

PROPOSED

RESOLUTION NO.

1 A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF BROWARD
2 COUNTY, FLORIDA, PERTAINING TO INTERGOVERNMENTAL AFFAIRS;
3 AMENDING CHAPTERS 2, 12, AND 13 OF THE BROWARD COUNTY
4 ADMINISTRATIVE CODE (“ADMINISTRATIVE CODE”); RELATING TO THE NAME,
5 DUTIES, AND MANAGER OF THE INTERGOVERNMENTAL AFFAIRS/BOARDS
6 SECTION; FURTHER AMENDING CHAPTER 13 OF THE ADMINISTRATIVE CODE
7 RELATING TO THE DUTIES OF THE OFFICE OF MANAGEMENT AND BUDGET; AND
8 PROVIDING FOR SEVERABILITY, INCLUSION IN THE ADMINISTRATIVE CODE, AND
9 AN EFFECTIVE DATE.

10
11 WHEREAS, Section 1.11(r) of the Broward County Administrative Code
12 (“Administrative Code”) provides that all proposed changes to the departmental and
13 divisional organization of County government be submitted to the Broward County Board
14 of County Commissioners (“Board”) for review, amendment, and adoption; and

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

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

19 Section 1. Chapter 2 of the Broward County Administrative Code, titled
20 “General Organization; Administrative Branch Offices and Agencies,” is hereby amended
21 to read as follows:

22 . . .

23 **PART IV. ADDITIONAL ADMINISTRATIVE AGENCIES**

24 . . .

25 **2.17. Additional Administrative Agencies; Established.**

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

33 . . .

34 Section 2. Chapter 12 of the Broward County Administrative Code, titled
35 “Organizations, Councils, Boards, and Committees,” is hereby amended to read as
36 follows:

37 . . .

38 **PART XXVII. BROWARD COUNTY ANIMAL CARE ADVISORY COMMITTEE**

39 . . .

40 **12.290. Membership.**

41 ~~(a)~~ a. The Advisory Committee shall be composed of eleven (11) voting members,
42 each of whom shall be a resident of Broward County and appointed by the Board of
43 County Commissioners (“Board”). The Board shall appoint two (2) members of the
44 Advisory Committee at large, neither of whom shall meet any of the categorical

45 requirements set forth below. At large members are not required to become volunteers at
46 the Animal Care and Adoption Center but are encouraged to do so. If an at large member
47 is an employee or officer of a nonprofit, for-profit, or governmental entity, such member
48 must abstain from voting on any matter that could financially affect the entity. Additionally,
49 each Broward County Commissioner shall nominate one (1) member to the Advisory
50 Committee, using the categorical draw method established by the Office of
51 Intergovernmental Affairs/Boards Section. The required membership categories are:

52 ~~(1)~~ 1. A veterinarian, licensed by the State of Florida, who is currently practicing
53 veterinary medicine in Broward County, and whose practice consists
54 primarily of caring for domestic animals;

55 ~~(2)~~ 2. A current or former full-time employee or official of a nationally recognized
56 animal welfare organization, an employee or official of an organization that
57 provides financial assistance to help animals, or an individual who has
58 expertise in fundraising that benefits animals;

59 ~~(3)~~ 3. A member of a local, nonprofit organization providing support or services to
60 stray or unwanted animals;

61 ~~(4)~~ 4. A practicing animal behavior professional who employs techniques
62 consistent with Division policies and best practices, or a current or former
63 full-time employee or official of an organization providing programs and
64 services that improve the well-being of individuals, families, and
65 communities, such as social services addressing homelessness, mental
66 health, domestic violence, poverty, or diversity;

90 ~~Affairs/Boards Section Manager~~ Director shall be the head of the ~~Section~~ Office. The
91 Office of Intergovernmental Affairs/Boards Section Manager Director shall be appointed
92 by the County Administrator and shall serve at the pleasure of the County Administrator.

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

98 **13.11. Functions; Responsibilities.**

99 The Office of Intergovernmental Affairs/Boards Section shall:

100 ~~(a)~~ a. Develop, coordinate, and administer Broward County's federal, state, and
101 multijurisdictional legislative programs;

102 ~~(b)~~ b. Develop and maintain meaningful professional contacts with local, regional,
103 state, and federal appointed and elected officials;

104 ~~(c)~~ c. Respond to legislative inquiries by the County Commission, the County
105 Administrator, and Broward County agencies, as well as other elected and appointed
106 officials;

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

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

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

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

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

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

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

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

124 l. Provide grant application development assistance to Broward County
125 agencies to strengthen applications, manage and streamline the submission process, and
126 serve as a liaison with funding agencies;

127 m. Provide technical assistance with programmatic grant compliance; facilitate
128 agencies' compliance with internal and external grant requirements, including review of
129 agencies' financial data; and provide verbal and written recommendations related to
130 grants;

131 n. Maintain a working knowledge of grant regulations and relevant information,
132 including funding allocations, funding trends, processes, and changes to applicable laws,
133 rules, and regulations;

134 o. Coordinate grant planning, implementation, and closeout of grants with
135 Broward County agencies, including regular communication with the Office of
136 Management and Budget and grantee agencies within Broward County;

137 p. Periodically report Broward County's grant activities to the County
138 Administrator, including information about funding strategies and grant performance;

139 q. Maintain databases of all federal and state grant applications submitted,
140 grants awarded, and grant reports;

141 r. Maintain and update Broward County grant procedures and protocols,
142 provide grant training to Broward County employees with grant administration
143 responsibilities, and identify areas of grant development or management where further
144 training is needed;

145 s. Facilitate grants that are received by Broward County and subawarded to
146 other local government entities; and

147 t. Process execution of grant agreements by the County Administrator during
148 any scheduled Board recess and prepare any necessary County Commission agenda
149 items for grant agreements signed during any scheduled Board recess.

150 ...

151 **PART V. OFFICE OF MANAGEMENT AND BUDGET**

152 ...

153 **13.51. Functions; Responsibilities.**

154 The Office of Management and Budget shall:

155 a. Prepare a proposed annual ~~€~~County budget and capital program in
156 accordance with applicable laws, and with the budget procedures established hereunder.

157 . . .

158 n. ~~Provide grant application development assistance to Broward County~~
159 ~~agencies, coordinate execution of grant agreements by the County Administrator during~~
160 ~~the Board's summer recess, and prepare any necessary County Commission agenda~~
161 ~~items for grant agreements signed during the summer recess.~~

162 e. ~~Facilitate grants received by Broward County that are subawarded to other~~
163 ~~local government entities, including Department of Justice grants that are subawarded to~~
164 ~~the Broward Sheriff's Office, to the extent required by the funding agency.~~

165 . . .

166 Section 4. Severability.

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

174 Section 5. Inclusion in the Broward County Administrative Code.

175 It is the intention of the Board of County Commissioners that the provisions of this
176 Administrative Code Resolution become part of the Broward County Administrative Code
177 as of the effective date. The sections of this Administrative Code Resolution may be
178 renumbered or relettered and the word "resolution" may be changed to "section," "article,"

