

ORDINANCE NO. 021- 2015

AN ORDINANCE AMENDING MONROE COUNTY CODE SECTION 2-79 REGARDING THE MEMBERSHIP OF THE MONROE COUNTY PERSONNEL POLICIES AND PROCEDURES REVIEW BOARD; AMENDING MONROE COUNTY CODE SECTION 2-81 REGARDING MEETINGS OF THE MONROE COUNTY PERSONNEL POLICIES AND PROCEDURES REVIEW BOARD; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF ALL ORDINANCES INCONSISTENT HERewith; PROVIDING FOR INCORPORATION INTO THE MONROE COUNTY CODE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, since 1988, Monroe County created the Monroe County Personnel Policies and Procedures Review Board for the purpose of reviewing any proposed changes to the Monroe County personnel policies and procedures prior to presentation to the Monroe County Board of County Commissioners for approval and to assure that all appropriate employees of Monroe County are made aware of any such proposed changes; and

WHEREAS, the Monroe County Board of County Commissioners has approved a reorganization of County positions on July 15, 2015, and as a result, clarification of the positions that will constitute the membership of the Personnel Policies and Procedures Review Board is advisable;

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF MONROE COUNTY, FLORIDA, as follows:

Section 1. Section 2-79, Monroe County Code, is hereby amended to read as follows:
“Sec. 2-79. Membership.

- (a) The Monroe County Personnel Policies and Procedures Review Board will consist of seven (7) members as follows:
- (1) Three (3) members elected by the Employees Relations Committee;
 - (2) One (1) Supervisor providing direct on-line supervision (including but not limited to Administrator or Sr. Administrator classification);
 - (3) Two (2) Department Heads; and
 - (4) The Director of Employee Services.
- (b) The membership of the Review Board shall be selected in the following manner:
- (1) The three (3) members selected by the Employee Relations Committee (ERC) will be elected by a majority of ERC members, not to include any supervisory personnel.
 - (2) The direct on-line Supervisor will be elected by a majority of ERC members, after each Department Head has submitted one (1) name for nomination.
 - (3) Department Heads will be appointed by the County Administrator.

- (4) The Director of Employee Services will be the employee holding that title at the time of each meeting of the Review Board.
 - (5) One non-supervisory alternate who may attend any/all meetings, but will have voting privileges only when it is necessary to make a quorum, will be elected by members of the ERC.
- (c) All members will serve for two (2) years and will be replaced or reaffirmed every two (2) years in the manner stated above. In the event a board member can no longer serve, the current alternate will fill any vacancy that occurs in Membership Category 1 and a replacement alternate will be elected by the members of the ERC. A vacancy in Membership Category numbers 2 through 4 will be elected/appointed as originally elected or appointed. Any member may be removed from the Review Board by a majority vote of the board members.”

Section 2. Section 2-81, Monroe County Code, is hereby amended to read as follows:

“Sec. 2-81. Meetings.

- (a) The meetings of the Monroe County Personnel Policies and Procedures Review Board will be called by the Director of Employee Services at least once a year in August to review the Monroe County Personnel Policies and Procedures Manual and proposed changes thereto.
- (b) A special meeting may be requested by any three (3) concurring members of the Review Board and/or called by the Director of Employee Services at any time a change to the personnel policies and procedures needs to be promptly made.
- (c) Five (5) members will constitute a quorum.
- (d) All meetings shall be public and shall have at least seven (7) days’ published notice on the County’s website.”

Section 3. If any section, subsection, sentence, clause or provision of this ordinance is held invalid, the remainder of this ordinance shall not be affected by such invalidity.

Section 4. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed to the extent of said conflict.

Section 5. The provisions of this ordinance shall be included and incorporated in the Code of Ordinances of the County of Monroe, Florida, as an addition or amendment thereto, and shall be appropriately renumbered to conform to the uniform numbering system of the Code.

Section 6. This ordinance shall take effect immediately upon receipt of official notice from the Office of the Secretary of State of the State of Florida that this ordinance has been filed with said Office.

PASSED AND ADOPTED by the Board of County Commissioners of Monroe County, Florida, at a regular meeting of said Board held on the 21st day of October, 2015.

Mayor Danny Kolhage	<u>Yes</u>
Mayor Pro Tem Heather Carruthers	<u>Yes</u>
Commissioner George Neugent	<u>Yes</u>
Commissioner David Rice	<u>Not Present</u>
Commissioner Sylvia Murphy	<u>Yes</u>



Attest: **AMY HEAVILIN, Clerk**

Cheryl Robertson
Deputy Clerk

**BOARD OF COUNTY COMMISSIONERS
OF MONROE COUNTY, FLORIDA**

By: _____

D. P. Kolhage
Mayor/Chairman

MONROE COUNTY ATTORNEY
APPROVED AS TO FORM:
Cynthia L. Hall
CYNTHIA L. HALL
ASSISTANT COUNTY ATTORNEY
Date 10-3-2015

NOTICE OF INTENTION TO CONSIDER ADOPTION OF COUNTY ORDINANCE

NOTICE IS HEREBY GIVEN TO WHOM IT MAY CONCERN that on October 21, 2015 at 3:00 P.M., or as soon thereafter as may be heard, in the Commission Chambers located in the Marathon Government Center, 2798 Overseas Highway, Marathon, Monroe County, Florida, the Board of County Commissioners of Monroe County, Florida, intends to consider the adoption of the following County ordinance.



