

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2013	2014	2015	2016	2017
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	_____	_____	_____	_____	_____
No. ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____	_____

Is Item Included In Current Budget? Yes _____ No _____
 Budget Account No.: Fund _____ Department _____ Unit _____
 Object _____ Reporting Category _____

B. Recommended Sources of Funds/Summary of Fiscal Impact:
 There is no fiscal impact associated with this item

C. Departmental Fiscal Review:

III. REVIEW COMMENTS

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

 _____ OFMB <i>1/23/13</i> <i>1/23/13</i> <i>1/22</i>	 _____ Contract Dev. and Control <i>1/15/13</i>
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B. Legal Sufficiency:



 Assistant County Attorney
1/28/13

C. Other Department Review:

 Department Director

Resolution No. 2013-_____

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, ESTABLISHING AND UPDATING THE UNIFORM POLICIES AND PROCEDURES FOR PALM BEACH COUNTY ADVISORY BOARDS, COMMITTEES, AND COMMISSIONS; REPEALING RESOLUTIONS R95-1806, R2002-1606, R2010-1941, AND R2011-0946 RESPECTIVELY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners of Palm Beach County, Florida, is served by a number of advisory boards, committees, commissions, task forces, and authorities which have been established from time to time; and

WHEREAS, the Board of County Commissioners of Palm Beach County, Florida, adopted Resolution R95-1806, which established uniform policies and procedures for said advisory boards; and

WHEREAS, the Board of County Commissioners of Palm Beach County, Florida, adopted Resolution R2002-1606, which established attendance policies for said advisory boards; and

WHEREAS, the Board of County Commissioners of Palm Beach County, Florida, adopted Resolution R2010-1941, providing for approval authority to the County Administrator and Deputy County Administrator for advisory board member travel; and

WHEREAS, the Board of County Commissioners of Palm Beach County, Florida, adopted Resolution R2011-0946, which modified the policy to allow a County employee to serve on said advisory board when County employee is an elected official within Palm Beach County; and

WHEREAS, it is desirable to repeal Resolutions R95-1806, R2002-1606, R2010-1941, and R2011-0946 and reestablish up-to-date policies into one all encompassing

document which includes specific procedures to ensure compliance with the Board of County Commissioners directives.

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

Section 1. Repeal of Prior Resolutions

Resolutions R95-1806, R2002-1606, R2010-1941, and R2011-0946 are repealed in their entirety.

Section 2. Board Appointments

The procedure for at-large and district appointments to advisory boards, committees, commissions, task forces, and authorities (hereinafter referred to as "boards" shall be established by a Countywide Policy and Procedure Memorandum (hereinafter referred to as a "PPM") to ensure consistency with agenda submittal and review procedures. Included in the PPM shall be post-appointment procedures to make sure appointees are aware of the requirements of serving on the board. The provisions in this Resolution may be waived upon majority vote by the Board of County Commissioners.

Section 3. Maximum Number of Boards

The maximum number of boards that an individual appointed by the Board of County Commissioners may serve on at one time shall be three (3), except that no individual may serve on more than one (1) board if doing so would violate Article II, Section 5(a) of the Florida Constitution, which prohibits dual-office holding.

Section 4. Terms of Office

Terms of office for board members shall be three years. This term shall not apply to any board created by statute or other binding rule which specifies a different term.

Section 5. Vacancies

Vacancies occurring during a term shall be filled for the unexpired term.

Section 6. Number of Terms Served

There shall be no limit on the number of terms an individual may serve, unless dictated otherwise by statute or other binding rule.

Section 7. Removal

All at-large members of boards appointed by the Board of County Commissioners serve at the pleasure of the Board of County Commissioners and may be removed without cause upon majority vote by the Board of County Commissioners. All members of boards that are classified as District appointees serve at the pleasure of their district Commissioner and may removed without cause by the District Commissioner. This provision shall not apply if a statute or other binding rule provides for a different removal process.

Section 8. Removal for Lack of Attendance

Members of boards shall be automatically removed for lack of attendance. Lack of attendance is defined as a failure to attend three (3) consecutive meetings or a failure to attend more than one-half of the meetings scheduled during a calendar year. Participation for less than three-fourths of a meeting shall be the same as failure to attend a meeting. Members removed pursuant to this paragraph shall not continue to serve on the board and such removal shall create a vacancy, unless otherwise provided by statute or other binding rule.

Section 9. Qualification as a Candidate

Board members shall not be prohibited from qualifying as a candidate for elected office.

Section 10. Eligibility to Serve

County employees, other than Commissioners Aides, may not be appointed to boards except where technical/professional representation and county employee eligibility are specifically set forth in the document creating the board or where the County employee is an elected official within Palm Beach County and is nominated for inclusion on the board by an entity other than the Board of County Commissioners. Employees of other units of local government may **not** represent their respective governments on boards, unless otherwise provided by statute or other rule of law. Former Board of County Commission members may not be appointed to boards for at least two years following their last day in office as a County Commissioner.

Section 11. Number of Members

The preferred limit on the number of members on a board shall be nine (9), provided, and the maximum number of members shall not exceed eleven (11). This limitation shall not apply to any board created by statute or other binding rule requiring a different specified number of members.

