

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY



Meeting Date: May 1, 2007     Consent     Regular  
  
   Workshop     Public Hearing

Department:  
    Submitted By:   The County Attorney's Office  
    Submitted For:   Office of Financial Management and Budget/  
                            Community Services



I. EXECUTIVE BRIEF

**Motion and Title:** STAFF RECOMMENDS MOTION TO ADOPT: a resolution of the Board of County Commissioners of Palm Beach County, Florida, amending the County Administrative Code by amending Section 305.07 regarding payment to delegate agencies.

**Summary:** The proposed resolution amends the County Administrative Code by updating policies on payments to delegate agencies. Countywide (TKF)

**Background and Policy Issues:** Changes to the Administrative Code are necessary to accurately reflect the County's policies on delegate agencies, particularly Financially Assisted Agencies funded through the Department of Community Services. These changes include:

- Amending Section 305.07 to update payments to delegate agencies to include unit cost payments; and
- Amending Section 305.07 to update that County assistance shall not exceed 25% of the agency's total operating budget, unless otherwise approved by the Board of County Commissioners. If approved for funding, a formal agreement shall be executed.

**Attachments:**  
A. Proposed Resolution.



Approved By: *Maureen Sullivan For Mike Newman*    *4/17/07*  
  County Attorney                                      Date

**II. FISCAL IMPACT ANALYSIS**

**A. Five Year Summary of Fiscal Impact:**

Fiscal Years	2007	2008	2009	2010	2011
Capital Expenditures	-0-	-0-	-0-	-0-	-0-
Operating Costs	-0-	-0-	-0-	-0-	-0-
External Revenues	-0-	-0-	-0-	-0-	-0-
Program Income (County)	-0-	-0-	-0-	-0-	-0-
In-Kind Match (County)	-0-	-0-	-0-	-0-	-0-

**NET FISCAL IMPACT**

**# ADDITIONAL FTE POSITIONS (Cumulative) \_\_\_\_\_**

Is Item Included In Current Budget? Yes X No

Budget Account No.: Fund \_\_\_ Agency \_\_\_ Org. \_\_\_ Object \_\_\_ Reporting Category

**B. Recommended Sources of Funds/Summary of Fiscal Impact:**

Approval of this item will not have fiscal impact at this time. The fiscal impact will be determined on a project by project basis.

**C. Departmental Fiscal Review:**

**III. REVIEW COMMENTS**

**A. OFMB Fiscal and/or Contract Dev. and Control Comments:**

*SS 4/17*  
*4/17/2007*  
 OFMB  
 4-18-07  
 4-17-07  
 4/17/07  
 4/18/07  
 Contract Dev. and Control  
 4/19/07

**B. Legal Sufficiency:**

*Tanner*  
 \_\_\_\_\_  
 Assistant County Attorney

**C. Other Department Review:**

\_\_\_\_\_  
 Department Director

**This summary is not to be used as a basis for payment.**

RESOLUTION NO. R-20037

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, AMENDING THE COUNTY ADMINISTRATIVE CODE BY AMENDING SECTION 305.07, PAYMENT TO DELEGATE AGENCIES.

**WHEREAS**, Section 125.87, Florida Statutes, requires the County to adopt an Administrative Code; and

**WHEREAS**, the Board of County Commissioners (the "Board") has previously adopted an Administrative Code on April 25, 1989, which has, from time to time, been amended by resolutions; and

**WHEREAS**, the Board now desires to revise the Administrative Code by updating policies on Payments to Delegate Agencies.

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

1. Section 305.07 of the Administrative Code is amended as follows:

**305.07 PAYMENTS TO DELEGATE AGENCIES.** Non-profit agencies seeking County assistance (delegate agencies) must be chartered or registered with the Florida Department of State, have been incorporated for at least one agency fiscal year and have provided services for at least six months. County assistance shall not exceed 25% of the agency's total operating budget, unless otherwise approved by the Board of County Commissioners. If approved for funding, a formal agreement shall be executed. Payment will be made by reimbursement of documented expenses or by unit cost payments. The County Administrator shall establish additional procedures to clearly describe the application, prioritization, approval, contracting, payment, audit, and monitoring requirements.

2. This Resolution shall take effect upon its adoption.

The foregoing Resolution was offered by Commissioner \_\_\_\_\_, who moved its adoption. The motion was seconded by Commissioner \_\_\_\_\_, and upon being put to a vote, the motion passed as follows:

COMMISSIONER ADDIE L. GREENE, CHAIRPERSON  
COMMISSIONER JEFF KOONS, VICE CHAIR  
COMMISSIONER KAREN T. MARCUS  
COMMISSIONER WARREN H. NEWELL  
COMMISSIONER MARY McCARTY  
COMMISSIONER BURT AARONSON  
COMMISSIONER JESS R. SANTAMARIA

The Chairperson thereupon declared the Resolution duly passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2007.

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

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

SHARON R. BOCK, CLERK & COMPTROLLER

By:   
Assistant County Attorney

By: \_\_\_\_\_  
Deputy Clerk

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**II. FISCAL IMPACT ANALYSIS**

**A. Five Year Summary of Fiscal Impact:**

Fiscal Years	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
Capital Expenditures	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
Operating Costs	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
External Revenues	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
Program Income (County)	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
In-Kind Match (County)	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>

**NET FISCAL IMPACT**

**# ADDITIONAL FTE  
POSITIONS (Cumulative)** \_\_\_\_\_

Is Item Included In Current Budget? Yes  No

Budget Account No.: Fund \_\_\_ Agency \_\_\_ Org. \_\_\_ Object \_\_\_ Reporting Category

**B. Recommended Sources of Funds/Summary of Fiscal Impact:**

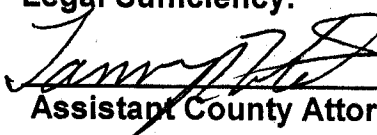
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<b>OFMB</b>	<b>Contract Dev. and Control</b>
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**B. Legal Sufficiency:**  
  
 \_\_\_\_\_  
 Assistant County Attorney

**C. Other Department Review:**  
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 Department Director

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Assistant County Attorney

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