



## MEMORANDUM

Date: March 25, 2010

To: All County Board Staff

From: Roger Baltz, County Administrator *RB*

Subject: Changes to Administrative Code

To reflect changes that have been made in the County's organizational structure, the attached pages are replacements for section 1.02 ORGANIZATION OF COUNTY ADMINISTRATION in the Administrative Code.

Also attached is the County's Social Media Policy, which is to be added to Section 8.04 INTERNET ACCESS AND USAGE.

Section 7.06 TRAVEL REIMBURSEMENT RATES is subject to recurring change. So as to eliminate the possibility of misinformation, Section 7.06 is to be removed from the Administrative Code. Travel protocol and reimbursement policies and procedures are determined by State Statute and are specified in the preceding section, 7.05.

### ADMINISTRATION

## 1.02 ORGANIZATION OF COUNTY ADMINISTRATION

ORIGINATING DEPARTMENT:  
Administration

ADOPTED:  
July 22, 2008

### PURPOSE:

To comply with Section 2.3 of the Charlotte County Home Rule Charter requirement for an Administrative Code which contains a description of each department under the authority of the County Administrator, the organization and functional responsibilities of each department, and the methods whereby the public may obtain information or make submissions or requests.

### ORGANIZATIONAL SUMMARY:

#### Board of County Commissioners

The Board of County Commissioners is the principal legislative and governing body of the County, responsible for the establishment and adoption of policy. The Board is composed of five members serving staggered terms of four years. There is one Commissioner for each of the five County Commission Districts. They are elected on a County-wide basis. Each Commissioner shall be a resident of the district they represent.

#### County Administrator

The County Administrator appointed by and responsible to the Board of County Commissioners, is the chief administrative officer of the County and is responsible for all administrative matters and operations under the authority of the Board of County Commissioners. The Administrator directs all County departments/divisions under the Board of County Commissioners and coordinates activities with other County elected officials and branches of government at the local, state and federal level. There are two Assistant County Administrators in addition to the County Administrator.

#### County Attorney's Office

The County Attorney is the Chief Legal Counsel to the County and is appointed by the Board of County Commissioners. The County Attorney advises and represents the Board of County Commissioners and provides for the delivery of legal services to the Board, the County Administrator, County departments and Board-appointed adjustment, regulatory and advisory boards and committees. The County Attorney advises the Board of any need for outside legal counsel and monitors outside counsel employed by the County. The County Attorney's Office does not provide legal services or counsel to County residents.

## Departmental Summaries

### Budget and Administrative Services Department

The Budget and Administrative Services Department, under the jurisdiction of its Director/Budget Officer, is responsible for the County's fiscal activities; the preparation and review of the County budget in compliance with Sections 129 and 200, Florida Statutes, and the formulation, production and distribution of the County's official budget document. It directs the activities of the Information Technology Division, administers municipal service benefit and taxing unit programs; regulates rate-making for private water and wastewater utilities, oversees the services of Procurement, Fleet Management, and the internal Real Estate Services functions. The department continually monitors, maintains, and amends the budget in accordance with adoptive procedures in the Administrative Code; as well as monitoring and providing revenue projections for the County Administrator. All matters pertaining to assessments associated with various municipal service taxing and benefit units are coordinated through this office. Through its short- and long-term financial planning, this department monitors the fiscal health of the County.

- **Financial Services Division:** This division is responsible for all financial/fiscal activities county wide.
- **Information Technology (IT) Division.** Under the jurisdiction of the Budget and Administrative Services Department, the IT division provides the Board of County Commissioners and County staff with competent, state-of-the-art computer networking and all related peripherals to ensure that standardization is maintained and upgraded as necessary to meet the changes in the IT field. The department is comprised of two major functions:
  - *Operations:* This section is composed of Desktop Support and Network Services Group. They provide the desktop, network, infrastructure and telecommunications support to complete the tasks by staff for the citizens of Charlotte County. Applications Services manages, develops, and maintains a variety of software applications used by different departments throughout the county.
  - *Information Services:* This section is composed of Geographic Information Services (GIS), which provides Charlotte County Government with a concise, accurate base map including related information on parcel boundaries, parcel ID, legal description, physical address, soil types, flood zones, land use (current and future), habitat information, zoning, assessed value, MSBU status, ownership, lists of potential hazardous materials, and special considerations.
- **Municipal Service Benefit Unit/Municipal Service Taxing Unit:** A division of the Budget and Administrative Services Department, the MSBU/TU division assembles and maintains the property records for all Municipal Service Benefit Units and Taxing Units (MSBUs & MSTUs), tracks current and historical assessment and billing information, and provides assessment data to the Tax Collector annually for tax collection under The Statutory Uniform Collection Method.
- **Purchasing:** The Purchasing Division is responsible for the following:
  - *Procurement:* This section administers the centralized requisitioning and purchasing of all goods and services used by the departments under the jurisdiction of the County Administrator, in accordance with the Charlotte County Purchasing Code and other guidelines established in State Statutes and by the Board of County Commissioners. The section is responsible for the administration stated in the current provision of Chapter 274, Florida Statutes.
  - *Fleet Management:* This section provides for the management of all County vehicles; off-road and road equipment. It is responsible for these fleet assets being maintained in good repair and oversees the replacement of County vehicles and equipment.