STATE OF FLORIDA COUNTY OF MONROE

Before the undersigned authority personally appeared Tommy Todd, who on oath says that he is Advertising Director of the Key West Citizen, a daily newspaper published in Key West, in Monroe County, Florida; that the attached copy of advertisement, being a legal notice in the matter of

Notice of Intent to Adopt Ordinance Amend Code Sec 2-79 & 81

was published in said newspaper in the issue(s) of

September 23, 2015

Affiant further says that the Key West Citizen is a newspaper published in Key West, in said Monroe County, Florida and that the said newspaper has heretofore been continuously published in said Monroe County, Florida every day, and has been entered as second-class mail matter at the post office in Key West, in said Monroe County, Florida, for a period of 1 year next preceding the first publication of the attached copy of advertisement; and affiant further says that he has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

[Handwritten Signature]
Signature of Affiant

Sworn and subscribed before me this 23 day of September, 2015

Notary Public:

Dawn Kawzinsky

Dawn Kawzinsky
Expires: 1/4/16



DAWN KAWZINSKY
NOTARY PUBLIC
STATE OF FLORIDA
Comm# EE 157233
Expires 1/4/2016

Notary Seal

Personally Known x Produced Identification _____
Type of Identification Produced _____

AN ORDINANCE AMENDING MONROE COUNTY CODE SECTION 2-79 REGARDING THE MEMBERSHIP OF THE MONROE COUNTY PERSONNEL POLICIES AND PROCEDURES REVIEW BOARD; AMENDING MONROE COUNTY CODE SECTION 2-81 REGARDING MEETINGS OF THE MONROE COUNTY PERSONNEL POLICIES AND PROCEDURES REVIEW BOARD; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF ALL ORDINANCES INCONSISTENT HERewith; PROVIDING FOR INCORPORATION INTO THE MONROE COUNTY CODE; AND PROVIDING AN EFFECTIVE DATE.

Pursuant to Section 286.0105, Florida Statutes, notice is given that if a person decides to appeal any decision made by the Board with respect to any matter considered at such hearings or meetings, he will need a record of the proceedings, and that, for such purpose, he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

ADA ASSISTANCE: If you are a person with a disability who needs special accommodations in order to participate in this proceeding, please contact the County Administrator's Office, by phoning (305) 292-4441, between the hours of 8:30 a.m. - 5:00 p.m., no later than five (5) calendar days prior to the scheduled meeting, if you are hearing or voice impaired, call "711"

Dated at Key West, Florida, this 16th day of September, 2015
AMY HEAVILIN,
Clerk of the Circuit Court and ex officio Clerk of the Board of County Commissioners of Monroe County, Florida

September 23, 2015
Key West Citizen

NOTICE OF INTENTION TO CONSIDER ADOPTION OF COUNTY ORDINANCE

NOTICE IS HEREBY GIVEN TO WHOM IT MAY CONCERN that on October 21, 2015 at 3:00 P.M., or as soon thereafter as may be heard, in the Commission Chambers located in the Marathon Government Center, 2798 Overseas Highway, Marathon, Monroe County, Florida, the Board of County Commissioners of Monroe County, Florida, intends to consider the adoption of the following County ordinance:

AN ORDINANCE AMENDING MONROE COUNTY CODE SECTION 2-79 REGARDING THE MEMBERSHIP OF THE MONROE COUNTY PERSONNEL POLICIES AND PROCEDURES REVIEW BOARD; AMENDING MONROE COUNTY CODE SECTION 2-81 REGARDING MEETINGS OF THE MONROE COUNTY PERSONNEL POLICIES AND PROCEDURES REVIEW BOARD; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF ALL ORDINANCES INCONSISTENT HERewith; PROVIDING FOR INCORPORATION INTO THE MONROE COUNTY CODE; AND PROVIDING AN EFFECTIVE DATE.

Pursuant to Section 286.0105, Florida Statutes, notice is given that if a person decides to appeal any decision made by the Board with respect to any matter considered at such hearings or meetings, he will need a record of the proceedings, and that, for such purpose, he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

ADA ASSISTANCE: If you are a person with a disability who needs special accommodations in order to participate in this proceeding, please contact the County Administrator's Office, by phoning (305) 292-4441, between the hours of 8:30 a.m. - 5:00 p.m., no later than five (5) calendar days prior to the scheduled meeting; If you are hearing or voice impaired, call "711".

Dated at Key West, Florida, this 16th day of September, 2015.

