

RESOLUTION NO. R-2010-

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, ESTABLISHING BUDGETARY POLICY AND EXPENDITURE CONTROLS FOR THE OPERATION OF COMMISSION DISTRICT OFFICES, AND RESCINDING RESOLUTION NOS. R-88-822, R-93-282, R-93-829, R-95-1405, AND R-2004-136.

WHEREAS, it is vital that government exercise its power and perform its duties according to laws, policies, established procedures, and sound management practices; and

WHEREAS, government must be held accountable for the use of public funds; and

WHEREAS, the Board of County Commissioners desires that budgetary policy and expenditure guidelines be established for the operation of Commission district offices.

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

1. The County Commission office budget shall be composed of eight cost centers: one for each Commission district, and one for Shared Expenses.
2. Shared Expenses costs shall include office supplies for the Governmental Center Commissioners' offices, copier charges and supplies, Board memberships, maintenance of equipment, communication costs except cell phone costs and usage, and data processing costs. Signature authority for the Shared Expenses cost center shall be the Chair or the Commission Office Manager.
3. Commissioners are authorized to modify their district budgets by moving funds between line items, except that salary and benefit budget lines shall not be increased by transfers from other operating accounts and provided that expenditures do not exceed the overall annual budget established for such district office. Signature authority for each district budget shall be the Commissioner of that district or the Commissioner's specific designee.
4. All expenditures of public funds must be in accordance with State law. All expenses paid from public funds must be for a County purpose. The use of Commission staff during regular working hours and County-owned equipment for personal or political purpose is prohibited.
5. All expenses shall be charged to the appropriate budget account as identified in the most current State Chart of Accounts.

6. To establish budgetary controls over Commission expenses, the following rules shall take effect immediately and may be waived only by a majority vote of the entire Board of County Commissioners.

SECTION 1. TRAVEL

A. Each Commissioner may budget an annual amount for Travel and Per Diem and Registration Fees accounts (4001 and 4941, respectively).

B. Authority to approve travel for a County Commissioner and his or her staff is hereby provided to each County Commissioner provided that adequate funds are available within the individual County Commissioner's budget.

SECTION 2. COUNTY VEHICLES AND AUTO ALLOWANCES

Commissioners and Commission staff shall be subject to the Countywide policies and procedures promulgated by the County Administrator in PPM #CW-F-008, as they may relate to the assignment of County vehicles or the payment for use of private vehicles for County business.

SECTION 3. POLICY – COMMISSION SALARIES

A. Budgeting (Relating to Staff Salaries). The salary budget shall increase annually in accordance with annual Countywide salary policy for as long as the Commissioner is in office. If a staff person leaves the Commissioner's office, the budget will be reduced to 10% above the starting salary for the applicable position (County Commission Administrative Assistant or Commission Secretary). If a current County employee joins the staff of a Commissioner, the budget shall be adjusted accordingly based on the pay action that should occur pursuant to County policy. Hires from Constitutional Offices shall be considered new hires and subject to the 10% cap.

B. Future Commissioners. Budget will be established at time of election based on three positions: two full-time County Commission Administrative Assistants, and one full-time Commission Secretary. Budget will be established to accommodate hiring at 10% above the minimum salary for these positions.

C. Commission Staff Bonuses. Commission staff bonuses will be provided for in accordance with Board of County Commissioner PPM #BCC-F-006.

SECTION 5. STAFFING AND SALARIES

A. Temporary Staffs. The County Commission may, from time to time, adopt and budget for programs providing for the employment of students. The use of temporary employees on a contract basis to temporarily replace or augment Commission staff shall be authorized as provided by the adopted fiscal year budget. Temporary employees shall not receive benefits and shall be paid only for actual time worked.

B. Permanent Staff.

1. Personnel Classifications. The pay grades for County Commission Administrative Assistants and Commission Secretaries may be adjusted periodically as determined by Human Resources review. A County Commission Administrative Assistant who has served on a Commissioner's staff for a minimum of four (4) years and a total of eight (8) or more years inclusive as an employee of the Board of County Commissioners, or who has served on a Commissioner's staff for a minimum of one (1) year with a total of fifteen (15) or more years inclusive as an employee of the Board of County Commissioners, may be promoted to Senior County Commission Administrative Assistant.

