

## AGENDA ITEM SUMMARY

**Submitted For:** Administration

## 1

## II. FISCAL IMPACT ANALYSIS

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

Fiscal Years	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenue	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	<u>*</u>	_____	_____	_____	_____
# ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____	_____

Is Item Included in Current Budget: Yes \_\_\_\_\_ No \_\_\_\_\_  
 Budget Account No.: Fund \_\_\_\_\_ Department \_\_\_\_\_ Unit \_\_\_\_\_ Object \_\_\_\_\_  
 Program \_\_\_\_\_

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

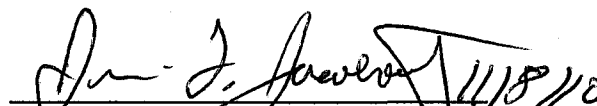
\* Implementation of the policy change recommended in this item is expected to have a positive fiscal impact through cost savings linked to the more efficient processing of travel documents. The amount is undetermined.

Departmental Fiscal Review: \_\_\_\_\_

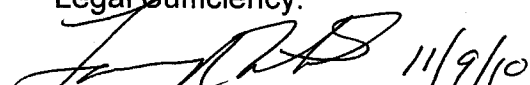
## III. REVIEW COMMENTS

### A. OFMB Fiscal and/or Contract Administration Comments:

  
 OFMB  
 SP 11/4/10 11/3/10  
 Dr.

  
 Contract Administration 11/18/10

### B. Legal Sufficiency:

  
 Assistant County Attorney 11/9/10

### C. Other Department Review:

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

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

**RESOLUTION NO.**

**RESOLUTION OF THE BOARD OF COUNTY  
COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA,  
PROVIDING APPROVAL AUTHORITY TO THE COUNTY  
ADMINISTRATOR AND DEPUTY COUNTY  
ADMINISTRATOR FOR ADVISORY BOARD MEMBER  
TRAVEL.**

**WHEREAS**, advisory board member travel to conferences, training and meetings is a requirement typically associated with Federal and State grantors for certain County managed programs; and

**WHEREAS**, the number of travel related documents are consistently increasing every year and the extensive lead time makes it difficult to take advantage of low-cost non-refundable air fares; and

**WHEREAS**, it requires additional time and expense in the processing of a board item, and makes adjustments to travel plans difficult and cumbersome; and

**WHEREAS**, current County policy requires approval of the Board of County Commissioners for this type of travel; and

**WHEREAS**, it has been determined that assignment of authority for pre-authorized advisory board member travel to the County Administrator and Deputy County Administrator will ensure that travel arrangements can be completed in a timely and cost effective manner; and

**WHEREAS**, the execution of standard travel related documents does not constitute a policy-making decision and is a ministerial function which the Board wishes to delegate.

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

1. The foregoing recitals are true and correct and are expressly incorporated herein by reference and made a part hereof.
2. The County Administrator and Deputy County Administrator are hereby designated as approval authorities for pre-authorized advisory board member travel.
3. The County Administrator and Deputy County Administrator shall be responsible for ensuring that advisory board member travel is conducted in accordance with Countywide Policy and Procedures Memoranda (PPM) #CW-F-009.

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:

KAREN T. MARCUS	_____
PAULETTE BURDICK	_____
SHELLY VANA	_____
STEVEN L. ABRAMS	_____
BURT AARONSON	_____
JESS R. SANTAMARIA	_____
PRISCILLA A. TAYLOR	_____

\_\_\_\_\_ The Chair thereupon declared the Resolution duly passed and adopted this  
\_\_\_\_\_ day of \_\_\_\_\_, 2010.

APPROVED AS TO FORM  
LEGAL SUFFICIENCY

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

SHARON R. BOCK, CLERK/COMPTROLLER

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

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