PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: No	vember 16, 2010	` ,	(X) Regular () Public Hearing		
•	By:Adm	ninistration			
Submitted For: Administration					
1. EXECUTIVE BRIEF					
	to the County Ad		pprove: resolution providin outy County Administrator fo		
training, conference federal and state g the Community Se Board of County Co BCC approval mak It requires addition adjustments to travauthority for pre-au and Deputy Coun	es and/ or meeting rant programs such rvices Department ommissioners for the set it difficult to take al time and expensivel plans difficult and the attention advisory by Administrator to	gs. This requireme has Head Start and courrent County pais type of travel. The advantage of low se in the processing to cumbersome. Start board member trave	e required to attend various to it is typically associated with Community Action housed colicy requires approval of the extensive lead time to obtain cost non-refundable air fare gof a board item, and make aff recommends assignment of the County Administrated travel arrangements can builde (TKF)		
participation of advance cases, travel the Board of Coundue to the extensive and Deputy County timing and logistic adjustments. This Procedure Memora Expense Payments	visory board mem expenses are incusty Commissioners we lead time required Administrator appeal problems with change will required and a CW-O-038 res, and CW-F-009	bers in conference urred. Current policy. Additional time a ed to obtain BCC approval will speed up Advisory Board me amendments to the lating to Boards, Control of the co	te grantor agencies requires, training and meetings. It requires pre-authorization by requires pre-authorization by requires proval. County Administrate the process and help resolved the process and help resolved the countywide and travers (2) Countywide Policy and Commissions and Task Force (4) both of which require prices.		
Attachment: Reso	lution				
Recommended By	/:/A Department Dir	ector	Date		
Approved By:	sistant County Ad	 Iministrator	//-//w Date		

II. FISCAL IMPACT ANALYSIS

Λ.	i ive Teal Sullillia	ry or Fiscar	impact:				
Fisca	l Years	2011	2012	<u>2013</u>	2014	<u>2015</u>	
Opera Extern Progr	al Expenditures ating Costs nal Revenue am Income (County) nd Match (County)						
NET	FISCAL IMPACT	_*					
	DITIONAL FTE TIONS (Cumulative)		***************************************	***************************************			
	m Included in Current et Account No.: Fund Proເ		Yes _ rtment	No Unit <u>.</u> O	bject <u>.</u>		
B.	Recommended Sou	rces of Fur	nds/Summary	of Fiscal I	mpact:		
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. <u>REVI</u>	EW COMME	NTS			
A.	OFMB Fiscal and/or	Contract Ad	ministration C	omments:			
	Jn Om OFMB	57 yllo [/3	— Vis	Contrac	Administration	en 11/8/18	
В.	Legal Sufficiency: Assistant County	7 /1/9/10 Attorney) -				
C.	Other Department R	eview:					
	Department	Director	<u></u> :				

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 The motion was seconded by Commiss vote was as follows:				
PAULET SHELLY STEVEN BURT AA JESS R. S	T. MARCUS TE BURDICK VANA L. ABRAMS ARONSON SANTAMARIA LA A. TAYLOR			
The Chair thereupon day of, 2	declared the Resolution duly passed and adopted this 2010.			
APPROVED AS TO FORM LEGAL SUFFICIENCY	PALM BEACH COUNTY, FLORIDA, BY ITS BOARD OF COUNTY COMMISSIONERS			
	SHARON R. BOCK, CLERK/COMPTROLLER			
By:	By:			
Assistant County Attorney	Deputy Clerk			