2. Staffing. Commissioners shall be authorized three (3) full-time equivalent staff members: two full-time County Commission Administrative Assistants, and one full-time Commission Secretary. Commissioners may hire staff in a different job classification with a lower pay grade (e.g. Clerk Typist), but in no instance may Commissioners hire staff in a different job classification with a higher pay grade than the pay grades for the job classifications listed above. Commissioners' staff shall normally be entitled to any across-the-board pay increases and longevity pay increases available to other County employees as approved annually by the Board of County Commissioners, subject to availability of budget and approval of the Commissioner. In no case may staff salary exceed the maximum of the designated pay grade; however, employees at the maximum of the pay grade may receive a lump-sum bonus in lieu of across-the-board pay increases and longevity pay increases.

3. Tenure. Commission staff shall be considered Non-Merit System employees and shall serve at the will and pleasure of the Commission.

4. Benefits. Commission staff shall receive employee benefits pursuant to applicable County policy.

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 vote was as follows:

- Commissioner Burt Aaronson, Chair -
- Commissioner Karen T. Marcus, Vice Chair -
- Commissioner Jeff Koons -
- Commissioner Shelley Vana -
- Commissioner Steven L. Abrams -
- Commissioner Jess R. Santamaria -
- Commissioner Priscilla A. Taylor -


The Chairman thereupon declared the Resolution duly passed and adopted this _____ day of _____, 2010.

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

SHARON R. BOCK, CLERK & COMPTROLLER

By: _____
Deputy Clerk

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

By:  Fon
County Attorney

RESOLUTION NO. R-2004-0136

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, ESTABLISHING BUDGETARY POLICY AND EXPENDITURE CONTROLS FOR THE OPERATION OF COMMISSION DISTRICT OFFICES, AND RESCINDING RESOLUTION NOS. R-88-822, R-93-282, R-93-829, AND R-95-1405.

WHEREAS, it is vital that government exercise its power and perform its duties according to laws, policies, established procedures, and sound management practices; and

WHEREAS, government must be held accountable for the use of public funds; and

WHEREAS, the Board of County Commissioners desires that budgetary policy and expenditure guidelines be established for the operation of Commission district offices.

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

1. The County Commission office budget shall be composed of nine cost centers: one for each Commission district, one for Shared Expenses, and one for the Chair.
2. Shared Expenses costs shall include office supplies for the Governmental Center Commissioners' offices, copier charges and supplies, Board memberships, maintenance of equipment, communication costs except car phone costs and usage, and data processing costs. The additional cost center for the Chair shall include appropriations for expenditures directly associated with the official duties of the Chair, including one County Commission Administrative Assistant (Commission Aide). Signature authority for the Chair's cost center shall be the Chair. Signature authority for the Shared Expenses cost center shall be the Chair or the Commission Office Manager.
3. Commissioners are authorized to modify their district budgets by moving funds between line items except that salary and benefit budget lines shall not be increased by transfers from other operating accounts and provided that expenditures do not exceed the overall annual budget established for such district office. Signature authority for each district budget shall be the Commissioner of that district or the Commissioner's specific designee.
4. All expenditures of public funds must be in accordance with State law. All expenses paid from public funds must be for a County purpose. The use of Commission staff during regular working hours and County-owned equipment for personal or political purpose is prohibited.

5. All expenses shall be charged to the appropriate budget account as identified in the most current State Chart of Accounts.

6. To establish budgetary controls over Commission expenses, the following rules shall take effect immediately and may be waived only by a majority vote of the entire Board of County Commissioners.

SECTION 1. TRAVEL

A. Each Commissioner may budget an annual amount for Travel and Per Diem and Registration Fees accounts (4001 and 4941).

B. Authority to approve travel for a County Commissioner and/or his/her staff is hereby provided to each County Commissioner provided that adequate funds are available within the individual County Commissioner's budget.

SECTION 2. EQUIPMENT

A. Budgets for new equipment shall be established October 1 of each year for each Commission office as follows:

\$3,000 for Machinery and Equipment

\$2,000 for Data Processing Equipment

Prior to the purchase of any data processing equipment or software, the purchase must be reviewed by and receive a recommendation from Information System Services.

B. Furniture and equipment shall be tagged and charged to the individual Commission district's inventory, and each Commissioner shall be accountable for such assets.

