

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY**

Meeting Date: September 14, 2010

[X] Consent      [ ] Regular  
[ ] Public Hearing

Department

Submitted By: COUNTY ATTORNEY

Submitted For: COUNTY ATTORNEY

**I. EXECUTIVE BRIEF**

**Motion and Title:** Staff recommends motion to approve an Agreement with Broad and Cassel for Airport-Related Bankruptcy Legal Services, providing for attorney's fees in a total amount not to exceed \$250,000 and reimbursable costs to up to \$25,000, for a total of \$275,000 for the entire five (5)-year contractual period, which includes the three (3) individual yearly renewal periods.

**Summary:** Bankruptcy law is a highly specialized area. Airport bankruptcies often involve large sums of money due to Palm Beach County. It is therefore in the County's best interest to retain counsel to provide legal assistance, on an as-needed basis in the more complex airport-related bankruptcies matters. The initial contract period is for two (2) years from December 21, 2009, and providing for \$100,000 in attorney's fees and \$10,000 in reimbursable costs, with three (3) yearly renewal periods at \$50,000 attorney's fees per year and \$5,000 in reimbursable costs. This Agreement is being funded exclusively from the Department of Airports and not ad valorem revenue. Countywide (PM)

**Background and Justification:** The County issued a Request for Proposals for Airport-Related Bankruptcy Legal Services and received three (3) written proposals and one (1) verbal inquiry. (continued on page 3)

**Attachments:**

1. Agreement with Broad and Cassel for Airport-Related Bankruptcy Legal Services.

Recommended by: \_\_\_\_\_

County Attorney

Date

8/13/10

Approved by: \_\_\_\_\_

N/A

Date

## II. FISCAL IMPACT ANALYSIS

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

Fiscal Years	2010	2011	2012	2013	2014
Capital Expenditures					
Operating Costs	<u>55,000</u>	<u>55,000</u>	<u>55,000</u>	<u>55,000</u>	<u>55,000</u>
External Revenues					
Program Income (County)					
In-Kind Match (County)					
<b>NET FISCAL IMPACT</b>	<u>55,000</u>	<u>55,000</u>	<u>55,000*</u>	<u>55,000*</u>	<u>55,000*</u>

# ADDITIONAL FTE

POSITIONS (Cumulative) \_\_\_\_\_

Is Item Included in Current <sup>and Proposed</sup> Budget? Yes X No \_\_\_\_\_

Budget Account No.: Fund 4100 Department 120 Unit 1110 Object 3125

Reporting Category \_\_\_\_\_

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

Funds are available in the above referenced Department of Airports account.  
Funding source is airport revenues, no general fund budget is used.

### C. Departmental Fiscal Review: \_\_\_\_\_

## III. REVIEW COMMENTS

### A. OFMB Fiscal and/or Contract Development and Control Comments:

\* Based on 1 year renewal periods

VA  
8/16/10 OFMB 8/16/10  
JP

Contract Development and Control

### B. Legal Sufficiency:

Assistant County Attorney

This Contract complies with our  
contract review requirements.

*At the time of our review,  
the contract was not  
extended.*

### C. Other Department Review:

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

THIS SUMMARY IS NOT TO BE USED AS A BASIS FOR PAYMENT.

## **Background and Justification (continued)**

A Selection Committee evaluated the submissions and awarded the contract to Broad and Cassel. The initial contract period is for two (2) years with attorney's fees not to exceed \$100,000 and reimbursable costs at a maximum of ten percent (10%) of this amount, or \$10,000 for the initial contract period. The Agreement also provides for three (3) additional, wholly independent one (1)-year renewal periods with Attorney's fees not to exceed \$50,000 per year and reimbursable costs of ten percent (10%) of this amount, or an additional \$5,000 per year for each yearly renewal period. This brings the total amount of the Agreement to \$275,000 dollars, which includes all fees and costs broken down as set forth herein, unless the Agreement is terminated according to its terms. The Agreement, if approved, is effective from December 21, 2009, to include payment for work performed after expiration of the previous contract on December 20, 2009. The delay in bringing this contract to the Board for approval was due to the need to revise and update the previous contract and prepare, complete and properly advertise the Request for Proposal for the services, while maintaining a trial schedule.

**AGREEMENT BETWEEN PALM BEACH COUNTY AND  
BROAD AND CASSEL FOR BANKRUPTCY RELATED LEGAL SERVICES**

THIS AGREEMENT is made and entered into on this 21<sup>st</sup> day of December, 2009, by and between Palm Beach County, a political subdivision of the State of Florida, hereinafter referred to as "COUNTY", and BROAD and CASSEL, hereinafter referred to as "ATTORNEY" or "OUTSIDE COUNSEL".

**WITNESSETH:**

**WHEREAS**, COUNTY desires to retain the Legal Services of ATTORNEY for purposes of assisting the County Attorney in complex bankruptcy related matters involving the Department of Airports that requires special expertise; and

**WHEREAS**, ATTORNEY desires to provide Legal Services to COUNTY on an as needed basis at the request of the County Attorney.

**WHEREAS**, the County issued the RFP on January 8, 2010, inviting lawyers and law firms to apply for the opportunity to enter into such an outside counsel relationship; and

**WHEREAS**, Outside Counsel responded to the Request for Proposals and was ultimately selected as the firm with which to contract.

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements expressed herein the parties agree as follows:

1. The above recitals are true and correct and incorporated herein by reference.
2. The lawyer or law firm is expected to advise, assist, and represent the County on various bankruptcy matters including, but not limited to, conducting legal research, drafting memoranda, propounding and responding to discovery requests,

attending depositions, preparing and filing pleadings, attending mediation conferences, commencing and prosecuting adversarial proceedings, preparing appellate briefs, and arguing bankruptcy appeals (the "Legal Services");

3. COUNTY agrees to pay ATTORNEY for the Legal Services rendered on a per hour basis as set forth in Exhibit "A" (to this Agreement) in the total contractual amount not-to-exceed One Hundred Thousand Dollars (\$100,000) for the initial contract period of two (2) years, and \$50,000 for each individual subsequent year known as the renewal period(s). The initial Agreement is automatically renewable upon the expiration of the initial Agreement and each subsequent renewal period(s) unless terminated by either party in accordance with the terms of this Agreement. Monthly invoices shall be submitted to the County Attorney's office for review and approval prior to payment. The use of sub-contractors, independent contractors or non-employees of the Attorney is permissible with the prior written consent of the County Attorney when the use of same is determined to be cost effective to the County and is within the contractual not-to-exceed cap. Each invoiced item shall be set forth separately, specifically describing the work performed, reflecting the actual time spent on each such matter and the person performing the work. Payment to such non-employees will be made only when properly invoiced and the prior written consent of the County Attorney is attached. ATTORNEY agrees to bill COUNTY for work performed in tenth of an hour increments. ATTORNEY shall notify the COUNTY when the billable fees and costs reach ninety (90%) percent of the not-to-exceed amount provided for herein. Notification shall be made as soon as is practicable, but in all events and circumstances prior to the next monthly invoice being submitted for payment. Failure to comply with this notification requirement shall result in immediate cessation of future

invoice approvals until proper verification that future invoice approvals will remain within the contractual not-to-exceed amount.

