation Technology Division
Established; Director as Head.**

There is hereby established a Water and Wastewater Information ~~and~~ ~~Instrumentation~~ Technology Division, which shall be responsible for provision of information technology services to Water and Wastewater Services and its reporting divisions. The Water and Wastewater Information ~~and Instrumentation~~ Technology ~~Division~~ Director shall ~~serve as chief~~ be the head of the Water and Wastewater

Information and Instrumentation Technology Division and shall have: a degree from an accredited four-year college or university in business, computer science, environmental science, or a related field; high-level supervisory and administrative experience; or any equivalent combination of relevant training and experience.

6.88. Functions; Responsibilities.

The Water and Wastewater Information and Instrumentation Technology Division shall:

. . .

b. Ensure that Water and Wastewater Services Divisions acquire any data, voice, video, and other technology-based equipment or related communication lines, devices, and instruments ~~by~~ by purchase, lease, or otherwise within established standards and procurement policies.

c. Plan for, implement, and provide adequate data processing, office automation, and telecommunication services within the Water and Wastewater Services, including the administration of contracts pertaining to the acquisition, implementation, maintenance, and support of those ~~data processing or office automation~~ systems.

~~d. Implement and maintain all process control equipment strategies and operating parameters through collaboration with Water and Wastewater Service Operations Division treatment facility staff and in accordance with industry best practices, federal, state, and local guidelines.~~

e. Have primary responsibility for establishing, implementing, and maintaining physical security and safety policies and procedures within the Water and Wastewater

Services Divisions and develop strategic direction for implementing best practice security measures at all Water and Wastewater Services facilities.

f e. Have primary responsibility for establishing, implementing, and maintaining information technology security policies and procedures within the Water and Wastewater Services Divisions in accordance with federal, state, and local regulatory agencies.

PART XIX. SOLID WASTE AND RECYCLING SERVICES

6.92. Solid Waste and Recycling Services Established; Director as Head.

There is hereby established Solid Waste and Recycling Services, which shall be responsible for administering recycling, resource recovery, and solid waste collection and disposal operation systems of eCounty government. The Director of Solid Waste and Recycling Services shall ~~serve as chief~~ be the head of Solid Waste and Recycling Services and shall have: a degree from an accredited four-year college or university with major coursework in public or business administration, engineering, or project management; at least six (6) years of experience in solid waste management, including four (4) years of high-level supervisory and administrative experience; or any equivalent combination of relevant training and experience.

6.93. Solid Waste and Recycling Services Functions; Responsibilities.

The functions and responsibilities of Solid Waste and Recycling Services shall include the following:

. . .

i. Coordinate with the Broward Solid Waste Disposal District and ~~its Resource Recovery Board and Technical Advisory Committee~~ pertinent committees and groups.

. . .

PART XX. SOLID WASTE OPERATIONS DIVISION

6.97. Solid Waste Operations Division Established; Director as Head.

There is hereby established a Solid Waste Operations Division, which shall be responsible for the administration of the solid waste disposal programs of eCounty government. The Solid Waste Operations Director shall ~~serve as chief~~ be the head of the Solid Waste Operations Division and shall have: a degree from an accredited four-year college or university with major coursework in civil or environmental engineering, business or public administration, or related field; comprehensive experience in the operation of a solid waste management program or facility, including high-level supervisory and administrative experience; or any equivalent combination of relevant training and experience.

. . .

6.102. Recycling and Contract Administration Division Established; Director as Head.

There is hereby established a Recycling and Contract Administration Division, which shall be responsible for the administration of the solid waste collection and recycling programs of eCounty government. The Recycling and Contract Administration Director shall ~~serve as chief~~ be the head of the Recycling and Contract Administration Division and shall have: a degree from an accredited four-year college or university with major coursework in civil or environmental engineering, business or public administration, or related field; thorough experience in the operation of a solid waste management program or facility, including considerable high-level supervisory and administrative experience; or any equivalent combination of training and experience.

6.103. Functions; Responsibilities.

The Recycling and Contract Administration Division shall:

...

b. Develop and implement a program for solid waste collection and recycling that is feasible, cost effective, and environmentally sound for ~~unincorporated~~ the Broward County Municipal Services District.

...

6.116. Construction Management Division Established; Director as Head.

There is hereby established a Construction Management Division, which shall be responsible for administration of the County's ~~F~~facility ~~C~~construction ~~M~~management ~~P~~programs. The Construction Management Director shall be the ~~chief~~ head of the Construction Management Division and shall be designated as the County Architect or the County Engineer, as applicable.