### **Budget and Administrative Services Department (continued...)**

- **Real Estate Services:** Provides specialized Real Property services to County departments and divisions. The department provides core services in real estate acquisition, real estate disposition review, County Land Inventory Control, tax deed sales for County-held certificates, and the release and occupation of Public Easements dedicated to the County. The division is also responsible for obtaining leased space for County departments and divisions and for the constitutional offices.
- **Risk Management:** Responsible for the development, administration and analysis of a comprehensive risk management program to protect and insure the assets of the County, and for ensuring that all claims made for or against the County are processed in a timely manner in accordance with applicable regulations or statutes. This office develops and conducts various employee safety programs, as well as overseeing various employee benefits such as health, dental, life, optical insurance and workers' compensation. The office is also responsible for the administration of retiree health insurance and Consolidated Omnibus Budget Reconciliation Act (COBRA) benefits.

### **Building & Construction Services**

This department enforces the requirements for all construction in unincorporated Charlotte County to meet the standards specified in all building codes. This includes plan review, building permit issuance and building construction inspections. It also provides fire prevention inspections and enforcement of both State and County licensure or licensing requirements relative to all building trades and occupational licenses. Services provided by Building Construction Services are:

- **Permitting:** Responsible for the acceptance, movement, tracking, pricing and issuing of all permits. All permit applications are initiated and processed by this division. This division also maintains all the department's support, accounting, administrative and business functions.
- **Plan Review:** Ensures that all construction meets applicable life, safety, and welfare codes prior to construction. The objective is to oversee plans and review them to ensure that proposed construction meets safety requirements of the code; and that the process is performed in a timely manner, with professional and courteous service to residents and contractors.
- **Inspection:** Inspects buildings throughout the construction phase and has the authority to stop the construction should the work not meet all applicable codes and matches the plans that have been approved by the Plans Review Division.
- **Business and Contractor Licensing:** Licenses and certifies individuals and businesses. They are responsible for making sure that all businesses have the correct licenses to operate. They administer the local contractor license program, issue occupational licenses and maintain the information on State contractors working in the County.
- **Building Code Enforcement:** Monitors contractors working in the County, ensures that contractors comply with all requirements of their license, and acts as facilitators between contractors and homeowners to resolve conflicts.
- **Code Compliance:** The goal of Code Compliance is compliance with local, state and federal statutes relating to building and zoning codes as pertaining to residential and commercial zoning compliance. Every valid code complaint is investigated.

## Community Services

### ○ Libraries and History

- *Libraries* provide access for residents and visitors to information through instructional classes. Introduction and development of skills in the use of information technology and fosters research and information seeking skills. The Library Division promotes literacy, provides leisure materials in print and audio/visual formats and program topics of current regional, national and international interest. The Library Division also manages meeting rooms for the general public.
- *The Historical Division* offers a variety of programs and services geared toward educating residents and visitors about the rich history of the Charlotte County area. The Historical Division provides historical education programs, works toward the preservation and protection of the County's historical resources, administers the Historical Marker program and exhibits at the Historical Center.

- **Parks & Natural Resources:** This division is comprised of three sections: Ball field Maintenance, Park Maintenance and Environmental Land Management. The Park Division schedules seasonal and annual programs for many interests and ages, while also maintaining our parks and open spaces and offering environmental programs. Charlotte County Extension Service is a partnership between the University of Florida's Institute of Food and Agricultural Sciences (UF/IFAS), the United States Department of Agriculture (USDA) and Charlotte County government, to provide scientific knowledge and expertise to the public, including Horticultural, 4-H, Family and Consumer Sciences and Sea Grant programs.

*Natural Resources:* Develops a comprehensive and strategic management plan for environmental properties the County owns, manages the Conservation Charlotte Environmental Sensitive Land Acquisition Program, and assists with County-wide environmental permitting issues, strategies, policies and procedures with principal departments and agencies.

*Support Services:* The addition of new and the upkeep of existing park facilities is an ongoing process. The Support Services Division provides internal department support for all the Department's long range planning, Park Master Planning, permitting, design and construction for park improvements within the Department's operating and Capital Improvement budgets. Internal work programs focus on keeping park facilities safe and in good repair for public use.

- **Leisure Services:** Recreational activities are numerous in Charlotte County. Recreational facilities. At these facilities, a vast array of programming for all ages is offered with special event programs.

### **Economic Development**

The Economic Development Department works proactively with county and state incentive programs, site selection and fast track permitting for existing businesses in Charlotte County, as well as working with new businesses considering a location in Charlotte County. Working on the five year Marketing Plan with Enterprise Charlotte, the Economic Development Advisory Board is appointed by the Board of County Commissioners. The primary focus is on:

- Increasing site inventory to attract diversified industry.
- Enhancing the marketing plan and marketing tools for Charlotte County.
- Other initiatives include enhancing business climate and identifying and implementing best practices.
- **Redevelopment: *Community Redevelopment Agency (CRA)***  
There are two Community Redevelopment Agencies in Charlotte County: the Charlotte Harbor Community Redevelopment Agency (CRA), established in 1992, and the Murdock Village Community Redevelopment Agency established in 2003. CRAs are considered separate legal entities under Chapter 163, Part III of the Florida Statutes. As allowed by law, the Board of County Commissioners declared itself the governing body of both of these Agencies. As the ex-officio governing board to the agencies, the Chairman and Vice Chairman of the Board of County Commissioners serve respectively as the Chairman and Vice Chairman of the Agency unless other appointments are made by a majority vote of the Board. Conterminous with employment by the County, the County Administrator, County Clerk, and County Attorney or any special counsel to the County shall also serve respectively as the Executive Director, Clerk, and General Counsel or Special Counsel for the CRA. The Executive Director for the Agency assigns staff support to the agencies as needed.