4. Upon presentation of appropriate back up or supporting documentation, as specifically set forth in Palm Beach County PPM #CW-F-009 and the pertinent Florida Statutes specified therein and attached hereto as Exhibit "B", the County will agree to reimburse the lawyer or law firm for reasonable costs and expenses incurred during the course of providing legal services including express mail, long distance telephone charges, postage, and photocopying charges; provided however, that cumulative reimbursable costs and expenses shall not exceed ten percent (10%) of the total fees (\$100,000) payable pursuant to the Agreement; therefore, the reimbursement amount is \$10,000.00. The same formula for reimbursement shall also apply to each subsequent renewal period. Included in this ten percent (10%) cost and expense cap are court filing fees and costs, witness fees, court reporter fees and previously approved out-of-county travel expenses which shall be itemized, invoiced separately, and submitted monthly. Costs for travel within Palm Beach County, courier charges, secretarial work, computerized research, and telefacsimile charges shall not be reimbursable by the County. All charges, expenses, and costs incurred in performing the legal services as described herein and in the Agreement shall be approved by the County Attorney's Office. Travel time for the lawyer shall be billed at one-half the hourly rates for the person performing the services as set forth on Exhibit "A" (to this Agreement).

5. The initial term of this Agreement shall be for two (2) years from December 21, 2009, which date shall be known as the "effective date". The legal services for which compensation may be sought under this Agreement include those services provided after the effective date only. The Agreement is automatically renewable for each of the three

additional independent one-year renewal periods unless terminated in accordance with the terms of this Agreement. All of the terms and conditions hereof shall continue to apply, including the hourly rates set forth in paragraph 4 above for each renewal period. The “not to exceed” contractual caps for fees and costs set forth in paragraphs 3 and 4 respectively for each renewal period(s) shall also carry over and apply throughout each renewal period. The COUNTY’S performance and obligation to pay under this contract for subsequent fiscal years are contingent upon annual appropriations for its purpose by the Board of County Commissioners.

6. When the County Attorney requests Outside Counsel to provide legal assistance on a matter, it will be the responsibility of Outside Counsel to provide any and all Legal Services as may be needed to represent the interests of Palm Beach County, unless the County Attorney expressly, and in writing, limits Outside Counsel’s role or responsibility with respect to that particular matter.

7. Outside Counsel shall provide periodic status reports, either oral or in writing, as requested by the County Attorney’s Office.

8. (a) Outside Counsel has been advised that the County and all its activities are subject to the Public Records Law (Chapter 119, Florida Statutes) and the Sunshine Law (Section 286.011, Florida Statutes). Outside Counsel shall observe and comply with the requirements of these laws and all related County policies and procedures in performing the Legal Services hereunder.

(b) Further, outside counsel shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least three (3) years after completion or termination of this Contract. The COUNTY shall have access to such books, records, and documents as required in this section for the purpose

of inspection or audit during normal business hours, at the ATTORNEY'S place of business.

Palm Beach County has established the Office of the Inspector General in Ordinance 2009-049, as may be amended, which is authorized and empowered to review past, present and proposed County contracts, transactions, accounts and records. The Inspector General has the power to subpoena witnesses, administer oaths and require the production of records, and audit, investigate, monitor, and inspect the activities of the ATTORNEY, its officers, agents, employees, and lobbyists in order to ensure compliance with contract requirements and detect corruption and fraud.

Failure to cooperate with the Inspector General or interfere or impeding any investigation shall be in violation of Ordinance 2009-049, and punished pursuant to Section 125.69, Florida Statutes, in the same manner as a second degree misdemeanor.

9. Outside Counsel will attempt whenever possible to achieve cost effectiveness by consolidating court hearings, limiting travel, streamlining case processing, using printed forms, using the appropriate level of attorney or staff experience required by task, and taking other actions to improve efficiency and cost effectiveness, including the use of sub-contractors, independent contractors or non-employees of the attorney, with the use of such personnel being billed through the Attorney and applying toward the contractual not-to-exceed cap set forth herein.

10. ATTORNEY shall indemnify, hold harmless and defend COUNTY, its agents, servants, and employees from and against any and all claims, liability, losses and/or causes of actions which may arise by virtue of any intentional or negligent act or omission of ATTORNEY or any agent, member, partner, associate or employee thereof in the



performance of the Legal Services, including sub-contractors, independent contractors or non-employees as referenced in paragraph 9 above.

11. Outside Counsel will maintain in full force and effect, during the life of this Agreement, standard professional liability insurance with limits not less than One Million Dollars (\$1,000,000.00) per occurrence and a maximum deductible of Fifty Thousand Dollars (\$50,000.00). Certificates of liability insurance satisfactory to the County, evidencing the coverage required hereunder, shall be furnished to the County immediately upon execution hereof and before commencement of any services under this Agreement. Complete copies of policies shall be furnished upon the County's request. Outside Counsel will provide the County with thirty (30) days prior written notice of any cancellation, non-renewal, or other material change in the status of its professional liability insurance. Approval of the insurance by the County shall not relieve or decrease any liability of Outside Counsel hereunder.

12. ATTORNEY represents that it has, or will secure at its own expense, all necessary personnel required to perform the Legal Services as required herein. Such personnel shall not be employees of or have any contractual relationship with COUNTY. The Legal Services shall be performed by ATTORNEY or under its supervision, and all personnel engaged in performing the Legal Services shall be fully qualified and, if required, authorized or permitted under state and local law to perform such services. ATTORNEY warrants that the Legal Services shall be performed by skilled and competent personnel to the highest professional standards.

13. ATTORNEY's signature on this Agreement shall act as the execution of a truth-in negotiation certificate certifying that the wage rates and costs used to determine the compensation provided for in this Agreement are accurate, complete and current as of the date of this Agreement.

14. (a) ATTORNEY represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of the Legal Services, as provided in the standards set forth in Part III of Chapter 112, Florida Statutes. ATTORNEY further represents that no person having such a conflicting interest shall be employed by ATTORNEY to perform the Legal Services.

(b) ATTORNEY shall promptly notify COUNTY in writing of all potential conflicts of interest for any prospective business association, interest or other circumstance which may influence or appear to influence ATTORNEY'S judgment or quality of the Legal Services. The notice shall identify the prospective business association, interest or circumstance and the nature of work that ATTORNEY wants to undertake and request COUNTY's opinion as to whether the association, interest or circumstance would, in the opinion of COUNTY, constitute a conflict of interest if entered into by ATTORNEY. COUNTY agrees to notify ATTORNEY of its opinion within thirty (30) days of receipt of notification by ATTORNEY. If, in the opinion of COUNTY, the prospective business association, interest or circumstance would not constitute a conflict of interest by ATTORNEY, COUNTY shall so state in its opinion, and the association, interest, or circumstance shall not be deemed to be a conflict of interest with respect to the Legal Services. ATTORNEY further agrees to comply with Palm Beach County PPM #CW-0-052 regarding outside counsel conflicts of interest, which is attached hereto as Exhibit "C" and incorporated herein.

