

## ORDINANCE 3281-23

### **AN ORDINANCE OF THE CITY OF WINTER PARK, FLORIDA AMENDING CHAPTER 2, ARTICLE V, DEPARTMENTS, CREATING NEW DEPARTMENTS; RENAMING DEPARTMENTS; PROVIDING FOR THE SERVICES AND FUNCTIONS OF DEPARTMENTS; PROVIDING FOR CODIFICATION, SEVERABILITY AND AN EFFECTIVE DATE.**

**WHEREAS**, under Section 1.04 of the Charter of the City of Winter Park, the city commission is to divide the services and functions of the city into departments, and to designate these by name and function; and

**WHEREAS**, the city commission desires to amend Article V of Chapter 2 of the Code of Ordinances to add new departments and to amend departments and their functions to reflect existing departments and functions.

**NOW THEREFORE, BE IT ENACTED** by the people of the City of Winter Park, Florida as follows:

Section 1. Recitals. The recitals set forth above are hereby adopted and incorporated by reference.

Section 2. Amendment. Article V of Chapter 2 of the City of Winter Park Code of Ordinances is hereby amended as follows: (underlined language are additions; ~~stricken through~~ language are deletions.

### **ARTICLE V. DEPARTMENTS**

#### **Sec. 2-156. Departmental organization.**

The services and functions of the city shall be divided into the following Departments and heads thereof:

- (1) Department of police
- (2) Department of fire
- (3) Department of public works and transportation.
- (4) Department of planning and zoning-
- (5) Department of parks and recreation.
- (6) Department of finance.
- (7) Department of human resources.
- (8) Department of water and wastewater utilities.
- (9) Department of electric utility.
- (10) Department of building, permitting services and code enforcement.
- (11) Department of communications.

- (12) Department of office of management and budget.
- (13) Department of natural resources and sustainability.
- (14) Department of information technology.

**Sec. 2-157. Police department.**

The chief of police shall be the head of the police department, appointed by the city manager and confirmed by the city commission and civil service board according to code. The police chief will have the authority to appoint designees in accordance with city policies and departmental guidelines to manage affairs in the absence of the chief. The police chief is required to attend city commission meetings and is accountable to the official appointing them. The chief will hold ultimate responsibility for policing activities, overseeing police operations, ensuring public safety, and efficient resource deployment.

The police chief oversees the delivery of:

- (1) Proactive police patrols targeting the prevention of crime;
- (2) Documentation of crimes, records management and investigations;
- (3) Enforcement of State and local laws through arrests, civil citations and transmittal of charges to the State Attorney's Office;
- (4) Community policing efforts to build trust through partnership with community members; and
- (5) Emergency preparedness, emergency response, training and resource management.

**Sec. 2-158. Fire department.**

The fire chief shall be the head of the fire department, appointed by the city manager and confirmed by the city commission and civil service board according to code. The fire chief will have the authority to appoint designees in accordance with city policies and departmental guidelines to manage affairs in the absence of the chief. The fire chief is required to attend city commission meetings upon request and is accountable to the official appointing them. The chief will hold ultimate responsibility for fire suppression activities, overseeing firefighting operations, ensuring personnel safety, and efficient resource deployment.

The fire chief oversees the delivery of:

- (1) Fire Suppression and protection of property;
- (2) Emergency medical services and patient transportation when necessary, ensuring proper equipment and training for personnel;

- (3) Fire inspections, investigations, and records management, working closely to identify fire hazards and ensure compliance with safety regulations and fire safety codes; and
- (4) Emergency management, to include the overall emergency preparedness, mitigation efforts, response coordination, resource management, training, and public education to safeguard the community during emergencies.

**Sec. 2-159. Department of public works and transportation.**

Subject to the supervision of the city manager, the department of public works and transportation shall be responsible for all matters relating to the following:

- (1) Construction, management, maintenance and operation of the physical properties of the city, including all engineering services;
- (2) Repair and maintenance of city streets;
- (3) Stormwater management and related functions;
- (4) Surveying and related services; and ; and
- (5) Planning and operation of the public transportation systems provided by the city.

**Sec. 2-160. Department of planning and zoning.**

Subject to the supervision of the city manager, the department of planning and zoning shall be responsible for all matters relating to the following:

- (1) Land Development and Zoning Code compliance including issuance of permits related thereto;
- (2) Historic Preservation and Affordable/Workforce Housing;
- (3) Comprehensive Plan preparation and implementation, including issuing of permits relating thereto;
- (4) Administration of requests involving Comprehensive Plan and Land Development Code amendments, Subdivision approvals, Conditional Uses and Zoning Code variances; and
- (5) Staff to the Planning and Zoning Board, Historic Preservation Board, and Board of Adjustment.

**Sec. 2-161. Department of parks and recreation.**

Subject to the supervision of the city manager, the department of parks and recreation shall be responsible for the following:

- (1) Parks maintenance, urban forestry, landscaping and playground maintenance;

- (2) Recreation facilities, playing fields, golf courses, tennis complex, pools and cemeteries of the city and such other recreation areas and facilities as may be made available to carry out the city's recreational programs; and
- (3) Planning, promoting, organization and supervision of the city's parks and recreation programs and major parks improvement, renovation and acquisitions.