The Construction Management Director shall be an architect or professional engineer ~~or architect~~ capable of attaining registration as an architect or licensure as an engineer in the State of Florida, and shall have expertise in construction management and considerable, progressively responsible management experience, or any equivalent combination of training and experience. The Construction Management Director shall develop and set forth policies, procedures, and standards governing the operation of the construction management system for all facility construction under the control of the Public Works Department.

6.117. Functions; Responsibilities.

The Construction Management Division shall:

a. ~~Coordinate with the Public Works Department and other County agencies in preparing plans for the County's anticipated space needs, develop and maintain an outline facilities space master plan, and plan and control space utilization and assignment.~~

b. Establish and manage a professional staff including planners, architects, engineers, construction managers, inspectors, and administrative personnel, who will implement plans, meet goals, and optimize the design and construction management process.

~~c.~~ b. Through the expertise of the Construction Management Director/County Architect/Engineer, provide architectural management services and technical assistance to all County agencies except the Aviation, Port Everglades, and Transportation Departments, and the Parks and Recreation Division.

~~d.~~ c. Unless otherwise provided by law, provide contract administration of construction and major modification contracts for the projects to be used by the constitutional officers, the County Administrator's Office, and other projects that are not solely for the use of or clearly the responsibility of the Aviation, Port Everglades, or Transportation Departments or the Parks and Recreation Division. The Construction Management Division may provide management services to ~~S~~state agencies by written agreement when appropriate funds are provided.

Section 9. Part XXV of Chapter 6 of the Broward County Administrative Code is hereby created to read as follows:

[Underlining omitted]

PART XXV. REAL PROPERTY AND REAL ESTATE DEVELOPMENT DIVISION

6.121. Real Property and Real Estate Development Division Established; Director as Head.

There is hereby established a Real Property and Real Estate Development Division, which shall be responsible for administration of the County's real property and real estate development programs. The Real Property and Real Estate Development Director shall be the head of the Real Property and Real Estate Development Division.

The Real Property and Real Estate Development Director shall be a licensed engineer or architect capable of attaining an engineering or architect license in the State of Florida, or a Florida licensed Real Estate Broker or Real Estate Sales Associate, and shall have expertise in real estate development, including architectural programming and design, purchase and sale transactions, real estate leases, and the management of public/private partnerships, and considerable, progressively responsible management experience, or any equivalent combination of training and experience. The Real Property and Real Estate Development Director shall develop and set forth policies, procedures, and standards governing the operation of the real property and real estate development system for all pertinent projects under the control of the Public Works Department.

6.122. Functions; Responsibilities.

The Real Property and Real Estate Development Division shall:

a. For real property purchases where the purchase price is estimated to exceed \$250,000, issue and provide public notice of a prospectus that states the purpose for which the County will be purchasing real property. Issuance of a prospectus is not required for the purchase of real property: (1) to be acquired from the federal government, a state agency, a school district, or a local governmental entity; or (2) for the Aviation and

Port Everglades Departments, aviation or aviation-related properties or facilities, transportation facilities, transportation and drainage corridors, utility corridors, or federally funded projects; or (3) adjacent to, or for the expansion of, existing County-owned property (collectively, "Excepted Real Property Purchases").

b. Provide lease documents for approval by the Board of County Commissioners for the acquisition of leasehold space for County departments, divisions, and offices other than the Aviation and Port Everglades Departments, state agencies for which the County is required to provide accommodations, and elected officials of Broward County government.

c. Maintain a detailed inventory of all facilities and real estate owned or leased by the County, including occupants and uses, and coordinate with the Risk Management Division so that all property rights and liabilities are adequately insured.

d. Except for the Aviation and Port Everglades Departments, prepare and process licenses and other appropriate agreements for approval by the Board of County Commissioners or delegee to authorize the lease or use of County-controlled property by non-County agencies.

e. Except for the Aviation and Port Everglades Departments, provide to the Board of County Commissioners by June of each calendar year a report of all idle and unused properties owned or leased by Broward County, including escheated properties and those properties that have been declared surplus by the Board of County Commissioners.

f. Except for the Aviation and Port Everglades Departments, provide for the management and, as authorized by the Board of County Commissioners, disposal of surplus real property.

g. Except for the Aviation and Port Everglades Departments, provide real property for capital improvements of County government, through negotiation or purchase, as authorized by the Board of County Commissioners.

h. Develop and implement internal procedures relating to obtaining appraisals of real property, including requiring that all independent appraisals conform to Uniform Standards of Professional Appraisal Practice adopted by the Appraisal Standards Board.

i. Be responsible for the negotiations for the purchase of real property and real property rights for capital improvements such as roads, parks, libraries, aviation, and utility easements for use by County government, as authorized by the Board of County Commissioners.

j. Provide such assistance to the Aviation and Port Everglades Departments in the acquisition, sale, and leasing of real property as they may request.

k. Appraisal Services.