(c) Further, as provided in F.S. 287.132-133, by entering into this contract or performing any work in furtherance hereof, the ATTORNEY certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the convicted vendor list maintained by the State of Florida Department of Management Services within the 36 months immediately preceding the date hereof. This notice is required by F.S. 287.133(3)(a).

15. ATTORNEY is, and shall be, in the performance of the Legal Services an independent contractor and not an employee of COUNTY. All persons engaged in the Legal Services performed by ATTORNEY pursuant to this Agreement shall at all times, and in all places, be subject to ATTORNEY'S sole discretion, supervision, and control. ATTORNEY shall exercise control over the means and manner in which it and its employees, agents, members, sub-contractors, independent contractors or any others, perform the work. ATTORNEY does not have the power or authority to bind COUNTY in any promise, agreement or representation other than as specifically provided for in this Agreement.

16. ATTORNEY warrants that it has not employed, retained paid in dollars or in-kind, any company or person, other than a bona fide employee working solely for ATTORNEY, to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for ATTORNEY, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Agreement.

17. The ATTORNEY warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, familial status, sexual orientation, gender identity and expression.

18. This Agreement shall be governed by the laws of the State of Florida. Any and all legal action necessary to enforce this Agreement shall be originally filed and later held in Palm Beach County. No remedy herein conferred upon the parties is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity, by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other further exercise thereof.

19. All written notices required in this Agreement shall be sent by certified mail, return receipt requested. If sent to COUNTY, the notice shall be mailed to:

Palm Beach County Attorney's Office  
301 North Olive Avenue, Suite 601  
West Palm Beach, Florida 33401  
ATTN: Philip Mugavero, Esq.

Copy to: Laura M. Beebe, Deputy Director Business Affairs  
Airports Department  
846 Palm Beach International Airport  
West Palm Beach, Florida 33406

If sent to ATTORNEY, the notice shall be mailed to:

Broad and Cassel  
390 North Orange Ave., Suite 1400  
Orlando, Florida 32801  
ATTN: Roy S. Kobert, Esq.

20. The foregoing terms and conditions constitute the entire agreement between the parties hereto and any representation not contained herein shall be null and void and of no force or effect. Further, this Agreement may be amended only in writing upon mutual consent of the parties hereto.

21. All exhibits attached hereto and referenced herein shall be deemed to be incorporated into this Agreement by reference.

22. This Agreement shall be effective December 21, 2009. This Agreement is automatically renewable for three (3) additional, wholly independent one (1) year periods called "renewal period(s)" at the price, terms and conditions as set forth herein, unless terminated in accordance with the terms of this Agreement.

**IN WITNESS WHEREOF**, the parties hereto have duly executed this Agreement on  
the day and year first above written.

**ATTEST:**

Sharon Bock, Clerk

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS**

By: \_\_\_\_\_

By: \_\_\_\_\_  
Burt Aaronson, Chair

**WITNESSES:**

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

**BROAD & CASSEL**

By: \_\_\_\_\_  
Roy S. Kobert, Esq.  
A General Partner for the Firm

**APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY**

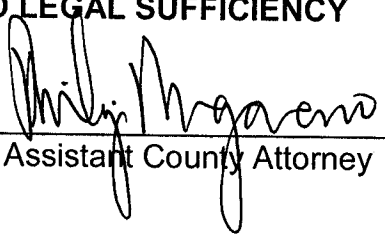
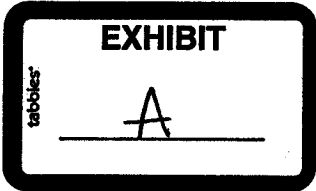
By:  \_\_\_\_\_  
Assistant County Attorney

EXHIBIT "A"			
Professional	Position	2010 Hourly Rates	Agreement Rates for Palm Beach County
Roy S. Kobert	Partner	\$440.00	\$396.00
C. Craig Eller	Partner	\$350.00	\$315.00
Nicolette Vilmos	Associate	\$285.00	\$256.00
Daniel Miller	Of Counsel	\$315.00	\$283.00



**TO:** ALL COUNTY PERSONNEL  
**FROM:** ROBERT WEISMAN  
COUNTY ADMINISTRATOR  
**PREPARED BY:** COUNTY ADMINISTRATION  
**SUBJECT:** TRAVEL  
**PPM #:** CW-F-009

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**ISSUE DATE**  
December 10, 2009

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**EFFECTIVE DATE**  
January 1, 2010

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**PURPOSE:**

The purpose of this PPM is to provide guidelines to all units of government in the Board of County Commissioners' budget for reimbursement to public employees and other authorized persons for travel expenses.

**UPDATES:**

Future updates of PPM# CW-F-009 will be the responsibility of the Assistant County Administrator in County Administration.

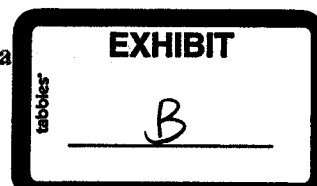
**AUTHORITY:**

The authority of this PPM is contained in Resolution No. R2006-0120 of the Board of County Commissioners of Palm Beach County, Florida, adopting a policy on travel pursuant to Sections 112.061 and 125.0104, Florida Statutes, which prescribe travel expenses of public officers, employees and other authorized persons.

Section 125.0104, Florida Statutes prescribes travel for the Tourist Development Council. The Council's purpose is to promote and publicize Palm Beach County and, as such, has extended limits on travel reimbursement. When a specific exception is not made in Section 125.0104, Florida Statutes, then Section 112.061 Florida Statutes, governs.

Employees of the Tourist Development Council, when traveling on official County business in the performance of tourism related activities as prescribed by Section 125.0104 of the Florida Statutes, will be reimbursed for actual, reasonable and necessary expenses when meeting with travel writers, tour brokers or others connected with the tour industry. They will be reimbursed for foreign travel at current rates as specified in the Federal publication "Standardized Regulations (Government Civilians, Foreign Areas)," as outlined in Section 125.0104,

CW-F-009/Pa





**DEFINITIONS:**

**Travel Categories:**

1. **Business Travel** – Travel that is necessary for an employee to complete an assigned task or carry out his/her assigned responsibilities. Examples include serving on a professional or technical board, a speaking engagement, involvement with regulatory agencies, bond closings, and all other business travel with a clearly identified public purpose. Agencies responsible for marketing and promoting Palm Beach County (i.e., Tourist Development) may attend promotional conventions as business trips. For a trip to be classified in the Business Travel category, there generally is no registration fee.
2. **Certification Travel** – Travel related to essential technical training required to perform in the job classification. For a trip to be classified in this category, the course must result in a certificate, course credit, Continuing Professional Education (CPE), Continued Legal Education (CLDE), Continuing Education Units (CEU) credits toward future certification or satisfaction of in-service training required by State or Federally funded programs. Examples include paramedic training, training in computer technology, and skills training in the operation of equipment or systems.
3. **Training Travel** –
  - a) **Outside Palm Beach County** – A seminar, workshop, or session conducted outside Palm Beach County that is dedicated to providing desirable or essential knowledge to be utilized within the job classification. Seminars, workshops, or sessions offered as part of a conference or convention must be included in the Conference/Convention category.
  - b) **Within Palm Beach County** – A seminar, workshop, session, conference, or convention conducted within Palm Beach County that is dedicated to providing desirable or essential knowledge to be utilized within the job classification.
4. **Lobbying Travel** – Travel in relation to State or Federal Legislation.
5. **Employee Recognition Events** – If the department's annual employee recognition event is held during normal working hours, designated drivers may receive mileage reimbursement for transporting groups of employees to the event.
6. **Conference/Convention Travel** – A session dedicated to specialized topics or areas of common professional or technical interest for the purpose of exchanging views regarding common issues or areas of interest, or the discussion of related problems and solutions. CPE or CEU credits may or may not be given. A conference/convention typically includes the following:

- a) Concurrent sessions.
- b) Exhibits by vendors regarding goods and services related to the professional or technical interests.
- c) Breakfast/luncheon/dinner functions, which are scheduled to disseminate relevant information.
- d) Social and/or recreational functions offered for the well-being of the participants.
- e) Registration fees required for participation.

Travel to such meetings is to be classified as Conference/Convention on the Travel Request/Reimbursement Form (See Attachment A), unless it can be clearly defined and documented the travel meets the intent of one of the other travel categories as contained within this section.

**Travel Day:** A period of twenty-four (24) hours consisting of four quarters of six (6) hours each.

**Per Diem:** As an alternative to reimbursement for lodging and meals, a traveler may receive an amount per day for lodging and meals. No receipts are required. The day is divided into four quarters. Per diem is limited to travel that requires an overnight stay.

**Common Carrier:** Includes train, bus commercial airline, rental car of established rental car firm.

**Other Authorized Persons:** Individuals required to travel for County business who are not County employees.

**POLICY:**

Occasional travel by County officials, employees and other authorized persons are considered necessary and useful to the conduct of County business. Attendance at selected professional association meetings and trainings courses provides a benefit to the County through an increased awareness of technical and administrative developments.

**However, the cost of travel, the resulting absence from normal duties, and the public's sensitivity to these issues demand that alternative means of accomplishing travel purposes be carefully examined. Telephone (including conference calls) and written communications should be considered prior to requesting travel authorization.**

When no feasible substitute for travel exists, the traveler and the approving authority must keep the associated expenses such as airfare, lodging, taxi, or auto rental to a minimum.

Consideration of time-efficiency vs. cost must be addressed in the best interest of the County rather than be based on the individual's convenience.

Travel must be pre-authorized. Travel arrangements should be made well in advance since last minute arrangements and changes are costly. Reimbursement for travel will be made within the limitations prescribed by Florida Statutes. **The approving authority is responsible for ensuring compliance with these regulations.**

**AUTHORIZATIONS:**

TRAVELER	AUTHORIZATION
Employees/Other Authorized Persons	Department Director/Deputy/Assistant Director Director of Administration (PZ&B) Director, Facilities Operations (FDO)
Staff Reporting to County Administrator	County Administrator or Deputy County Administrator
Department Director	Deputy or Assistant County Administrator
County Attorney Staff	County Attorney
Internal Auditor Staff	Internal Auditor
Fire Rescue Staff	Fire Rescue Administrator
15 <sup>th</sup> Judicial Circuit Staff	Court Administrator/Chief Judge
Advisory Board Members	Board of County Commissioners
State Attorney Staff	State Attorney
Public Defender Staff	Public Defender
County Commissioners County Commissioners' Staff County Administrator County Attorney Internal Auditor	Reference Resolution No. R93-282

**TRAVEL LIMITATION GUIDELINES:**

**Conferences and Conventions (Outside County on annual basis):**

Technical Staff	1 in state trip
Professional Staff	2 trips, maximum 1 out of state trip
Managerial Staff/Division Directors & above	3 trips, maximum 2 out of state trips

Number of Attendees from one Department:

- Four (4) people from one department for in-state trips.
- Two (2) people from one department for out-of-state trips.

If the conference or convention addresses more than one area of responsibilities or discipline (i.e., large county departments containing several divisions) and the approving authority wishes

to increase the number of attendees, approval by the next higher authority is required.

Any exceptions to these guidelines must be documented and receive approval by the next higher authority prior to travel.

All travel must benefit Palm Beach County. The approving authority will be responsible for assuring that total travel for the fiscal year will not interfere with job duties or the efficient operation of the Department and that opportunities will be on a rotation basis.

**BUDGET VERIFICATION:**

Each approving authority shall be responsible for verifying that sufficient budgeted funds are available prior to authorizing travel.

**AIRLINE AND OTHER TRANSPORTATION ARRANGEMENTS:**

**Route of Travel:** All travel must be by a usually traveled route. If a person travels by an indirect route for personal convenience, any extra costs will be at the traveler's expense.

**Method of Travel:** Persons requesting travel by commercial airlines are required to compare airfares before booking flights. Persons requesting travel must specify the most economical method of travel [e.g., County-owned vehicle, privately-owned vehicle, public transportation (common carrier)].

**Commercial Air Travel:** Commercial air travel will be by the most economical class. First-class common carrier rates will be paid only if a statement is attached to the voucher certifying that tourist or coach was not available at a reasonable flight time.

If substantial savings will result from traveling to or from County business outside the normal expected travel period, documentation, verification, and approval by the Approving Authority (See Authorizations on Page 4) must be attached to the Travel Request/Reimbursement Form (See Attachment A).

Example:

	Dates & Times of Travel	Dates & Times of Travel
	<hr/>	<hr/>
	<hr/>	<hr/>
Cost:		
Airfare	\$400.00	\$250.00
Meals	42.00	63.00
Lodging	<u>65.00</u>	<u>130.00</u>
Total:	\$507.00	\$443.00

If traveling outside the normal expected travel period results in substantial savings, the County will pay the Meals and Lodging. However, if the extra travel time involves normal work hours, either the employee may use vacation time or the lost time away from work must be included in the cost calculations.

**Private Airplane Travel:** The use of a private airplane for County business shall be approved on the basis that this mode of travel is beneficial to the County from a financial and/or time standpoint. Costs shall not exceed the costs of the lowest commercial airfare available. If there are multiple travelers, reimbursement will be made based on actual expenditures of the private aircraft not-to-exceed the total amount that would have been reimbursed had the travelers used the normal commercial airline mode of travel. Written justification must be signed by the Approving Authority and attached to the Travel Request/Reimbursement Form (See Attachment A) when submitted to Finance.

#### **TRAVEL ADVANCES:**

If authorized by the Approving Authority, a traveler may request an advance to cover anticipated costs of travel. The guidelines below must be followed when a travel advance is requested.

There will be no advances for amounts under \$100.00.

Advances may be made for 100% of airfare, registration fees, per diem or pre-determined hotel rates and meal allowances.

A Travel Request/Reimbursement Form (See Attachment A) with the advance amount needed must be submitted at least seven (7) working days prior to travel.