### **Facilities Construction and Management**

This department includes the Project Management Division, the Maintenance Division, Security, and the Central Telephone Switchboard. The Facilities Department must review all requests for new leased space.

- **Project Management Division:** Provides technical and administrative control and accountability for all county capital construction projects (excepting roads and bridges), in addition to establishing proper project management control of all capital projects undertaken by the Board of County Commissioners. Additional responsibilities include ensuring adherence to quality standards at equitable prices and providing accurate planning for future facility needs.
- **Maintenance Division:** Responsible for the maintenance and upkeep of County-operated buildings, as well as the oversight of contractual services for the care and maintenance of County buildings and leased facilities.
- **Security:** Provides security to the Administration Complex and Justice Center and East Port Environmental Campus.

### **Growth Management**

This department is responsible for the administration and enforcement of the County's zoning regulations and other land development regulations to ensure compliance with the County's growth management plan. Growth Management also oversees the preparation and implementation of the County's comprehensive plan. Divisions include:

- **Development Review:** Develops and reviews plans together with members of the community and developers. This may result in recommendation of modifications at any time during the review process.
- **Planning and Zoning:** Works and coordinates with community groups to maintain or enhance the existing situations for the benefit of current and future residents responding to state, federal, and local statutes.
- **Metropolitan Planning Organization (MPO):** Promotes coordination of local, state and federal transportation planning and programs. It ensures eligibility for federal transportation funding. The MPO was created by the Governor in 1992 as required by State and Federal law. Its member organizations include Charlotte County, the City of Punta Gorda and the Charlotte County Airport Authority. The MPO Board, the decision-making body, consisting of elected officials from the member governments, guides and approves MPO plans, priorities, grants and programs.

### **Human Resources**

This department is comprised of Employee & Labor Relations and Learning & Organizational Development and represents the Board of County Commissioners in collective bargaining.

- **Employee & Labor Relations Division:** Ensures compliance with applicable state and federal laws and statutes, recommends policy, establishes procedure, provides technical and professional advice to County Departments and the County's workforce, and interacts with persons seeking employment with the County. Employee Relations formulates strategies for maintaining a productive workforce through formal communication, the equitable administration of discipline and prevention or resolution of employee dissatisfaction.
- **Learning & Organizational Development:** Arranges educational courses, internally and externally taught, for County staff to further develop skills. They also maintain a lending library of resources, including books, videos, CDs, and DVDs.

## Human Services

The mission of Charlotte County's Human Services Department is to identify community needs and services, seek and utilize available resources to satisfy unmet needs, build community partnerships, provide, coordinate and evaluate programs and services, provide information, education and outreach to the public, and advocate on behalf of those individuals who are most in need and vulnerable.

- **Family Services Center:** Dedicated to supporting families and youth services through sponsored activities and partnerships with area non-profits. Services provided at the center include after-school care, parenting classes, intergenerational programs and counseling services.
- **Housing:** Responsible for developing, implementing and evaluating the State Housing Initiatives Partnership (SHIP) Program. These programs include down payment assistance, first time homeowner construction, new rental construction, homeowner rehabilitation assistance, foreclosure, and community land trust programs. This division is responsible for encouraging public/private partnerships in promoting and providing transitional, permanent, safe and affordable housing programs to very low, low, and moderate income households.
- **Senior Services:** Manages home and community services to frail or socially isolated seniors each year through state and federal grants. Case Managers assess the needs of seniors and coordinate services such as personal care, respite care, homemaker services, transportation, group and home delivered meals, with family members as well as state and local agencies.
- **Social Services:** Provides temporary services to low income persons who may need assistance with financial counseling, hospital and medical bills, food, utility bills, or mortgage/rental assistance. Assistance is provided to eligible families to resolve immediate crises and to move toward becoming self sufficient. This division promotes partnerships and coordinates service delivery between public, private, and faith-based agencies.
- **Transit:** Provides agency sponsored rides and non-sponsored rides to transportation disadvantaged individuals. The Dial-A-Ride Program is a bus service available to the general public for a small fee.
- **Veterans Services:** Provides information and assistance to veterans and their survivors through outreach and one-on-one counseling regarding benefits. Veterans Services assists with the filing of claims on behalf of veterans and their families each year.

## Public Safety

This department is responsible for fire, ground safety of personnel, animal control and emergency management. An accountability system is in place, as well as a Hazardous Materials (HAZMAT) team.

- **Animal Control:** Enforces all ordinances pertaining to animal control. Duties include impounding stray dogs, cats and livestock, trapping and impounding wildlife that becomes a nuisance, and assisting law enforcement officers in regard to animal nuisance and cruelty problems. Animal Control also provides traps for citizens to capture nuisance animals and co-ordinates with the Charlotte County Health department in providing services associated with rabies control.
- **Emergency Management:** Provides for the coordination, development and implementation of basic emergency operation plans related to training, communications, weather and public information services. Emergency management services include disaster response mitigation, preparedness response and recovery. This department, in conjunction with Fire/Emergency Medical Services (Fire/EMS), safeguards the life and property of Charlotte County residents by developing a comprehensive emergency plan in case of a disaster.

