

PROPOSED

Resolution No. 2024-

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF BROWARD COUNTY, FLORIDA, AMENDING THE BROWARD COUNTY ADMINISTRATIVE CODE ("ADMINISTRATIVE CODE"); PROVIDING FOR CHANGES TO CHAPTERS 2, 12, 13, AND 20 OF THE ADMINISTRATIVE CODE TO REFLECT CHANGES TO THE NAME AND GRANT-RELATED DUTIES OF THE INTERGOVERNMENTAL AFFAIRS/BOARDS SECTION; 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, amendments to the Administrative Code are required to be made by Resolution of the Board of County Commissioners, NOW, THEREFORE,

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

Section 1. Part IV of Chapter 2 of the Broward County Administrative Code is hereby amended to read as follows:

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~~ Office of Intergovernmental Affairs; Office of Economic and Small Business Development; Greater Fort Lauderdale

Exhibit 1

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. Part XXVII of Chapter 12 of the Broward County Administrative Code is hereby amended to read as follows:

12.290 Membership.

(a) The Advisory Committee shall be composed of eleven (11) voting members, each of whom shall be a resident of Broward County and appointed by the Board of County Commissioners ("Board"). The Board shall appoint two (2) members of the Advisory Committee at large, neither of whom shall meet any of the categorical requirements set forth below. At large members are not required to become volunteers at the Animal Care and Adoption Center but are encouraged to do so. If an at large member is an employee or officer of a nonprofit, for-profit, or governmental entity, such member must abstain from voting on any matter that could financially affect the entity. Additionally, each Broward County Commissioner shall nominate one (1) member to the Advisory Committee, using the categorical draw method established by the ~~Intergovernmental Affairs/Boards Section~~ Office of Intergovernmental Affairs.

The required membership categories are:

Exhibit 1

- (1) A veterinarian licensed by the State of Florida who is currently practicing veterinary medicine in Broward County, whose practice consists primarily of caring for domestic animals;
- (2) A current or former full-time employee or official of a nationally recognized animal welfare organization, an employee or official of an organization that provides financial assistance to help animals, or an individual who has expertise in fundraising that benefits animals;
- (3) A member of a local, nonprofit organization providing support or services to stray or unwanted animals;
- (4) A practicing animal behavior professional who employs techniques consistent with Division policies and best practices, or a current or former full-time employee or official of an organization providing programs and services that improve the well-being of individuals, families, and communities, such as social services addressing homelessness, mental health, domestic violence, poverty, or diversity;
- (5) A current or former full-time employee (supervisor, manager, director, etc.) of a municipal animal regulatory agency empowered and authorized to enforce local ordinances;
- (6) A current or former full-time employee (supervisor, manager, director, etc.) of a law enforcement agency;
- (7) A full-time employee or official of an animal rescue organization;
- (8) An owner, partner, or officer of a pet retail store who resides in Broward County, and whose business represents the local sales market; and

(9) A person meeting the minimum qualifications of a bachelor's degree in marketing, public relations, or similar field, with experience in the field(s) of marketing or public relations or similar experience.

(b) Persons appointed to the Advisory Committee shall receive no compensation.

Section 3. Sections 13.10 and 13.11 of the Broward County Administrative Code are hereby amended to read as follows:

13.10. - ~~Intergovernmental Affairs/Boards~~ Section Office of Intergovernmental Affairs Established; Manager Director as Head.

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

The ~~Intergovernmental Affairs/Boards~~ Section ~~Manager~~ Office of Intergovernmental Affairs Director 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.

13.11. - Functions; Responsibilities

The ~~Intergovernmental Affairs/Boards Section~~ Office of Intergovernmental Affairs 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;

Exhibit 1

- (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;
- (l) Provide grant application development assistance to Broward County agencies in order to strengthen applications, manage and streamline the submission process, and serve as a liaison with funding agencies;
- (m) Provide technical assistance with programmatic grants compliance; and facilitate agencies' compliance with internal and external grant requirements, including thorough review of agencies' financial data, verbal and written recommendations, and coaching;
- (n) Maintain a working knowledge of grant regulations and relevant information, including funding allocations, funding trends, processes, and changes to applicable laws, rules, and regulations;
- (o) Coordinate grant planning, implementation, and closeout of grants with Broward County agencies, including regular communication with the Office of Management and Budget and grantee agencies within Broward County;
- (q) Periodically report Broward County's grant activities to the County Administrator, including funding strategies and grant performance;

(r) Maintain federal and state grant databases of all grant applications submitted, grants awarded, and grant reports;

(s) Maintain and update Broward County grant procedures and protocols, provide grants training to Broward County employees with grant administration responsibilities, and identify areas of grants development or management that need further training;

(t) Facilitate grants received by Broward County that are sub-awarded to other local government entities; and

(u) Process execution of grant agreements by the County Administrator during the Board summer recess and prepare any necessary County Commission agenda items for grant agreements signed during the summer recess.