1. Obtain not fewer than two (2) appraisals from qualified independent appraisers on the list approved annually by the County Administrator, for parcels of real property, other than rights-of-way, determined to be valued at \$500,000 or more, exclusive of any applicable damages, that the County contemplates purchasing.

2. Obtain at least one (1) independent appraisal from the above-referenced list of qualified appraisers or from County staff for parcels of real property

with a determined value of less than \$500,000 that the County contemplates purchasing.

3. If the proposed purchase price is \$500,000 or more and such proposed purchase price exceeds the average of the appraisals obtained by the County pursuant to this section by more than ten percent (10%), the acquisition of the property shall require approval by an extraordinary vote of the Board of County Commissioners.

4. When selecting appraisers for complex assignments requiring specialized appraisal experience and training, the Real Property and Real Estate Development Division may utilize the most qualified independent appraisers available, even if the appraisers do not appear on the approved list. The selection must be approved by both the Director of Real Property and Real Estate Development and the Director of the agency requesting the appraisal services.

l. For the acquisition or sale of real property that the County contemplates purchasing or selling, conduct, coordinate, or obtain any appropriate due diligence inspections, real estate brokerage services, opinions of title or abstracts of title, title commitments and insurance, environmental assessments or audits, land surveys, engineering assessments to the extent said assessments are not subject to the Consultants' Competitive Negotiation Act, Section 287.044, Florida Statutes, and other necessary services related to the acquisition or sale of real property.

m. Except for the Aviation and Port Everglades Departments, coordinate the preparation of all legal instruments and lead the negotiations relating to the transfer of

749 title to acquire or dispose of property or rights therein, and, upon execution thereof, ensure
750 the recordation of such instruments when approved by the Board of County
751 Commissioners. The Aviation and Port Everglades Departments should involve the Real
752 Property and Real Estate Development Division in the development of such transfers of
753 title and should have a representative of the Real Property and Real Estate Development
754 Division participate in negotiations, except for leases with terms of three (3) years or less.

755 o. Establish and maintain an inventory of acquisition and disposition projects
756 with all pertinent information on the property, including, but not limited to, the following,
757 as applicable: seller, landlord, donor, buyer, tenant, location, appraiser, date of appraisal,
758 appraised value, date of authorization by the Board of County Commissioners for
759 negotiation, purchase price, rents, date of approval of the transaction by the Board of
760 County Commissioners, date of the official minutes of the Board of County
761 Commissioners in which the deed can be found, the book and page number or instrument
762 number where the instrument is filed in the Official Records of Broward County, and
763 copies of all applicable legal documents.

764 p. Establish and enforce procedures for keeping purchase negotiations
765 confidential in accordance with Section 125.355, Florida Statutes, as may be amended,
766 when such confidential negotiations are approved in writing by the County Administrator.
767 Where confidential negotiations are approved in writing, all offers and counteroffers shall
768 be made in writing and no person shall have access to the negotiation records or to the
769 appraisals during the confidentiality period permitted by Section 125.355, Florida
770 Statutes, as may be amended, unless authorized by the Director of Real Property and
771 Real Estate Development.

q. Implement Section 25.27 of the Broward County Administrative Code addressing utilization of the Main Courthouse at the Broward County Judicial Complex.

r. At the direction of the County Administrator or the Director of the Public Works Department, the Real Property and Real Estate Development Division shall conduct and coordinate the oversight and management of new real estate development(s) and redevelopment(s) for the County, including: (1) site selection analysis; (2) obtaining entitlements; (3) obtaining architectural and engineering services; (4) oversight and management of architectural/engineering programming and design services; and (5) coordinating with the Construction Management Division regarding construction program management and oversight.