### Public Safety (continued...)

- **Fire/Emergency Medical Services:** Protects the public health and safety of Charlotte County citizens by providing fire protection, fire suppression and the County-wide Advanced Life Support (ALS) emergency ambulance service. Fire/Emergency Medical Services performs fire safety building inspections, vehicle accident extrications, hazardous material incident response, public education, in-house training for department emergency staff and response to all emergency conditions relative to public safety.
- **2-1-1:** Telephone assistance call center for Health and Human Services in Charlotte County. Information on available services in the community and assistance in obtaining services are provided seven days a week, twenty-four hours a day. The call center assists the Emergency Management Operations Center with providing information to the public.

### Public Works

The Public Works department maintains roadways, bridges, waterways and drainage infrastructure within unincorporated Charlotte County. This department provides for appropriate growth and development for Charlotte County through proper placement and maintenance of roadway and drainage structures.

- **County Cemeteries:** Charlotte County is responsible for the grounds at Indian Spring Cemetery in Punta Gorda and Lt. Carl Bailey Cemetery in Cleveland Heights, and Hickory Bluff Cemetery in Charlotte Harbor. Public Works' Maintenance and Operations Division is responsible for grounds-keeping at the cemeteries, and Administrative Services is responsible for the cemetery lot sales and record-keeping.
- **Engineering:** Manages design and construction of Charlotte County's roadways and sidewalks, surveying and mapping, acquisition of real property, pavement resurfacing and surface treatments, traffic signals and lighting, speed limits and other traffic safety issues. This division is also responsible for the planning and development of transportation improvements and optimum operation of the County's roadway systems. Stormwater Management is another function of this division. Handles planning support for the implementation of the County's stormwater management programs, as well as dredging and coastal programs. The division also manages Charlotte County's Beach Erosion Control Project.
- **Finance (MSBU/MSTUs):** Responsible for budget preparation and financial monitoring of the Department's MSBU/MSTU work programs.
- **Maintenance and Operations:** Maintains the integrity and appearance of public roadways and rights-of-way. Crews work throughout the County to repair asphalted roadways, grade non-paved roadways, trim trees and brush along vacant lots, mow non-residential rights-of-way, remove roadway obstructions, sweep streets, investigate sinkholes, repair sidewalk damage, oversee boat lock operations, and maintain and repair swales/culverts/drainage systems.
- **Solid Waste Management Division:** Includes solid waste, hazardous waste collection and disposal, and the operation of the County's sanitary landfill, mini transfer and recycling facilities, in compliance with state and federal regulations.
- **Pest Management:** Comprised of Aquatic Weed Control and Mosquito Control programs. The functions include management of excessive growth of invasive and exotic aquatic weeds in Charlotte County's stormwater, management of mosquito control programs and services including surveillance monitoring of mosquito populations and disease vectoring mosquitoes. The department controls mosquito populations with larvicide and adulticide ground and aerial applications within accepted regulatory guidelines.

### Tourist Development Bureau

The Tourist Development Bureau's mission is to broaden the local tourism industry and to increase awareness about Charlotte Harbor and the Gulf Islands as a vacation destination. It coordinates a County-wide program of tourism and development for the area's travel and tourism industry and implements its national and international marketing advertising and public relations programs as approved by the Board of County Commissioners.

### Utilities

Charlotte County Utilities (CCU) provides water, sewer and reclaimed water to residents in the unincorporated areas of Charlotte County to protect the health, safety and welfare of its residents and improve the environment. Policies and rates are established by the Board of County Commissioners. As a governmental enterprise, the utility is funded solely from the revenues generated for service.

- **Administration:** Administration includes the Director, Assistant Director and support staff. This division manages the Utility as a whole and supervises all other Utilities divisions.
- **Business Services:** Comprised of Billing & Collections, Customer Service, and Meter Services. It facilitates emergency dispatch activities, coordinates responses by field technicians and crews, and monitors call priority for Customer Support Staff.
- **Engineering Services:** Provides engineering and inspection services to residential and commercial utility customers.
- **Community Relations:** Responsible for internal and external communications with CCU employees, County departments, the media, and the community at large.
- **Operations:** Responsible for the operation and maintenance of all County owned and operated water, wastewater and reclaimed water facilities, including plants, booster stations, lift stations, fire hydrants, valves and the entire distribution and collection system.
- **Resources:** CCU purchases its water from the Peace River/Manasota Regional Water Supply Authority of which the County is a voting member. The Peace River/Manasota Regional Water Treatment Facility is located on Kings Highway in DeSoto County. The plant is staffed 24 hours per day, 365 days a year by State licensed operators. CCU owns and operates a reverse osmosis water treatment plant on Burnt Store Road, near the Charlotte/Lee County line, as well as four water reclamation facilities (wastewater treatment plants) in the County.
- **Finance:** Manages operational and departmental budgets, inventory, Capital Improvement Projects and payroll for the Utility as a whole.

SCHEDULED REVIEW DATE:  
As Needed

AMENDED:  
March 25, 2010

## 8.04 INTERNET ACCESS AND USAGE

### Social Media

ORIGINATING DEPARTMENT:  
Administration

ADOPTED:  
March 25, 2010

#### PURPOSE:

Charlotte County departments may utilize social media and social network sites to further enhance communications with various stakeholder organizations in support of County goals and objectives. County officials and county organizations have the ability to publish articles, facilitate discussions and communicate information through various media related to conducting County business. Social media facilitates further discussion of County issues, operations and services by providing members of the public the opportunity to participate in may was using the internet.