The Finance Department shall have the authority to deny travel advance privileges to those individuals or to those departments, which have failed to properly or promptly submit a voucher for reimbursements of travel expenses or travel request forms for advances.

All travel advances must be accounted for within (10) working days upon returning from the trip. Any employee delinquent in submitting his/her travel reimbursement voucher within the ten (10) day limit may be denied all future travel advances.

Employees who are overpaid, who resign or are discharged from County service prior to attending the conference or seminar, or who fail to attend the conference or seminar, will reimburse the County for any excess travel advance funds received. The County may recoup the funds through deductions from the employee's paycheck(s) and/or through such other collection means as the County elects to use.

#### **REIMBURSABLE TRAVEL EXPENSES:**

##### **Section A – Travel Outside Palm Beach County Requiring Overnight Stay**

- 1) **Meals and Lodging:** All travelers are allowed meals and lodging when traveling to a convention, conference or County business out of Palm Beach County requiring an overnight stay. Reimbursement for meals and lodging will be as follows:

Per diem in the amount of \$95 per day: based upon a quarter period (six hours or fraction thereof, @ \$23.75 per quarter); paid receipts not required; or

If actual expenses are determined to-exceed per diem as described above, then actual expenses for lodging at a single occupancy rate substantiated by paid bills, plus an amount for meal allowances as follows:

Breakfast -	\$6
Lunch -	\$12
Dinner	\$22

If meals are included in the registration fee, a meal allowance will not be reimbursed.

- 2) **Registration Fees**

- 3) **Incidental Reimbursable Expenses:** The following incidental expenses of the traveler may be reimbursed:

Car Rental – The Approving Authority will make the determination of need. Car rentals must be approved and submitted on the Travel Request/Reimbursement Form (See Attachment A) prior to travel with justification included. The intermediate car rental rate will be reimbursed unless the need for a larger car has been documented and approved by the Approving Authority. Rental cars used from Palm Beach County are discouraged unless specifically justified.

Taxi Fare or Bus Fare – Receipts are required.

Bridge, Road, Tunnel Tolls, and other Fares – Receipts are required.

Telephone – For County business only.

Fax and Internet Access Fee – For County business only.

Storage or Parking Fees – Receipts are required.

Vicinity Travel - Restricted to business purposes. Florida State Statute requires documentation of the point of origin, the point of destination, and the public purpose for the vicinity travel. The County will not reimburse for personal travel (i.e., sightseeing, travel to eating establishments).

Mileage – The traveler will be reimbursed for mileage when using their own vehicle for

County travel at a set by the Internal Revenue Service. The standard mileage rate for business travel, as set by the IRS, is \$.50 per mile effective January 1, 2010. Employees who receive a monthly auto allowance will be reimbursed for all mileage incurred for out-of-county trips.

**Section B – Travel Outside Palm Beach County not Requiring an Overnight Stay**

- 1) **Meals:** The traveler will be reimbursed a meal allowance as follows:

Breakfast - \$ 6.00  
Lunch - \$12.00  
Dinner - \$22.00

If meals are included in the registration fee, a meal allowance will not be reimbursed.

- 2) **Registration Fees:** When the only expense incurred is a registration fee and the department has been invoiced by the vendor, the traveler may request payment to the vendor on the Direct Payment Voucher Form (**See Attachment E**), after attending the event requiring the registration fee. If the registration fee must be paid in advance, the traveler may request an advance using the procedure outlined under **Travel Advances on Page 6**.

- 3) **Incidental Reimbursable Expenses:** The following incidental expenses of the traveler may be reimbursed:

Car Rental – The approving Authority will make the determination of need. Car rentals must be approved and submitted on the Travel Request/Reimbursement Form (**See Attachment A**) prior to travel with justification included. The intermediate car rental rate will be reimbursed unless the need for a larger car has been documented and approved by the Approving Authority. Rental cars used from Palm Beach County are discouraged unless specifically justified.

Taxi Fare or Bus Fare – Receipts are required.

Bridge, Road, Tunnel Tolls, and other Fares – Receipts are required.

Telephone – For County business only.

Fax and Internet Access Fee – For County business only.

Storage or Parking Fees – Receipts are required.

Vicinity Travel - Restricted to business purposes. Florida State Statute requires documentation of the point of origin, the point of destination, and the public purpose for the vicinity travel. The County will not reimburse for personal travel (i.e., sightseeing,

travel to eating establishments).

Mileage - The traveler will be reimbursed for mileage when using their own vehicle for County travel at a set by the Internal Revenue Service. The standard mileage rate for business travel, as set by the IRS, is \$.50 per mile effective January 1, 2010. Employees who receive a monthly auto allowance will be reimbursed for all mileage incurred for out-of-county trips.

#### **Section C – One-Day Travel Within Palm Beach County**

- 1) **Meals:** Meal allowances will not be paid for one-day travel within Palm Beach County unless authorized by the County Administrator for a specific job assignment.
- 2) **Registration Fees:** When the only expense incurred is a registration fee and the department has been invoiced by the vendor, the travel may request payment to the vendor on the Direct Payment Voucher Form (**See Attachment E**), after attending the event requiring the registration fee. If the registration fee must be paid in advance, the traveler may request an advance using the procedure outlined under **Travel Advances on Page 6**.
- 3) **Incidental Reimbursable Expenses:** The following incidental expenses of the traveler may be reimbursed:

Tolls – Receipts are required.

Telephone – For County business only.

Fax and Internet Access Fee – For County business only.

Storage or Parking Fees – Receipts are required.

Vicinity Travel - Restricted to business purposes. Florida State Statute requires documentation of the point of origin, the point of destination, and the public purpose for the vicinity travel. The County will not reimburse for personal travel (i.e., sightseeing, travel to eating establishments).

Mileage – The traveler will be reimbursed for mileage when using their own vehicle for County travel at a set by the Internal Revenue Service. The standard mileage rate for business travel, as set by the IRS, is \$.50 per mile effective January 1, 2010. Employees who receive a monthly auto allowance will not be reimbursed for all mileage incurred for in-county trips. When the only expense incurred by the traveler is mileage, tolls and/or parking, the Mileage Reimbursement Voucher is only used. (**See Attachment B**).



## **Section D – General**

- 1) **County Travel combined with Personal Travel:** An employee traveling on official County business who wishes to alter travel plans for personal reasons must indicate such on the Travel Request/Reimbursement Form (**See Attachment A**).

The traveler will only be reimbursed for those expenses which are clearly County business-related. Per diem or meals and lodging will be in effect only during the actual period of time spent on official County business.

If personal travel is prior to County business, County business commences as if personal travel were not included. If personal travel is after the conclusion of County business, personal travel begins at the time the traveler would have been expected to depart. Overnight accommodations/associated costs shall be permitted if it is not reasonable or practical for the employee to arrive or depart on the same day(s) as the event.