6.123. Authorities and Required Approvals.

a. For appraisals and other services referenced in Section 6.122(l) above: the County Administrator may authorize services estimated to cost \$20,000 or less; the Director of Purchasing may authorize services within the Director of Purchasing's delegated authority; approval by the Board of County Commissioners is required for services that exceed the Purchasing Director's delegated authority.

b. Any proposed purchase of real property having a purchase price of \$500,000 or more must be submitted to the Board of County Commissioners, including submission of complete and accurate summary of the proposed transaction and all appraisals, at least twenty-eight (28) days prior to the date of the Board meeting at which the transaction will be considered, except for the purchase of Excepted Real Property Purchases, as defined in Section 1.622(a) above. Purchases of real property may be for

the appraised value or the negotiated price, as may be approved by the Board of County Commissioners.

Section 10. Part I of Chapter 13 of the Broward County Administrative Code is hereby amended to read as follows:

**PART I. ~~PROFESSIONAL STANDARDS/HUMAN RIGHTS SECTION;~~
INTERGOVERNMENTAL AFFAIRS/BOARDS SECTION**

~~13.10. Professional Standards/Human Rights Section Established; Manager as Head.~~

~~There is hereby established a Professional Standards/Human Rights Section. This Section will have oversight over Human Rights Grants Coordination and Professional Standards. The Professional Standards/Human Rights Section Manager shall be the head of the Section. The Professional Standards/Human Rights Section Manager shall be appointed by the County Administrator and shall serve at the pleasure of the County Administrator. The Manager of the Professional Standards/Human Rights Section shall have a degree from a four-year college or university, and at least five years of progressively responsible experience in general management in either the public or private sector, or a combination of both. Considerable knowledge and experience in the fields of equal employment opportunity, civil rights and privacy laws, and/or internal investigations is desired. An advanced degree in a related field is preferred.~~

~~13.11. Functions; Responsibilities; Power; Authority.~~

~~The Professional Standards/Human Rights Section shall be responsible for the following:~~

~~(a) Broward County human rights-related work, including the responsibility to:~~

- (1) ~~Carry out the authority and responsibilities mandated by the Broward County Human Rights Act, working to ensure all individuals have the ability to live, work, and enjoy equal access to facilities open to the public in an environment free of unlawful discrimination, harassment, intimidation, and retaliation;~~
- (2) ~~Complete and update a countywide Equal Opportunity Plan as required by federal law;~~
- (3) ~~Investigate allegations of housing discrimination and fulfill requirements of contracts between Broward County and the United States Department of Housing and Urban Development (HUD); and~~
- (4) ~~Act as Broward County's designated investigative entity for violations of the Broward Human Rights Act.~~
- (b) ~~Professional Standards related work, which shall include the responsibility~~
- to:
- (1) ~~Review and assist in the development of improvements to management controls and procedures of Broward County government;~~
- (2) ~~Conduct targeted evaluations of agency programs, operations, or activities, and assist Broward County agencies in identifying and resolving organizational issues;~~
- (3) ~~Identify training needs and conduct seminars to educate Broward County personnel and agencies on disability affairs issues related to compliance with the Americans with Disabilities Act (ADA);~~

- (4) ~~Oversee the implementation of Broward County's ADA Transition Plan~~
~~Update and evaluate Broward County's compliance with applicable law;~~
- (5) ~~Investigate and resolve complaints filed by individuals with disabilities~~
~~alleging discrimination by Broward County agencies on the basis of such~~
~~disabilities;~~
- (6) ~~Coordinate employees' requests for reasonable accommodation;~~
- (7) ~~Investigate internal cases of alleged employment discrimination, ethics~~
~~violations, and other violations of Broward County policies;~~
- (8) ~~Identify training needs and conduct seminars to educate Broward County~~
~~personnel and agencies on equal employment opportunity issues; and~~
- (9) ~~Coordinate and monitor Broward County's efforts to comply with the Health~~
~~Insurance Portability and Accountability Act (HIPAA).~~
- (c) ~~The Professional Standards/Human Rights Section shall have the power~~
~~and authority to:~~
- (1) ~~Require oral or written reports from agencies within Broward County~~
~~government as may be deemed necessary by the Professional~~
~~Standards/Human Rights Section Manager;~~
- (2) ~~Require agencies or individuals within Broward County government to~~
~~produce any requested documents, receipts, vouchers, memoranda, files,~~
~~and other records;~~
- (3) ~~Interview employees and other persons and request records as necessary~~
~~to conduct its investigations; and~~

(4) ~~Review and inspect the internal operations, files, and records of agencies within Broward County government.~~

~~13.12~~ 13.10. Intergovernmental Affairs/Boards Section Established; Manager as Head.