#### POLICY/PROCEDURE:

1. All Charlotte County social media sites shall be a) approved by the County Administrator; b) published using approved County social networking platform, tools and the County style guide; and c) administered by the County Administrator or his designee. Designees can be any department employee or volunteer designated by the requesting Department Head that has a complete understanding of this policy and has appropriate content and technical experience.
2. All Charlotte County social networking sites shall adhere to applicable state, federal and local laws, regulations and policies including all Information Technology and Records Management policies and other applicable County policies.
3. Public Records Law Chapter 119 and e-discovery laws and policies apply to social medial content and therefore content must be able to be managed, stored and retrieved to comply with these laws. Charlotte County social networking sites are subject to the State of Florida General Records Schedule GS1-SL for State and Local Government Agencies, as may be amended from time to time. Records required to be maintained pursuant to a relevant records retention schedule shall be maintained for the required retention period in a format that preserves the integrity of the original record and is easily accessible using the approve County platforms and tools.
4. All social network sites and entries shall clearly identify that it is a Charlotte County website and that any articles and any other content posted or submitted for posting are subject to public disclosure.
5. Content submitted for posting that is deemed not suitable for posting by a Charlotte County social networking moderator because it is not topically related to the particular social networking site objective being commented upon, or is deemed prohibited content based on the criteria in Policy – Item 8. of this policy, shall be retained pursuant to the records retention schedule along with a description of the reason the specific content is deemed not suitable for posting.
6. The County reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law.
7. Each Charlotte County social networking site shall include an introductory statement which clearly specifies the purpose and topical scope of the blog and social network site. Where possible, social networking sites should link back to the official Charlotte County Internet site for forms, documents and other information.
8. Charlotte County social networking content and comments containing any of the following forms of content shall not be allowed for posting:
  - a. Comments not topically related to the particular site or blog article being commented upon;
  - b. Profane language or content;

- c. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
  - d. Sexual content or links to sexual content;
  - e. Solicitations of commerce;
  - f. Conduct or encouragement of illegal activity;
  - g. Information that may tend to compromise the safety or security of the public or public systems; or
  - h. Content that violates a legal ownership interest of any other party.
9. All County social networking moderators shall be trained regarding the terms of this Charlotte County policy, including their responsibilities to review content submitted for posting to ensure compliance with the policy.
  10. All social networking sites used by Charlotte County shall clearly indicate they are maintained by Charlotte County Staff Members and will have Charlotte County contact information prominently displayed on the primary starting point for the networking tool and on all associated pages, when possible.
  11. Where appropriate, County IT security policies shall apply to all social networking sites and articles.
  12. Employees representing the County government via social media outlets must conduct themselves at all times as a representative of the County and in accordance with all human resource policies. See Attachment C—Employee Guidance for Participating in Social Networking.
  13. Employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

#### **Definitions**

For the purpose of this Charlotte County Social Media Policy, the following terms are defined as provided below:

1. **Social Media:** Social media is content created by individuals using accessible and scalable technologies through the Internet. Examples of social media include Facebook, blogs, MySpace, YouTube, Second Life, Twitter, LinkedIn, Del.icio.us, Flickr, etc.
2. **Blog:** (an abridgment of the term web log) is a Charlotte County website with regular entries of commentary, descriptions of events, or other material such as graphics or video.
3. **Charlotte County author:** An authorized Charlotte County official that creates and is responsible for posted articles and information on social media sites (see article below).
4. **Article:** An original posting of content to a Charlotte County social media site by a Charlotte County author.
5. **Commenter:** A Charlotte County official or member of the public who submits a comment for posting in response to the content of a particular Charlotte County article or social media content.
6. **Comment:** A response to a Charlotte County article or social media content submitted by a commenter.
7. **Charlotte County moderator:** An authorized Charlotte County official, who reviews, authorizes and allows content submitted by Charlotte County authors and public commentators to be posted to a Charlotte County social media sites.

## **Blog Standards**

Comments submitted by members of the public must be directly related to the content of the articles. Submission of comments by members of the public constitutes participation in a limited public forum. Charlotte County blog moderators shall allow comments that are topically related to the particular article being commented and thus within the purpose of the limited public forum, with the exception of the prohibited content listed in Policy - General - Section 9 above.

### **Author and Commenter Identification**

1. All Charlotte County blog authors and public commentators shall be clearly identified.

Anonymous blog postings shall not be allowed.

2. Enrollment of public commentators shall be accompanied by valid contact information, including a name, address, and email address.

### **Ownership and Moderation**

1. The content of each Charlotte County blog shall be owned by and the sole responsibility of the department producing and using the blog.
2. Documents and articles submitted to a Charlotte County blog shall be moderated by an authorized and trained blog moderator.

### **Blog Comments & Responses**

1. All blog articles and comments shall be reviewed and approved by an authorized blog moderator before posting on a Charlotte County blog.
2. All blog articles and comments submitted for posting with attached content shall be scanned using antivirus technology prior to posting.
3. The linked content of embedded hyperlinks within any Charlotte County blog articles or blog comments submitted for posting shall be evaluated prior to posting. Any posted hyperlinks shall be accompanied by a disclaimer stating that Charlotte County guarantees neither the authenticity, accuracy, appropriateness nor security of the link, web site or content linked thereto.

