

RESOLUTION NO. R-89-787

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, REVISING THE ADMINISTRATIVE CODE BY ESTABLISHING THE ORGANIZATION AND MISSIONS OF THE OFFICES UNDER THE CONTROL OF THE BOARD OF COUNTY COMMISSIONERS, BY CODIFYING PREVIOUSLY ADOPTED BOARD POLICIES, BY RESCINDING PREVIOUSLY ISSUED ADMINISTRATIVE ORDERS; PROVIDING FOR AN APPROVED FORMAT AND ESTABLISHING PROCEDURES FOR REVISION AND WAIVERS.

WHEREAS, Section 125.87, Florida Statutes, requires the adoption of an Administrative Code setting forth the duties, responsibilities, and powers of all County officials and agencies pursuant to provisions of the Charter, and

WHEREAS, the Board of County Commissioners desires to establish written policies in various areas of County government administration and to delegate to the County Administrator the responsibility for establishing appropriate procedures to comply with such policies, and

WHEREAS, the Board of County Commissioners has determined that the existing Administrative Code contains matters of a procedural nature which can be more efficiently and effectively delegated to the County Administrator,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, that:

1. All previously issued Administrative Orders approved by the Board of County Commissioners are hereby rescinded.

2. A revised Administrative Code as shown as Attachment 1 is hereby adopted, and the County Administrator is directed to develop such procedures which may be necessary to implement the provision of this Administrative Code.

3. FORMAT. The Administrative Code shall include the following sections: (1) Adopting Resolution; (2) Organization and Missions; (3) Rules of Procedure for Board of County Commissioners Meetings; (4) Countywide Board Policies and Departmental Board Policies; (5) Merit System Rules and Regulations; and (6) Affirmative Action Plan.

The first section shall describe the approved organizational structure of all departments, divisions, and offices under the control of the Board of County Commissioners with mission statements setting forth the responsibilities of each office. The Countywide policies shall

R89 787 D

include policy statements approved by the Board of County Commissioners which may have applicability to several or all County offices. Departmental policies shall contain Board policies applicable only to one County department or function. Policy statement should be concise and should not contain informations subject to frequent change such as forms, step-by-step procedures, or employee names or positions. The Administrative Code shall be indexed for ease of use and reference.

4. PROCEDURES FOR REVISIONS AND WAIVERS. From time to time it may be necessary to change the organizational structure or to add, delete, or revise Board policies. It may also be necessary to waive provisions of the Administrative Code for specific circumstances.

a. REVISIONS. All revisions to the Administrative Code shall be adopted by resolution of the Board of County Commissioners and shall be in substantially the same format as required in Section 3 above. The motion for Board approval shall be in the following form: "Motion to adopt resolution amending the Administrative Code by (adding, deleting, or revising) (the organization, the mission statement, or Policy Number _____) as attached." Such amendments must be approved by a majority vote of the entire Board.

b. WAIVERS. For specific circumstances it may be necessary to temporarily waive one or more provisions of the Administrative Code. Such waiver shall be included on the Board's meeting agenda in the following format: "Motion to waive the provisions of the Administrative Code, Policy Number _____, in order to (brief explanation). Such waivers require a majority vote of the board members present at the meeting. Waivers are effective only for that agenda item and will not become a permanent revision to the established policy. R89 787 D

5. IMPLEMENTATION. The Administrative Code and any revisions thereto shall be effective upon approval by the Board of County Commissioners. Copies of the Administrative Code and all revisions will be distributed by the County Administrator to all offices under the control of the Board of County Commissioners. The County Administrator is authorized to add, change, or re-number information such as the authority, date of issue, and policy number which may be necessary to insure consistency and accuracy prior to distribution.

The foregoing resolution was offered by Commissioner Howard who moved its adoption. The motion was seconded by Commissioner Phillips, and upon being put to a vote, the vote was as follows:

CAROL J. ELMQUIST	AYE
KAREN T. MARCUS	ABSENT
CAROL A. ROBERTS	ABSENT
RON HOWARD	AYE
CAROLE PHILLIPS	AYE

The Chair thereupon declared the resolution duly passed and adopted this 25th day of April, 1989.

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

PALM BEACH COUNTY, FLORIDA, BY ITS
BOARD OF COUNTY COMMISSIONERS.

John B. Dunkle, Clerk.

By Van B. Cook
County Attorney

By [Signature]
Deputy Clerk

R89 787 D