**Sec. 2-162. Department of finance.**

- (a) Subject to the supervision of the city manager, the department of finance shall be responsible for preparing and keeping all financial records of the city, utility billing and customer service, and exercising oversight of the City's fleet maintenance operations.
- (b) The finance director shall perform the following duties:
  - (1) Recommend and implement sound fiscal policies;
  - (2) Provide City Management, the City Commission and its boards, with reports which demonstrate fiscal accountability in accordance with the highest administrative standards;
  - (3) Maintain a sound accounting system for protecting the City's assets by recording and reporting financial transactions in accordance with generally accepted accounting principles, Government Accounting Standards Board pronouncements, and other legally mandated standards; and
  - (4) Invest the City's excess funds in compliance with the City's adopted investment policy to achieve the objectives of preserving principal, providing liquidity to meet the City's obligations, and to earn a market rate of return throughout budgetary and economic cycles.

**Sec. 2-163. Department of human resources.**

Subject to the supervision of the city manager, the department of human resources shall be responsible for the following:

- (1) Employment;
- (2) Compensation and classification administration;
- (3) Benefit administration and workers compensation insurance;
- (4) Performance evaluation and general training;
- (5) Employee relations;
- (6) Maintenance of personnel records; and
- (7) Other matters relating generally to personnel and employee benefits.

**Sec. 2-164. Department of water and wastewater utilities.**

Subject to the supervision of the city manager, the department of water and wastewater utilities shall be responsible for all matters relating to the construction, management, maintenance and operation of the city water distribution and wastewater systems, including all engineering services.

**Sec. 2-165. Department of electric utility.**

Subject to the supervision of the city manager, the department of electric utility shall be responsible for the following:

- (1) Construction and maintenance of the City electrical distribution system;
- (2) Engineering services for the City electrical distribution system;
- (3) Negotiation and execution of bulk power through purchase power agreements; and
- (4) Conversion of the entire electrical infrastructure from overhead construction to a total underground distribution system within the boundaries of the City's electrical distribution system.

**Sec. 2-166 Department of Building, permitting services and code enforcement**

Subject to the supervision of the city manager, the department of building, permitting services and code enforcement shall be responsible for the following:

- (1) Building and permitting:
  - a. Processing of permits and review for compliance with the applicable state codes, laws and ordinances associated with the built environment;
  - b. Conducting required inspections associated with issued permits for compliance with all local and state laws; and
  - c. Issuance of a Certificate of Occupancy or Completion when applicable for the project.
- (2) Code enforcement:
  - a. Recognize and process violations related to local ordinances and the adopted Property Maintenance Code;
  - b. Respond to complaints related to violations of local ordinances and the adopted Property Maintenance Code; and
  - c. Obtain compliance of violations through all legal remedies available.

**Sec. 2-167 Department of communications**

Subject to the supervision of the city manager, the department of communications shall be responsible for the following:

- (1) Inform residents, guests, media and staff of city-related news, events, projects, programs, and arts and cultural amenities; and
- (2) Develop and provide citywide information using the most effective print, online and digital communication tools.

**Sec. 2-168. Department of the office of management & budget.**

Subject to the supervision of the city manager, the department of the office of management & budget shall be responsible for all matters relating to the following:

- (1) Budgeting and strategic resource management;
- (2) Community Redevelopment Agency;
- (3) Economic Development; and
- (4) Procurement, contracting, and negotiations.

**Sec. 2-169. Department of natural resources and sustainability.**

Subject to the supervision of the city manager, the department of natural resources and sustainability shall be responsible for all matters relating to the following:

- (1) The management, regulation and protection of the city's lakes and waterways that includes wetlands utilizing best management practices;
- (2) Shoreline protection permitting that includes docks, boathouses, seawalls, revetments, and vegetation and the enforcement of codes regulating such functions;
- (3) Collection, analysis, reporting and data storage of all biological and ambient water quality sampling events;
- (4) The planning, promoting, organization and supervision of the city's sustainability action plan and programs which contains long-term objectives and short-term actions for helping the City achieve targets related to sustainability;
- (5) Management and supervision of the city's solid waste services and waste diversion programs; and
- (6) The organization and execution of city sponsored events including community outreach and engagement.

**Sec. 2-170. Department of information technology.**

Subject to the supervision of the city manager, the information technology department shall be responsible for all matters relating to the design, procurement, implementation, governance, operation, security, and availability of the city's technology infrastructure and related data.

**Secs. 2-171—2-185. Reserved.**

Section 3. Codification. Section 2 shall be codified in the City Code. Any section, paragraph number, letter or heading within the Code may be changed or modified as

necessary to effectuate the codification. Grammatical, typographical and similar or like errors may be corrected in the Code, and additions, alterations and omissions not affecting a material substantive change in the construction or meaning of this Ordinance may be freely made.

Section 4. Severability. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, whether for substantive, procedural or any other reason, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portion or portions hereof or hereto.

Section 5. Conflicts. In the event of any conflict between this Ordinance, or any part thereof, with any of the provisions of other City Ordinances or the City Code, this Ordinance shall control.

Section 6. Effective Date. This Ordinance shall become effective immediately upon adoption of the City Commission of the City of Winter Park, Florida.

Passed and adopted this 13th day of September, 2023.

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Philip M. Anderson, Mayor

Attest:

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Rene Cranis, City Clerk