### **Employee Guidance for Participating in Social Networking**

Charlotte County understands that social networking and Internet services have become a common form of communication in the workplace and among stakeholders and citizens. Social networks are online communities of people or organizations that share interests and/or activities and use a wide variety of Internet technology to make the interaction a rich and robust experience. Employees that choose to participate in social networks as a County employee should adhere to the following guidelines.

1. County policies, rules, regulations and standards of conduct apply to employees that engage in social networking activities while conducting County business. Use of your County e-mail address and communicating in your official capacity will constitute conducting County business.
2. County employees shall seek the approval their supervisor, department head, the IT department, and administration if they intend to create a social networking site or service to conduct County business.
3. Departments have the option of allowing employees to participate in existing social networking sites as part of their job duties. Department Heads may allow or disallow employee participation in any social networking activities in their departments.
4. Protect your privacy, the privacy of citizens, and the information the County holds. Follow all privacy protection laws, i.e., HIPPA, and protect sensitive and confidential County information.
5. Follow all copyright laws, public records laws, retention laws, fair use and financial disclosure laws and any others laws that might apply to the County or your functional area. If you are not sure something should be posted, do not post it.

6. Do not cite vendors, suppliers, clients, citizens, co-workers or other stakeholders without their approval.
7. Make it clear that you are speaking for yourself and not on behalf of Charlotte County. If you publish content on any website outside of Charlotte County and it has something to do with the work you do or subjects associated with the County, use a disclaimer such as this: "The postings on this site are my own and don't necessarily represent the County's positions or opinions."
8. Do not use ethnic slurs, profanity, personal insults, or engage in any conduct that would not be acceptable in the County's workplace. Avoid comments or topics that may be considered objectionable or inflammatory.
9. If you identify yourself as a County employee, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, citizens and other stakeholders.
10. Correct your mistakes, and don't alter previous posts without indicating that you have done so. Frame any comments or opposing views in a positive manner.
11. Add value to Charlotte County through your interaction. Provide worthwhile information and perspective.

SCHEDULED REVIEW DATE:

As needed

AMENDED:



# Charlotte County Government

"To exceed expectations in the delivery of public services."

[www.CharlotteCountyFL.com](http://www.CharlotteCountyFL.com)

## MEMORANDUM

Date: February 24, 2010

To: All Board of County Commissioners Employees  
All Directors

From: Roger Baltz, County Administrator *RB*

Subject: Addition to the Administrative Code

Pursuant to Charlotte County Board of County Commissioners' approval on February 23, 2010, the attached policy and procedure for use of the Charlotte Sports Park's County Suite and Complimentary Tickets shall be added to the Administrative Code as Section 5.09 to be titled "Spring Training Tickets Policy."

### ADMINISTRATION

18500 Murdock Circle | Port Charlotte, FL 33948  
Phone: 941.743.1944 | Fax: 941.743.1554



## MEMORANDUM

Date: February 16, 2010  
To: Board of County Commissioners  
From: Kelly A. Shoemaker, Assistant County Administrator *KAS*  
Subject: Tampa Bay Rays Spring Training Tickets

As you are aware the Attorney's Office has advised us to draft a policy for the use of the Tampa Bay Rays Spring Training tickets. Over the last couple of days we have put the final touches on the document and will be placing the item on the February 23 Board meeting agenda for inclusion in the Administrative Code.

Attached is the policy and procedure for the use of the Charlotte Sports Park's County Suite and Comp Tickets. As you may recall as part of the agreement with the Tampa Bay Rays, Charlotte County has the use of one luxury suite and thirty comp tickets for each spring training game.

Staff recommends continuing with last year's policy to distribute the 30 stadium seat tickets to both Youth Sports Leagues and Community Non Profit organizations.

Thank you.

c. Roger Baltz, County Administrator  
Janette Knowlton, County Attorney

### ADMINISTRATION

18500 Murdock Circle | Port Charlotte, FL 33948  
Phone: 941.743.1944 | Fax: 941.743.1554

## 5.09 SPRING TRAINING TICKETS POLICY

ORIGINATING DEPARTMENT:  
Administration

ADOPTED: February 23, 2010

### **PURPOSE:**

To define the criteria for use of the Charlotte County Sports Park's County Suite and Complimentary Tickets.

### **POLICY:**

#### Background

Charlotte County has the right of the exclusive use of a suite that has 14 fixed seats with a total capacity of 14. The County will receive 14 suite tickets for each home spring training game at the Charlotte Sports Park.

#### Parking

Assigned parking passes do not come with the suite use and parking will need to be handled by each participant.

#### Food & Beverage Service

All food and beverage service must be ordered from and provided by Hospitality Food Services, LLC. It is the responsibility of the individual/department using the tickets to make arrangements for the ordering of, and the payment for, any food and beverages. Departments will not be allowed to pay for suite refreshments from their budgets. The only exception is when the Economic Development Department hosts prospective businesses for economic development purposes which should be authorized by the County Administrator or his designee.

No alcoholic beverages will be provided or purchased with County funds.

#### Criteria for Suite Ticket Use

The availability of the suite/field tickets at Charlotte Sports Park provides a significant opportunity to promote Charlotte County in a most positive way. The resource will be used to achieve several important purposes:

To promote and support the County's economic development objectives.

To recognize the contributions of County Boards, Commissions and Committees, Community Service organizations, Neighborhood Associations and Youth Groups.

To recognize and reward the contributions of County employees.