There is hereby established an Intergovernmental Affairs/Boards Section. This agency will be responsible for intergovernmental affairs and Broward County boards. The Intergovernmental Affairs/Boards Section Manager shall be the head of the Section. The Intergovernmental Affairs/Boards Section Manager shall be appointed by the County Administrator and shall serve at the pleasure of the County Administrator.

The Intergovernmental Affairs/Boards Section Manager shall have a degree from a four-year college or university, and at least five years of progressively responsible experience in general management in either the public or private sector, or a combination of both. Considerable knowledge and experience in the field of intergovernmental affairs is preferred. An advanced degree in a related field is preferred.

~~13.13~~ 13.11. Functions; Responsibilities.

The Intergovernmental Affairs/Boards Section shall:

- (a) Develop, coordinate, and administer Broward County's federal, state, and multijurisdictional legislative programs;
- (b) Develop and maintain meaningful professional contacts with local, regional, state, and federal appointed and elected officials;
- (c) Respond to legislative inquiries by the County Commission, the County Administrator, and Broward County agencies, as well as other elected and appointed officials;

(d) Coordinate Broward County's involvement with national and statewide organizations, public interest groups, chambers of commerce, civic organizations, and the community;

(e) Develop, foster, and improve communications and partnerships between and among Broward County, its municipalities, the school board, hospital districts, and other governmental entities;

(f) Monitor federal and state initiatives that impact Broward County programs or services through involvement with other local governmental bodies;

(g) Provide liaison services between Broward County and municipalities during emergency situations and upon activation of the Emergency Operations Center;

(h) Serve as a public information resource to citizens seeking information relating to federal, state, and local functions and responsibilities of Broward County;

(i) Maintain all records relating to boards, commissions, and authorities that involve County Commission appointees;

(j) Perform special projects as defined by the County Administrator; and

(k) Research potential funding opportunities and communicate them to Broward County departments.

Section 11. Section 14.13 of the Broward County Administrative Code is hereby amended to read as follows:

14.13. Director of Human Resources.

The Director of Human Resources shall be responsible to the County Administrator, through the Director of the ~~Department of~~ Finance and Administrative Services Department, for the administrative and technical direction of the Broward County

human resource program. As Director of the Human Resources Division, the Director of Human Resources shall:

...

z. Ensure fair and equitable treatment of applicants and employees in all aspects of human resource administration in accordance with the County's equal employment policy, and coordinate with the ~~Professional Standards/Human Rights~~ Section-staff Professional Standards Section of the Human Resources Division ("Professional Standards Section") regarding the implementation of all Equal Opportunity Action Plans established by the Board of County Commissioners.

...

Section 12. Section 14.142 of the Broward County Administrative Code is hereby amended to read as follows:

14.142. Failure to Complete Probationary Period.

...

b. There shall be no expectation or right to continuation of a probationary period and no right of appeal from a decision by the County to terminate or extend a probationary period, except in a case involving alleged unlawful discrimination where the employee may file a charge with the County's ~~Professional Standards/Human Rights~~ Section.

Section 13. Section 14.258 of the Broward County Administrative Code is hereby amended to read as follows:

14.258. Applicability.

...

d. In cases involving alleged unlawful discrimination, including, but not limited to, allegations of retaliation for having engaged in activities protected by employment discrimination laws, probationary and nonprobationary employees may seek relief through procedures established by the County's Professional Standards/~~Human Rights~~ Section, but shall not be entitled to use the procedures herein set forth.

. . .

Section 14. Sections 14.275 and 14.276 of the Broward County Administrative Code are hereby amended to read as follows:

14. 275. Affirmative Action Plan.

Equal employment opportunity shall be ensured through an Affirmative Action Plan. The ~~Manager of the Professional Standards/Human Rights Section~~ Human Resources Division shall be responsible for overall administration of the Affirmative Action Plan and shall report on such administration to the County Administrator.

14.276. Alleged Unlawful Discrimination.

Any employee or applicant who alleges discrimination in any personnel transaction may contact the Professional Standards/~~Human Rights~~ Section, and, if still desired, may request a formal review by the Professional Standards/~~Human Rights~~ Section. Retaliation based upon opposition to unlawful discrimination in employment, or based upon participation in any proceeding or inquiry into allegations of such discrimination, is expressly prohibited by federal, state, and local laws and policies and should be reported to the Professional Standards/~~Human Rights~~ Section.