Section 4. Section 13.51 of the Broward County Administrative Code is hereby amended to read as follows:

13.51. - Functions; Responsibilities.

The Office of Management and Budget shall:

- a. Prepare a proposed annual county budget and capital program in accordance with applicable laws, and with the budget procedures established hereunder.
- b. Establish and keep up to date a capital program for the county government.
- c. Ensure that all departments, divisions, and other agencies of county government operate under a unified and uniform budget system.
- d. Analyze and assess fiscal impact of all budget and management policies for departments, divisions, and other agencies of county government.

Exhibit 1

- e. Prepare, review, and maintain a standardized budget and capital program manual for all departments, divisions, offices, and agencies of county government so as to ensure uniform budgetary and capital programming procedures.
- f. Foster continuous research into systems and methods of improving budgetary and policy management.
- g. Coordinate with the Finance and Administrative Services Director in the matters related to administration of the budget.
- h. Develop and maintain a revenue management system to include the forecasting and monitoring of county revenues.
- i. Function as staff to the County Administrator in areas such as legislative analysis, policy analysis, and special projects.
- j. Assess and provide recommendations on the effectiveness and impact of county programs through program analysis and evaluation.
- k. Coordinate and support the development and implementation of an organization-wide performance measurement and reporting system.
- l. Provide management and operational review and assistance of county government through a participatory internal consultant program.
- m. Support the development and implementation of compensation and benefit programs through the Human Resources Division of the Finance and Administrative Services Department.
- ~~n. Provide grant application development assistance to Broward County agencies, coordinate execution of grant agreements by the County Administrator during the~~

~~Board's summer recess, and prepare any necessary County Commission agenda items for grant agreements signed during the summer recess.~~

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

Section 5. Section 20.31 of the Broward County Administrative Code is hereby amended to read as follows:

20.31. - Federal and State Grants.

a. The acquisition of federal, state, and private endowment funds in the form of grants allows the expansion of basic governmental services provided to the citizenry while also improving the quality of existing programs.

b. Procedures.

1. The County Administrator is authorized to apply for federal, state, and private endowment grants in the name of and on behalf of Broward County.

The Broward County departments, divisions, offices, and agencies may submit applications to the County Administrator from time to time for signature by the County Administrator.

2. The County Administrator shall consider all grant applications submitted by the Broward County departments, divisions, offices, and agencies and may approve, disapprove or amend the proposal as the County Administrator deems appropriate to best serve the needs of Broward County. Any grant

application which the County Administrator is authorized to submit on behalf of Broward County shall be signed by the County Administrator or the person exercising the office of the County Administrator in his or her absence.

3. Any contract required to be executed by Broward County in order to receive a grant shall be submitted to the Board of County Commissioners for approval. Grant applications requiring a partnership with an external entity must be approved by the Board before the grant application is submitted if an award by the granting entity would result in a binding contract or obligation of Broward County~~If a grant application to be submitted by the County Administrator will become a binding contract or obligation of Broward County upon award by the granting entity, approval by the Board shall be obtained before the grant application is submitted.~~ Notwithstanding the above, the County Administrator shall have the power and authority to execute on behalf of the Board of County Commissioners any and all formula, block, and/or competitive grant award-generated contracts, contract amendments, agreements, memoranda of understanding, and/or subcontracts ("collectively referred to as grant agreements") on behalf of the Board of County Commissioners during any scheduled Board recess and during any period of time when the Board does not formally meet and non-action by the County would jeopardize receipt of the grant. The County Administrator shall provide notice of all grant agreements executed during

the Board's absence in a report to the Board at its first formal meeting after the Board returns.

4. The County Administrator shall establish such guidelines and procedures as may be necessary to provide for the orderly and efficient processing of federal, state, and private endowment grant applications.

Section 6. 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

Section 7. Inclusion in the Broward County Administrative Code.

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