To achieve these purposes and maximize the full potential of this resource, the suite and field tickets will be placed in the Commission Office for distribution in accordance with this policy and procedure statement. The Executive Assistant designed by the Chair will oversee this policy and procedure.

Reporting Requirements

Individuals who are issued tickets will be responsible for completing a report (see attached) that identifies the individuals to whom the tickets were issued and the purpose of the use. This report will be used to determine if the use is such that the County needs to withhold the appropriate amount of income tax.

**PROCEDURE:**

Requesting Tickets

At the beginning of each season, the Commission will be surveyed for recommendations/requests for the tickets for use for the purposes stated above. Once these requests are compiled into a schedule, and all conflicts and duplications resolved, it will be distributed to the Commission. All remaining tickets will then become available for allocation on an individual request basis.

The requesting individual/department will complete and submit a Baseball Ticket Survey Form (see attached) to the Commission Office. Where conflicting requests are received, those requests for economic development purposes will be given a priority. The Chair and the Administrator will resolve all other conflicts between the involved parties. Once the tickets have been allocated, the Commission Office will provide the Finance Department with a copy of the approved requisition.

Once the tickets have been allocated, they will be forwarded to the requesting individual/department, with a Use Report Form (see attached). In the event any tickets remain unallocated 48 hours (2 workdays) prior to the game, they will be distributed to County employees through the Human Resources Department.

Reporting Requirements

Within five work days following the event, the requesting individual/department will complete the Use Reporting Form and submit it to the Finance Department. Failure to submit the report in a timely manner may result in the individual requesting the tickets to be taxed for the tickets as a taxable benefit.

SCHEDULED REVIEW DATE:  
As needed

AMENDED:

**Charlotte County  
Charlotte Sports Park Suite/Ticket/Pass  
Use Reporting Form**

Reporting Individual: \_\_\_\_\_ Event Date: \_\_\_\_\_

Event Name: \_\_\_\_\_

Business Purpose: Yes \_\_\_\_\_ No \_\_\_\_\_

Description of Purpose: \_\_\_\_\_

Guest Name	Business Affiliation
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
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10.	
11.	
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## MEMORANDUM

Date: January 20, 2010  
To: All County Board Staff  
From: Roger Baltz, County Administrator *RB*  
Subject: Addendum to Administrative Code

Pursuant to Administrative Code 8.02, Telephone Policy, the following addition was made October 7, 2009:

### 3. Text-based communication:

- Text messages, instant messages, and/or e-mail activities are prohibited while operating county equipment and/or when operating a personally owned vehicle to carry out County duties and responsibilities.

### ADMINISTRATION



## MEMORANDUM

**Date:** June 23, 2009  
**To:** All County Board Staff  
**From:** Roger Baltz, County Administrator *RB*  
**Subject:** Amendment to the Administrative Code, Section 8.06

Pursuant to approval by the Board of County Commissioners at their regular meeting on June 23, 2009, the following amendment is made to the Administrative Code, Section 8.06 regarding the Usage of County Vehicles, Equipment and Property to include:

The County Administrator may implement use of a pool of vehicles for employees or elected officials to use in lieu of use of personal vehicles. Use of these vehicles will be supervised by the County Administrator or his or her designee. The following shall apply to usage of motor pool vehicles:

All usage shall be documented as to date of use, destination, and purpose.

Drivers shall have a safe driving record and valid driver's license.

County vehicles are not to be used for any purpose other than County business.

All passengers in the vehicle must be current County employees or elected officials.

Current Administrative Code policies regarding accident, theft, damage, general operations, safety and maintenance shall apply.

The County Administrator may add additional procedures from time to time as needed to insure accountability.

### ADMINISTRATION



## MEMORANDUM

Date: April 6, 2009  
To: All County Board Staff  
From: Roger Baltz, County Administrator  
Subject: Addendum to Administrative Code

Upon review of the Administrative Code, approved on July 22, 2008, two additional bullet points have been added in the disposal of duplicates to Section 2.08 Records Management.

Although the state does not require authorization to destroy duplicates; however, agencies have the discretion to establish such policies.

Please see attached:

### ADMINISTRATION

4-6-09

OK -

Foster  
Beltz

Procedure: additional bullet

- Existing law and records management best practice necessitate that we treat duplicates as the record copy if the designated record copy has been destroyed. In particular: If the designated record copy is disposed of before having met all of its retention requirements, and if the agency has a duplicate, the agency must retain the duplicate in accordance with the retention requirements for the record copy.
- Duplicates with retention of "retain until obsolete, superseded or administrative value is lost" (OSA) do not need authorization except for duplicate records that have been microfilmed or scanned as part of a retrospective conversion project.

## 2.08 RECORDS MANAGEMENT

ORIGINATING DEPARTMENT:  
Administration

ADOPTED:

### PURPOSE:

To ensure that information is available when and where it is needed, in an organized and efficient manner and in a well-maintained environment, and that records are controlled and managed through the entirety of their life cycle, from creation to their final disposition.

### POLICY:

The primary concern of Florida's Records Management Program is the efficient, effective and economical management of public records (as defined by section 119.011(1), Florida Statutes.) Records management is not only retention schedules and the disposition of records, it also comprises all the record-keeping requirements that allow the organization to establish and maintain control over information flow and administrative operations.