Section 15. Section 14.277 of the Broward County Administrative Code is hereby created to read as follows:

[Underlining omitted]

14.277. Professional Standards Section of the Human Resources Division.

- a. The Professional Standards Section shall:
 1. Oversee the implementation of Broward County's ADA Transition Plan Update and evaluate Broward County's compliance with applicable law;
 2. Investigate internal cases of alleged employment discrimination, ethics violations, and other violations of Broward County policies;
 3. Investigate and resolve complaints filed by individuals with disabilities alleging discrimination by Broward County agencies on the basis of such disabilities;
 4. Coordinate employees' requests for reasonable accommodation under the Americans with Disabilities Act and the Florida Civil Rights Act; and
 5. Identify training needs and conduct seminars to educate Broward County personnel and agencies on equal employment opportunity issues.
- b. The Professional Standards Section shall have the power and authority to:
 1. Require oral or written reports from agencies within Broward County government;
 2. Require agencies or individuals within Broward County government to produce any requested documents, receipts, vouchers, memoranda, files, and other records;
 3. Interview employees and other persons and request records as necessary to conduct its investigations; and

4. Review and inspect the internal operations, files, and records of agencies within Broward County government.

Section 16. Section 14.301 of the Broward County Administrative Code is hereby amended to read as follows:

14.301. Role of Appointing Authorities.

Appointing Authorities are those officials authorized by the County Administrator to make employment decisions within the areas of their authority. Appointing Authorities consist of the County Administrator and department, division, and office directors. In matters concerning the appointment of persons to positions exempt from the Classified Civil Service, Appointing Authorities have the following roles and responsibilities:

. . .

e. The Appointing Authority is responsible for the prompt and effective investigation and resolution of questions and complaints relative to employment decisions involving positions exempt from the Classified Civil Service. This paragraph shall not be construed to supersede, modify, repeal, or otherwise affect the authority of the Professional Standards/~~Human Rights~~ Section or the ~~Division of~~ Human Resources Division to administer the complaint investigation and intervention programs under each agency's jurisdiction.

f. Maintenance of records. Compliance with all relevant public record laws in the State of Florida remains a responsibility of the Appointing Authority irrespective of whether or not a position being filled is exempt from the Classified Civil Service. Appointing Authorities, in consultation with the Human Resources Division, will be responsible to ensure that:

...

4. Statistical information is provided to the ~~Professional Standards/Human Rights Section or the Division of Human Resources~~ Division as requested, as or as otherwise required.

...

Section 17. Section 21.81 of the Broward County Administrative Code is hereby amended to read as follows:

21.81. Matters that May Be Appealed.

The following matters may be appealed pursuant to the requirements in this Part:

...

(d) A determination by the County's ~~Office of Professional Standards~~ Section of the Human Resources Division of a vendor's violation of Section 1-266, Broward County Cone of Silence Ordinance; and

...

Section 18. Severability.

If any portion of this Administrative Code Resolution is determined by any court to be invalid, the invalid portion will be stricken, and such striking will not affect the validity of the remainder of this Administrative Code Resolution. If any court determines that this Administrative Code Resolution, in whole or in part, cannot be legally applied to any individual, group, entity, property, or circumstance, such determination will not affect the applicability of this Administrative Code Resolution to any other individual, group, entity, property, or circumstance.

1020 Section 19. Inclusion in the Broward County Administrative Code.
1021 It is the intention of the Board of County Commissioners that the provisions of this
1022 Administrative Code Resolution become part of the Broward County Administrative Code
1023 as of the effective date. The sections of this Administrative Code Resolution may be
1024 renumbered or relettered and the word "resolution" may be changed to "section," "article,"
1025 or such other appropriate word or phrase to the extent necessary in order to accomplish
1026 such intention.

1027 Section 20. Effective Date.

1028 This Administrative Code Resolution is effective upon adoption.

ADOPTED this day of , 2023.

PROPOSED

Approved as to form and legal sufficiency:
Andrew J. Meyers, County Attorney

By: /s/ Adam M. Katzman 01/09/2023
Adam M. Katzman (date)
Senior Assistant County Attorney

By: /s/ René D. Harrod 01/09/2023
René D. Harrod (date)
Chief Deputy County Attorney

AMK/jl
Reorganization Admin Code Amendments (Chs. 2, 4, 6, 13, 14, and 21)
01/09/2023
615077_16

Coding: Words ~~stricken~~ are deletions from existing text. Words underlined are additions to existing text.