SECTION 3. COUNTY VEHICLES AND AUTO ALLOWANCES

Commissioners and Commission staff shall be subject to the Countywide policies and procedures promulgated by the County Administrator in PPM #CW-F-008, as they may relate to the assignment of County vehicles or the payment for use of private vehicles for County business.

SECTION 4. POLICY - COMMISSION SALARIES

A. Budgeting (Relating to Staff Salaries). The salary budget shall increase annually in accordance with annual Countywide salary policy for as long as the Commissioner is in office. If a staff person leaves the Commissioner's office, the budget will be reduced to 10% above the starting salary for the applicable position (Aide or Secretary). If a current County Employee joins the staff of a Commissioner, the budget shall be adjusted accordingly based on the pay action that

should occur pursuant to county policy. Hires from Constitutional Offices shall be considered new hires and subject to the 10% cap. Commissioners shall retain the ability to hire at any salary within authorized ranges and increase salaries as long as the annualized dollars fall within the above budget.

B. Future Commissioners. Budget will be established at time of election based on four positions: two full-time Commission Aides (Pay Grade 32), one full-time Commission Secretary and one part-time (20 hours/week) Commission Secretary (Pay Grade 24). Budget will be established to accommodate hiring at 10% above the minimum for these positions.

C. Commission Staff Bonuses. Commission staff bonuses will be provided for in accordance with Board of County Commissioner PPM #BCC-F-006.

SECTION 5. STAFFING AND SALARIES

A. Temporary Staffs. The County Commission may, from time to time, adopt and budget for programs providing for the employment of students. The use of temporary employees on a contract basis to temporarily replace or augment Commission staff shall be authorized as provided by the adopted fiscal year budget. Temporary employees shall not receive benefits and shall be paid only for actual time worked.

B. Permanent Staff.

1. Personnel Classifications. The classifications of County Commission Administrative Assistant and Commission Secretary shall be Pay Grades 32 and 24, respectively. Pay grades may be adjusted periodically as determined by Human Resources review. Pay Grade EO1 may be awarded to a Commissioner's Aide who has served on a Commissioner's staff for a minimum of four (4) years and a total of eight (8) years inclusive as an employee of the Board of County Commissioners, or a Commissioner's Aide who has served on a Commissioner's staff for a minimum of one year with a total of fifteen years inclusive as an employee of the Board of County Commissioners.

2. Staffing. Each Commissioner shall be authorized three and one-half (3 ½) full-time equivalent staff members. Commissioners may hire staff at a lower pay classifications (e.g., Clerk typist), but in no instance may staff be classified higher than Pay Grades 32 and 24 respectively or Pay Grade EO1. Commission staff shall normally be entitled to any across-the-board merit increases and longevity available to Merit System employees as approved annually by the Board of County Commissioners, subject to availability of budget and approval of

the Commissioner. In no case may an employee's salary exceed the maximum of the pay grades set forth above, however, employees at the maximum of the pay grade may receive a lump-sum bonus in lieu of across-the-board or merit increases. Commissioners may also approve pay increases for their staff above the standard across-the-board and merit increases as the Commission district office's annualized budget permits.

3. Tenure. Commission staff shall be considered Non-Merit System employees and shall serve at the pleasure of the Commission.

4. Benefits. Commission staff shall receive the same benefits as regular merit employees.

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

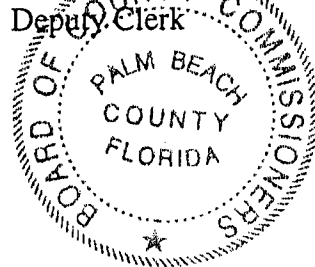
Commissioner Karen T. Marcus, Chair	- Aye
Commissioner Tony Masilotti, Vice Chairman	- Absent
Commissioner Jeff Koons	- Aye
Commissioner Warren H. Newell	- Aye
Commissioner Mary McCarty	- Aye
Commissioner Burt Aaronson	- Aye
Commissioner Addie Greene	- Aye

The Chair thereupon declared the Resolution duly passed and adopted this 13 day of January, 2004.

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

DOROTHY H. WILKEN, CLERK

By: *Sinde C. Hilde*



APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

By: *Maureen Cullen*
Assistant County Attorney