Records management should produce the following benefits:

- o Space savings
- o Reduction of expenditures for filing equipment
- o Increased efficiency in retrieval of information
- o Compliance with legal, administrative, fiscal and historical retention requirements
- o Identification and protection of vital records
- o Control over creation of new records
- o Identification of historical records

### PROCEDURE:

Department directors are responsible for the control and maintenance of records generated by their individual department and should therefore:

- o Designate a Records Custodian who shall be provided with appropriate training in records management and disposition.
- o Ensure that records are reviewed at the beginning of each fiscal year to determine which items may be safely disposed of. Rules and Schedules are available from the Bureau of Archives and Records Management (<http://dlis.dos.state.fl.us/barm>)
- o An electronic copy is still a record. As such, electronic records should also be purged together with paper records. If not, the County violates Florida Statutes Disposal laws, and faces liability issues.
- o Existing law and records management best practice necessitate that we treat duplicates as the record copy if the designated record copy has been destroyed. In particular: If the designated record copy is disposed of before having met all of its retention requirements, and if the agency has a duplicate, the agency must retain the duplicate in accordance with the retention requirements for the record copy.
- o Duplicates with retention of "retain until obsolete, superseded or administrative value is lost" (OSA) do not need authorization except for duplicate records that have been microfilmed or scanned as part of a retrospective conversion project.

Ensure that documents that have reached their disposal dates are cataloged and set aside for disposal. No documents may be disposed of until a formal request is made to the office of the County Administrator (Records Management Liaison Officer), using the Records Disposition form available on the intranet. Once disposal authorization has been received, disposition

may be by physical destruction, transfer to the State Archives, transfer to another agency or, in the case of electronic records, erasure. It is recommended that special consideration be given to records of a sensitive, confidential or exempt nature. For additional information, review the guidelines provided by the Bureau of Archives and Records Management.

SCHEDULED REVIEW DATE:  
As needed

AMENDED:



## MEMORANDUM

Date: March 17, 2009  
To: All County Board Staff  
From: Roger Baltz, County Administrator *RB*  
Subject: Addendum to Administrative Code

Upon review of the Administrative Code, approved on July 22, 2008, a typographical error was discovered in Section 2.07 Charges for Copies.

### **PURPOSE:**

To assure adherence to Florida Statutes 90-43 concerning maximum charges for copies of public records.

The referenced Florida Statute should be corrected to read "Florida Statutes, Chapter 119."

### **ADMINISTRATION**

18500 Murdock Circle | Port Charlotte, FL 33948  
Phone: 941.743.1944 | Fax: 941.743.1554



## MEMORANDUM

Date: October 1, 2008  
To: All County Board Staff  
From: Roger Baltz   
Subject: Addendum to Administrative Code

As approved by the Board of County Commissioners at the September 23, 2008, Administrative Code 7.07, Charlotte County Fee Schedule, the following addition is to be made to the list of departments with available fee schedules:

Communications & Marketing – CCTV-20

### ADMINISTRATION

18500 Murdock Circle | Port Charlotte, FL 33948  
Phone: 941.743.1944 | Fax: 941.743.1554



## MEMORANDUM

Date: September 22, 2008  
To: All County Board Staff  
From: Roger Baltz, County Administrator *RB*  
Subject: Addendum to Administrative Code

Pursuant to Administrative Code 1.02, Organization of County Administration, Building Construction Services, the following change to the subheading of Business and Contractor Licensing was made August 1, 2008:

Local Business Tax Receipts are now being collected by the Tax Collector's Office.

### ADMINISTRATION

18500 Murdock Circle | Port Charlotte, FL 33948  
Phone: 941.743.1944 | Fax: 941.743.1554



## MEMORANDUM

Date: August 26, 2008  
To: All County Board Staff  
From: Roger Baltz, County Administrator *RB*  
Subject: Addendum to Administrative Code

Pursuant to the Administrative Code, No. 8.06, "Usage of County Vehicles, Equipment and Property," the following measures will become the standard in employees' use of County vehicles. These steps, recommended by the automotive industry, are intended to lower fuel consumption, helping to reduce costs to the County and our taxpayers.

### 1. Avoid long idling.

The worst mileage a vehicle can get is at 0 mpg, which occurs when idling for long periods. Restarting an engine uses about the same amount of gas as idling for 30 seconds! Shut off the engine if idling for longer than 30 seconds.

### 2. Don't take unnecessary trips.

Plan your travel. Combine trips when you leave the worksite. Carpool when more than one employee is going to the same worksite or meeting, wherever possible.

### 3. Do your part in maintaining County vehicles.

Ensure tires are inflated to the correct pressure; if your tires are 20% under-inflated you use up to 10% more fuel. Replace air and oil filters as recommended, or as scheduled by Fleet Management. Abide by Fleet Management's schedule for your vehicle maintenance at all times. This is one of the easiest ways to control fuel expenses.

### 4. Clean out the vehicle and eliminate unnecessary weight.

Carrying excess weight wastes fuel. Even a couple of hundred pounds can be a percentage of fuel saving.

#### ADMINISTRATION

**5. Stick to the speed limit or reduce your speed where appropriate.**

Traveling at 65 mph uses 15% more fuel than driving at 55 mph.

**6. Accelerate smoothly and brake gradually.**

Instead of accelerating madly and then having to brake hard for junctions or traffic jams, try and anticipate the hold-up and moderate your speed so you don't need to brake as much. Braking is just throwing energy away! This can save up to 20% in fuel usage.

**ADMINISTRATION**

18500 Murdock Circle | Port Charlotte, FL 33948  
Phone: 941.743.1944 | Fax: 941.743.1554