AMY HEAVILIN, Clerk of the Circuit Court and ex officio Clerk of the Board of County Commissioners of Monroe County, Florida

Published September 23, 2015
Florida Keys Keynoter

FLORIDA KEYS
KEYNOTER

Published Twice Weekly
Marathon, Monroe County, Florida

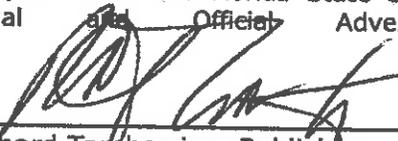
PROOF OF PUBLICATION

**STATE OF FLORIDA
COUNTY OF MONROE**

Before the undersigned authority personally appeared **RICHARD TAMBORRINO** who on oath, says that he is **PUBLISHER** of the **FLORIDA KEYS KEYNOTER**, a twice weekly newspaper published in Marathon, in Monroe County, Florida: that the attached copy of advertisement was published in said newspaper in the issues of: (date(s) of publication)

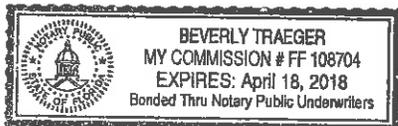
September 23, 2015

Affiant further says that the said FLORIDA KEYS KEYNOTER is a newspaper published at Marathon, in said Monroe County, Florida, and that the said newspaper has heretofore been continuously published in said Monroe County, Florida, twice each week (on Wednesday and Saturday) and has been entered as a second class mail matter at the post office in Marathon, in Monroe County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement. The affiant further says that he has neither paid nor promised any person, firm, or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper(s) and that The Florida Keys Keynoter is in full compliance with Chapter 50 of the Florida State Statutes on Legal and Official Advertisements.


Richard Tamborrino, Publisher

Sworn to and subscribed before me this
23 Day of September, 2015


Notary
(SEAL)



THE REPORTER

Published Weekly
Tavernier, Monroe County, Florida

PROOF OF PUBLICATION

STATE OF FLORIDA COUNTY OF MONROE

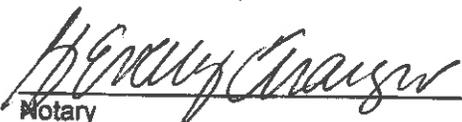
Before the undersigned authority personally appeared **RICHARD TAMBORRINO** who on oath, says that he is **PUBLISHER** of **THE REPORTER**, a weekly newspaper published in Tavernier, in Monroe County, Florida: that the attached copy of advertisement was published in said newspaper in the issues of: (date(s) of publication)

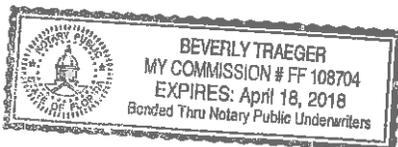
September 25, 2015

Affiant further says that the said **THE REPORTER** is a newspaper published at Tavernier, in said Monroe County, Florida, and that the said newspaper has heretofore been continuously published in said Monroe County, Florida, each week (on Friday) and has been entered as a second class mail matter at the post office in Tavernier, in Monroe County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement. The affiant further says that he has neither paid nor promised any person, firm, or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper(s) and that **THE REPORTER** is in full compliance with Chapter 50 of the Florida State Statutes on Legal and Official Advertisements.


Richard Tamborrino, Publisher

Sworn to and subscribed before me this
25 Day of September, 2015


Notary
(SEAL)



Ad# 1981242

NOTICE OF INTENTION TO CONSIDER ADOPTION OF COUNTY ORDINANCE

NOTICE IS HEREBY GIVEN TO WHOM IT MAY CONCERN that on October 21, 2015 at 3:00 P.M., or as soon thereafter as may be heard, in the Commission Chambers located in the Marathon Government Center, 2995 Overseas Highway, Marathon, Monroe County, Florida, the Board of County Commissioners of Monroe County, Florida, intends to consider the adoption of the following County ordinance:

AN ORDINANCE AMENDING MONROE COUNTY CODE SECTION 2-79 REGARDING THE MEMBERSHIP OF THE MONROE COUNTY PERSONNEL POLICIES AND PROCEDURES REVIEW BOARD; AMENDING MONROE COUNTY CODE SECTION 2-81 REGARDING MEETINGS OF THE MONROE COUNTY PERSONNEL POLICIES AND PROCEDURES REVIEW BOARD; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF ALL ORDINANCES INCONSISTENT HERewith; PROVIDING FOR INCORPORATION INTO THE MONROE COUNTY CODE; AND PROVIDING AN EFFECTIVE DATE.

Pursuant to Section 286.0105, Florida Statutes, notice is given that if a person decides to appeal any decision made by the Board with respect to any matter considered at such hearings or meetings, he will need a record of the proceedings, and that, for such purpose, he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

ADA ASSISTANCE: If you are a person with a disability who needs special accommodations in order to participate in this proceeding, please contact the County Administrator's Office, by phoning (305) 292-4441, between the hours of 8:30 a.m. - 5:00 p.m., no later than five (5) calendar days prior to the scheduled meeting; if you are hearing or voice impaired, call "711".

Dated at Key West, Florida, this 16th day of September, 2015.

AMY HEAVILIN, Clerk of the Circuit Court and ex officio Clerk of the Board of County Commissioners of Monroe County, Florida

Published September 25, 2015
The Reporter
Tavernier, FL 33070