

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

5B-2

AGENDA ITEM SUMMARY

Meeting Date: September 25, 2007	<input type="checkbox"/>	Consent	<input checked="" type="checkbox"/>	Regular
Department: County Administration	<input type="checkbox"/>	Workshop	<input type="checkbox"/>	Public Hearing

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: Carryover of \$4,900 in unspent funds from the FY 2007 Chair budget to provide for a bonus for the District 7 secretary in FY 2008, at the discretion of the Chairperson.

Summary: It has been Board policy to permit bonuses for Commission staff who perform extra duties when vacancies exist within the District offices. Such bonuses are given to reward outstanding employees whose performance exceeds standards, and includes extra duties performed by the District office staff of the Chairperson when an additional employee is not hired to assist with the duties of the Chair. As the additional Chair position is being eliminated in FY 2008, this carryover will allow for the awarding of a bonus, if earned, not to exceed 10% of base salary, to the Chairperson's secretary in FY 2008. District 7 (MC)

Background and Policy Issues: In past years, a separate budget for the Chair has existed which provided for salary and benefits for a County Commission Administrative Assistant position and for additional travel budget, if needed, for the BCC Chair. If the position was not hired, the salary money was available for bonuses for the Chair's office staff. Since the additional budget for the Chair is being eliminated in FY 2008, this carryover will allow for the awarding of a bonus, not to exceed 10% of base salary, to the Chairperson's secretary in FY 2008. The amount of the carryover is based on 10% of the current salary of the District 7 Commission Secretary plus FICA and retirement. The \$4,900 carryover will be added to the District 7 personal services budget when the balance brought forward amendment is presented to the Board for approval at the completion of the FY 2007 audit.

Attachments:

Recommended by:

Department Director

Date

Approved by:

County Administrator

Date

9/24/07

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years:	2008	2009	2010	2011	2012
Capital Expenditures					
Operating Costs	4,900	0	0	0	0
External Revenues					
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT	4,900	0	0	0	0

ADDITIONAL FTE POSITIONS (Cumulative) _____

Is Item Included In Current Budget? Yes ___ No X


Budget Account No: Fund ___ Agency ___ Org. ___ Object ___ Reporting Category ___


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

Budget will be provided when the Balance Brought Forward amendment is prepared following the FY 2007 audit.

III. REVIEW COMMENTS

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


 OFMB

 9-24-07


 N/A

 Contract Dev. and Control

B. Legal Sufficiency:

N/A
 Assistant County Attorney

C. Other Department Review:

 Department Director