- 2) **Mileage Reimbursement Requirements (formerly known as "Mileage Agreements"):** When it is necessary for employees to use their privately-owned vehicles for transportation in the discharge of their assigned official duties on behalf of Palm Beach County, reimbursement for travel, including necessary parking and tolls, can be made by completing a Mileage Reimbursement Voucher (**See Attachment B**). (An employee requesting mileage reimbursement must be an authorized driver in accordance with County policies in order to receive reimbursement from Finance). Mileage Reimbursement will be in accordance with the State of Florida Official Map mileage, for County travel at a rate set by the Internal Revenue Service. The standard mileage rate for business travel, as set by the IRS, is \$.50 per mile effective January 1, 2010.

Employees who request mileage reimbursement must maintain minimum limits of automobile liability insurance coverage in accordance with the limits in 324.021(7) Florida Statutes, Proof of Financial Responsibility, as it now exists or may be from time to time amended. (**See Attachment C**).

To obtain authorization for new driver applicants, employees must complete the top part of the Employee Drive Authorization Form (**See Attachment D**) and submit this form (in its entirety), to Loss Control/Risk Management. Loss Control will check the employee's Motor Vehicle Report (MVR) for compliance with County policies and advise the employee and the respective department of compliance. If not in compliance, Finance as well as the employee or his/her department will be notified.

- 3) **Auto Allowance:** Employees who receive an auto allowance will not be eligible for reimbursement for automobile mileage, except for mileage incurred for out-of-county travel. For all normal or daily business travel, employees receiving the auto allowance will use their personal vehicle and not a departmental vehicle unless travel is with other authorized travelers. The auto allowance varies according to position level. (For

additional information, refer to County Administrative Code Section 305.12).

- 4) **Non-Reimbursable Expenses:** Non-reimbursable expenses are those generated by activities and events, which do not serve a direct public purpose to the County. Such expenses include the following:

Laundry/Dry Cleaning	Suites/Villas
Gratuities	Donations
Entertainment/Alcoholic Beverages	Personal Phone Calls not related to business
Room Service	Flight Insurance
Parking/Moving/Traffic Violations	Vicinity Travel to/from Eating Establishments
Movie Rentals	Locker Rentals
Cribs, irons, etc.	Leisure Services

**TRAVEL REQUEST/REIMBURSEMENT FORM:**

**Request:** All travel will be requested and approved on the approved Travel Request/Reimbursement Form (See **Attachment A**), except for the following situations:

- 1) Authorized attendance at seminars, Certification exams, Conference calls and other training that does not involve travel, travel on County time or per diem. A Direct Payment Voucher (See **Attachment E**) should be used to process these activities; and
- 2) When a Registration Fee is the only expense incurred and has been invoiced by the vendor, a direct Payment Voucher (See **Attachment E**) should be used, after attending the event requiring the registration fee. If the registration fee must be paid in advance, the traveler may request an advance using the procedure outlined under **Travel Advances** on Page 6.

Should reimbursement be requested for non-county employees (i.e., applicants traveling for assessment centers), the "Job Title" portion of the Form shall indicate "other." A copy of the approved form shall be submitted to the Finance Department prior to travel if requesting an advance.

To claim reimbursement, submit the Travel Request/Reimbursement Form (See **Attachment A**) to the appropriate Approving Authority together with the following minimal supporting documents:

- 1) The approved Travel Request/Reimbursement (See **Attachment A**) which the actual travel was performed.
- 2) Receipts substantiating all expenses, including airline passenger receipt/ticket stubs and flight itinerary.
- 3) Copy of the meeting's agenda, invitation, and/or other supporting documents.

- 4) Written approval of any exceptions outlined in the policy.
- 5) Written justification and documentation required by this policy.

Following the review and approval of the Travel Request/Reimbursement Form (See Attachment A) and supporting documents, the department will forward one copy to Finance for payment.



**ROBERT WEISMAN**  
**COUNTY ADMINISTRATOR**

**Supersession History:**

1. CW-F-005, Mileage Reimbursement
2. CW-F-010, One-Day Travel
3. CW-F-006, dated 11/02/93
4. CW-F-006, issued 5/1/96
5. CW-F-009, issued 9/11/00
6. CW-F-009, issued 8/19/03
7. CW-F-009, issued 1/10/06
8. CW-F-009, issued 2/12/07
9. CW-F-009, issued 1/01/08
10. CW-F-009, issued 7/1/08
11. CW-F-009, issued 12/17/08
12. CW-F-009, issued 12/10/09

NAME _____		TITLE _____
PRINT NAME _____		<input type="checkbox"/> TECH <input type="checkbox"/> PROF <input type="checkbox"/> MNGR <input type="checkbox"/> OTHR
DEPARTMENT _____		DIVISION _____
PHONE # _____	ACCOUNT # _____	DATE _____
TRAVEL CONTACT _____		PHONE # _____
DESTINATION (City & State) _____		
VACATION COMBINED WITH TRIP? <input type="checkbox"/> YES <input type="checkbox"/> NO		WAS TRIP BUDGETED? <input type="checkbox"/> YES <input type="checkbox"/> NO
TITLE OF CONFERENCE/SEMINAR _____		
PURPOSE OF TRIP <input type="checkbox"/> Business <input type="checkbox"/> Training <input type="checkbox"/> Conference/Convention <input type="checkbox"/> Certification <input type="checkbox"/> Lobbying		
<input type="checkbox"/> OUT OF STATE <input type="checkbox"/> IN STATE <input type="checkbox"/> IN PALM BEACH COUNTY		

	ESTIMATED EXPENSES	ACTUAL EXPENSES
<i>Departure:</i>	Date: _____ Time: _____	Date: _____ Time: _____
<i>Return:</i>	Date: _____ Time: _____	Date: _____ Time: _____
Registration Fee:	\$ _____	\$ _____
Transportation:		
Airline .....	_____	_____
Private Vehicle (Attach Detail)	_____	_____
Destination Miles @ \$.50 ¢ /mile .....	_____	_____
Vicinity Miles @ \$.50 /mile.....	_____	_____
County Vehicle Vehicle # _____	_____	_____
Taxi .....	_____	_____
Car Rental (Attach Justification) .....	_____	_____
Lodging: _____ Days @ \$ _____ / Day	_____	_____
Meals:		
# _____ Breakfasts (\$6.00)	_____	_____
# _____ Lunches (\$12.00)	_____	_____
# _____ Dinners (\$22.00)	_____	_____
Per Diem:		
# _____ Qtrs @ \$23.75 /Qtr..	_____	_____
Miscellaneous:		
Parking .....	_____	_____
Tolls .....	_____	_____
Other .....	_____	_____
TOTAL ALL EXPENSES:	\$ _____	\$ _____
TRAVEL ADVANCE REQUESTED:	\$ _____	
Less:		
Travel Advance .....	_____	_____
Payments By County .....	_____	_____
Payments By Other Entities .....	_____	_____
Amount of Reimbursement <REFUND> .....		\$ _____

**TRAVEL APPROVALS:**

Traveler's: \_\_\_\_\_ Date \_\_\_\_\_

Approving Authority's: \_\_\_\_\_ Date \_\_\_\_\_

**REIMBURSEMENT APPROVALS: \***

Traveler's: \_\_\_\_\_ Date \_\_\_\_\_

Approving Authority's: \_\_\_\_\_ Date \_\_\_\_\_

**\* CERTIFICATION AND AUTHORIZATION**

I hereby certify or affirm that this travel claim is true and correct in every material matter; that the expenses were actually incurred by the traveler as necessary travel expenses in the performance of my official duties; and that same conforms in every respect with the requirements of the Palm Beach County travel regulations and Chapter 112.061, Florida Statutes.



PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS  
MILEAGE REIMBURSEMENT VOUCHER  
MONTH: \_\_\_\_\_

Name: _____ Department: _____			
Date	Place of Origin (Location & City)	Place of Destination (Location & City)	Miles Driven
Total Miles x \$.50 = _____			
Parking; Tolls = _____			
Other (Specify) = _____			
TOTAL = _____			
			ACCOUNT NUMBER
<p>I HEREBY CERTIFY THAT THE ABOVE EXPENSES HAVE BEEN INCURRED BY THE UNDERSIGNED IN THE PERFORMANCE OF MY OFFICIAL DUTIES AND THAT THESE COSTS HAVE NOT BEEN PAID OR REIMBURSED FROM ANY OTHER SOURCE. I ALSO CERTIFY THAT I AM AN AUTHORIZED DRIVER AND IN COMPLIANCE WITH CW-0-004 (VEHICLE SAFETY POLICY) AND MAINTAIN THE AUTOMOBILE LIABILITY INSURANCE COVERAGE IN F.S. 324.021(7), PROOF OF FINANCIAL RESPONSIBILITY.</p> <p>TRAVELER'S SIGNATURE: _____ DATE _____</p> <p>TRAVELER'S NAME: _____</p> <p>YEAR &amp; MAKE OF VEHICLE: _____</p>			<p>SIGNATURE OF APPROVING AUTHORITY</p> <p>_____</p> <p>CW-F-009/Attachment B/Page 1 of 1</p>

## CHAPTER 324

FINANCIAL RESPONSIBILITY

- 324.011 Purpose of Chapter.
- 324.021 Definitions minimum insurance required.
- 324.022 Financial responsibility for property damage.
- 324.031 Manner of providing financial responsibility.
- 324.032 Manner of providing financial responsibility; for hire passenger transportation vehicles.
- 324.042 Administration.
- 324.051 Reports of accident; suspensions of licenses and registrations.
- 324.061 Security deposited with Department of Highway Safety and Motor Vehicles release.
- 324.071 Reinstatement; renewal of licenses reinstatement fee.
- 324.072 Proof required upon certain convictions.
- 324.081 Nonresident owner or operator
- 324.091 Notice to department; notice to insurer.
- 324.101 Compliance before license or registration allowed.
- 324.111 Failure to satisfy judgment; copy to department.
- 324.121 Suspension of license and registration.
- 324.131 Period of suspension.
- 324.141 Installments payments.
- 324.151 Motor vehicle liability policies; required provisions.
- 324.161 Proof of financial responsibility; surety bond or deposit.
- 324.171 Self-insurer.
- 324.181 Cancellation of liability policies: plan for apportionment of certain applicants.
- 324.191 Consent to cancellation; direction to return money or securities.
- 324.201 Return of license or registration to department.
- 324.202 Seizure of motor vehicle license plates by recovery agents.
- 324.211 Sale by owner during suspension rights of conditional vendors, mortgages and lessors.
- 324.221 Penalties.
- 324.251 Short title.

**324.011 Purpose of chapter.**--It is the intent of this chapter to recognize the existing privilege to own or operate a motor vehicle on the public streets and highways of this state when such vehicles are used with due consideration for others and their property, and to promote safety and provide financial security requirements for such owners or operators whose responsibility it is to recompense others for injury to person or property caused by the operation of a motor vehicle. Therefore, it is required herein that the operator of a motor vehicle involved in a crash or convicted of certain traffic offenses meeting the operative provisions of s. 324.051(2) shall respond for such damages and show proof of financial ability to respond for damages in future accidents as a requisite to his or her future exercise of such privileges.

**324.021 Definitions; minimum insurance required.**--The following words and phrases when used in this chapter shall, for the purpose of this chapter, have the meanings respectively ascribed to them in this section, except in those instances where the context clearly indicates a different meaning:

(1) **MOTOR VEHICLE.**--Every self-propelled vehicle which is designed and required to be licensed for use upon a highway, including trailers and semitrailers designed for use with such vehicles, except traction engines, road rollers, farm tractors, power shovels, and well drillers, and every vehicle which is propelled by electric power obtained from overhead wires but not operated upon rails, but not including any bicycle or moped. However, the term "motor vehicle" shall not include any motor vehicle as defined in s. 627.732(3) when the owner of such vehicle has complied with the requirements of ss. 627.730-627.7405, inclusive, unless the provisions of s. 324.051 apply; and, in such case, the applicable proof of insurance provisions of s. 320.02 apply.

(2) **DEPARTMENT.**--The Department of Highway Safety and Motor Vehicles.

(3) **OPERATOR.**--Every person who is in actual physical control of a motor vehicle.

(4) **PERSON.**--Every natural person, firm, copartnership, association, or corporation.

(5) **NONRESIDENT.**--Every person who is not a resident of this state.

(6) **LICENSE.**--Any license, temporary instruction permit, or temporary license issued under the laws of this state pertaining to the licensing of persons to operate motor vehicles.

**(7) PROOF OF FINANCIAL RESPONSIBILITY.**--That proof of ability to respond in damages for liability on account of crashes arising out of the use of a motor vehicle:

(a) In the amount of \$10,000 because of bodily injury to, or death of, one person in any one crash;

(b) Subject to such limits for one person, in the amount of \$20,000 because of bodily injury to, or death of, two or more persons in any one crash;

(c) In the amount of \$10,000 because of injury to, or destruction of, property of others in any one crash; and

(d) With respect to commercial motor vehicles and nonpublic sector buses, in the amounts specified in ss. 627.7415 and 627.742, respectively.

(8) **MOTOR VEHICLE LIABILITY POLICY.**--Any owner's or operator's policy of liability insurance furnished as proof of financial responsibility pursuant to s. 324.031, insuring such owner or operator against loss from liability for bodily injury, death, and property damage arising out of the ownership, maintenance, or use of a motor vehicle in not less than the limits described in subsection (7) and conforming to the requirements of s. 324.151, issued by any insurance company authorized to do business in this state.

EMPLOYEE DRIVER AUTHORIZATION

I. EMPLOYEE SECTION- to be completed at Insurance Briefing

Employee Name \_\_\_\_\_ Date \_\_\_\_\_  
(Last) (First) (M.I.)

Address \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Department/Division \_\_\_\_\_ Job Title \_\_\_\_\_

Drivers License No. \_\_\_\_\_ Date of Issue \_\_\_\_\_

DOB \_\_\_\_\_ License Type: CDL or OP Exp. date \_\_\_\_\_  
(circle)

Previous State & DL No. \_\_\_\_\_ Date of Hire \_\_\_\_\_  
(if applicable)

I have read and understood the Vehicle Safety Program, PPM # CW-O-004, and understand my responsibilities as a driver/operator of Palm Beach County vehicles/equipment. I certify that I have not been convicted of three moving violations or one DUI conviction in the preceding twenty-four (24) month period, in Florida or any other state. (The provision of any false information will result in immediate loss of driving privileges of County vehicles, and appropriate disciplinary action, including possible termination, will be pursued.)

Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

II. RISK MANAGEMENT/LOSS CONTROL SECTION

The above employee has met the County guidelines for operating motorized vehicles for Palm Beach County:  
\_\_\_\_\_ Date \_\_\_\_\_

LOSS CONTROL PERSONNEL- (signature)

\*Only top two sections are completed for authorization of vehicle under 8,000lbs. The department supervisor must complete next section if the vehicle is over 8,000lbs.

\*\*\*\*\*

III. DEPARTMENT/DIVISION SECTION- To be completed by the immediate supervisor. (please check all that apply)

Employee will operate vehicles which are classed as follows:

Class D (Non-Commercial License) \_\_\_\_\_

(over 8,000lbs., but under 26,000lbs. w/o endorsements) \_\_\_\_\_

C.D.L. Class A (Combination over 26,000 lbs.) \_\_\_\_\_

C.D.L. Class B (Single over 26,000lbs.) \_\_\_\_\_

C.D.L. Class C (Single over 8,000 w/endorsements) \_\_\_\_\_

C.D.L. Air Brake Endorsement \_\_\_\_\_

C.D.L. Passenger Transport Endorsement \_\_\_\_\_

C.D.L. Tank Vehicle Endorsement \_\_\_\_\_

C.D.L. Hazardous Materials Endorsement \_\_\_\_\_

Other vehicles/equipment (BE SPECIFIC): \_\_\_\_\_

\_\_\_\_\_, has been trained and road tested on all of the above vehicles/equipment and has met the qualifications for operating the same. A Training Form and Road Test form has been completed and is maintained in our department files.

Supervisor signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

IV. RISK MANAGEMENT/LOSS CONTROL

All information has been received; employee is authorized to operate the above stated vehicles/equipment.

\_\_\_\_\_ Date \_\_\_\_\_

Risk Management Personnel

11/15/90

Original Loss Control

Canary: Department

Pink: Personnel

COUNTY FORM 009

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
DIRECT PAYMENT VOUCHERS

VOUCHER NO.

VENDOR NAME			
VENDOR ADDRESS			
VENDOR CITY		DATE	
VENDOR STATE; ZIP		VENDOR #	
PURPOSE		ACCOUNT NUMBER	AMOUNT
AUTHORIZED USES			
THIS FORM IS TO BE USED TO AUTHORIZE DIRECT PAYMENT BY FINANCE FOR THOSE ITEMS LISTED IN COUNTYWIDE PPM # CW-L-035.			
APPROVAL			
DEPARTMENT		DIVISION	
SIGNATURE		TITLE	



TO: ALL COUNTY PERSONNEL

FROM: ROBERT WEISMAN, P.E.  
COUNTY ADMINISTRATOR

PREPARED BY: COUNTY ATTORNEY'S OFFICE

SUBJECT: OUTSIDE COUNSEL CONFLICTS OF INTEREST

PPM #: CW-O-052

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ISSUE DATE:  
October 5, 1993

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EFFECTIVE DATE:  
October 5, 1993

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PURPOSE:

The purpose of this memorandum is to establish the Board of County Commissioners' policy regarding actual and potential conflicts of interest of outside counsel representing Palm Beach County.

AUTHORITY:

Rule 4-1.7, Rules Regulating the Florida Bar.

POLICY:

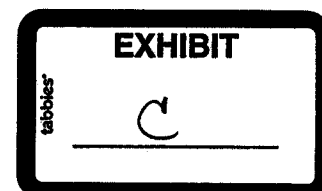
The policy of Palm Beach County is to eliminate and limit conflicts of interest by outside counsel in order to prevent the occurrence of all adverse conflicts, resolve any conflicts that may otherwise arise during representation, and to provide a procedure to waive and consent to apparent conflicts of interest which would not adversely affect the interests of Palm Beach County.

Rule 4-1.7 of the Rules Regulating the Florida Bar prohibits a lawyer from representing a client "if the representation of that client will be directly adverse to the interests of another client, unless:

1. The lawyer reasonably believes the representation will not adversely affect the lawyer's responsibilities to and relationship with the other client; and
2. Each client consents after consultation.

Under Rule 4-1.7 it is the responsibility of the lawyer to determine if undertaking the representation of a client constitutes a conflict of interest.

Page 1 of 3



Any lawyer<sup>1</sup> undertaking representation of Palm Beach County shall not represent any other client with regard to any litigation or other adversary proceeding in which Palm Beach County, a County Commissioner or a county employee (acting in their capacity as a county employee) is named as an adverse party. If a lawyer representing Palm Beach County becomes aware of a conflict, such lawyer shall immediately notify the County Attorney in writing of the circumstances of such conflict of interest and the action which the lawyer is taking to resolve such conflict.

All law firms which are participating in the bond counsel rotation as selected by the Board of County Commissioners are precluded from serving as underwriter's counsel on any Palm Beach County bond issue during the period for which that rotation is in effect. This prohibition includes all law firms serving as bond counsel for issues in which Palm Beach County is a conduit issuer.

A lawyer representing Palm Beach County who has undertaken, or wishes to undertake, representation of a client who has matters or transactions with Palm Beach County which the lawyer believes will not adversely affect his representation of the County shall apply to the County for a waiver under Rule 4-1.7. Examples of waivable conflicts would include representing clients: who have applications planned or pending for development orders or approvals or other land use review of a quasi-legislative nature; who have routine administrative matters; who are seeking permits from Palm Beach County; who have commenced real property foreclosure actions in which Palm Beach County has been named as a defendant having an obviously subordinate interest in the property; who have applications before the Palm Beach County Value Adjustment Board; and in similar non-adverse matters. To undertake or continue all such undertakings to represent such clients, the lawyer shall obtain a waiver as provided herein.

It is the individual lawyer's responsibility to comply with the Standards of Conduct established by the Florida Supreme Court (Rule 3-4.1). The question of whether there is in fact a conflict of interest depends upon whether "the lawyer reasonably believes the representation will not adversely affect the lawyer's responsibilities to and relationship with the other client" (Rule 4-1.7).


Any lawyer requesting a waiver under Rule 4-1.7 shall identify the prospective client, business association, interest or circumstance, the nature of work that the attorney may undertake, explain in writing why he believes the concurrent representation will not violate Rule 4-1.7, and furnish a copy of the written consent of such client. If the County Attorney and County Administrator agree

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<sup>1</sup> "Lawyer" as used herein includes the lawyer's law firm, partners and associates.

that a waiver as to a particular conflict of interest is in the best interest of Palm Beach County, the County Attorney may consent to such waiver on behalf of the Board of County Commissioners; otherwise, the County Attorney may present such request to the Board of County Commissioners for its consideration.

Palm Beach County retains absolute discretion to object to any concurrent representation which results in a conflict of interest.

  
**ROBERT WEISMAN, P.E.**  
**COUNTY ADMINISTRATOR**