Section 12. Residency Requirement

All board members must be residents of Palm Beach County at the time of appointment and while serving on the board. Exemptions to this requirement are allowed when circumstances warrant outside technical/professional representation, or if statute or other rule specifies.

Section 13. Sunshine Law and State Code of Ethics

All boards are to comply with the Sunshine Law and State Code of Ethics. Reasonable public notice of all board meetings shall be provided. All meetings of the board shall be open to the public at all times and minutes shall be taken at each meeting.

Section 14. Palm Beach County Code of Ethics

Board members are to comply with the applicable provisions of the Palm Beach County Code of Ethics as codified in Section 2-254 through 2-260 of the Palm Beach County Code.

Section 15. State Financial Disclosure

Appointees to boards that are required to submit a Statement of Financial Interests with the State of Florida Commission on Ethics will be notified that failure to submit a Statement of Financial Interests within 30 days of appointment shall result in invalidation of the appointment.

Section 16. Travel Expenses, Reimbursement and Approval Authority

Travel reimbursement is limited to expenses incurred only for travel outside Palm Beach County necessary to fulfill board member responsibilities when sufficient funds have been budgeted and are available as set forth in PPM CW-O-038. No other expenses are reimbursable except documented long distance phone calls to the liaison County department. Approval authority for pre-authorized board member travel is designated to the County Administrator and Deputy County Administrator and shall be in accordance with Countywide Policy and Procedures memoranda (PPM) CW-F-009.

Section 17. Annual Narrative Report

Each board listed in PPM CW-O-60, as may be amended from time to time, shall submit an annual narrative report to the Agenda Coordinator. The form, substance, and submittal dates for annual narrative reports are established by PPM CW-O-060. An Annual Narrative Report does not have to be submitted if the board is required to submit a report a least quarterly through ordinance, law, or some other legal document.

Section 18. Conduct of Meeting

A quorum must be present for the conduct of all board meetings. A majority of the members appointed shall constitute a quorum. All meetings shall be governed by Robert's Rules of Order.

Section 19. Conflict with Federal or State Law or County Charter

Any statutory or Charter provisions in conflict with this Resolution shall prevail.

Section 20. Effective Date

The provisions of this Resolution shall be effective March 1, 2013.

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 Steven L. Abrams, Mayor	-	_____
Commissioner Priscilla A. Taylor, Vice Mayor	-	_____
Commissioner Hal R. Valeche	-	_____
Commissioner Paulette Burdick	-	_____
Commissioner Priscilla A. Taylor	-	_____
Commissioner Shelley Vana	-	_____
Commissioner Jess R. Santamaria	-	_____

The Chair thereupon declared the Resolution duly passed and adopted this _____ day of _____, 2013.

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: 
Assistant County Attorney

3A-9

Agenda Item #:

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

R-95-1806

AGENDA ITEM SUMMARY

R/M 6-0
F-abs

Meeting Date: 12/19/95 Consent Regular
 Workshop Public Hearing

Department:

Submitted By: County Administration

Submitted For: County Administration

I. EXECUTIVE BRIEF

A. Motion and Title:

Staff recommends motion to adopt: A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, ESTABLISHING UNIFORM POLICIES AND PROCEDURES FOR PALM BEACH COUNTY ADVISORY BOARDS, COMMITTEES, AND COMMISSIONS; REPEALING RESOLUTION NOS. R-91-1003 AND R-91-1526; AND PROVIDING FOR AN EFFECTIVE DATE.

B. Summary:

This resolution updates and reestablishes the uniform policies and procedures for advisory boards originally set forth in Resolution Nos. R-91-1003 and R-91-1526 and Ordinance No. 91-38.

C. Background and Policy Issues:

The proposed resolution consolidates the Board's directives pertaining to advisory bodies. Generally, the policies are substantially the same as those previously adopted by the Board through resolution and ordinance. However, in the interest of streamlining and ensuring that the full benefit of the guidelines are realized, it is necessary to modify the existing guidelines. The modifications include: that the failure to submit a Statement of Financial Interests and an Acknowledgment of Receipt of the County's Code of Ethics within thirty (30) days of receipt shall result in an invalidation of the appointment; that the annual reports do not have to be submitted if the board is required to submit a report at least quarterly through ordinance, law, or some other legal document; and that no individual may serve on more than one board if doing so would constitute dual-office holding.

D. Attachments:

- 1. Proposed Resolution
- 1. Resolution No.-91-1003
- 2. Resolution No.-91-1526

Recommended by: [Signature] 11/29/95
 Department Director Date

Approved By: _____
 Assistant County Administrator Date

Attachment # 2

R95 1806

RESOLUTION NO. R-95- 1806

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, ESTABLISHING UNIFORM POLICIES AND PROCEDURES FOR PALM BEACH COUNTY ADVISORY BOARDS, COMMITTEES, AND COMMISSIONS; REPEALING RESOLUTION NOS. R-91-1003 AND R-91-1526; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners of Palm Beach County, Florida, is served by a number of advisory boards, committees, commissions, task forces, and authorities which have been established from time to time; and

WHEREAS, the Board of County Commissioners established uniform policies for said advisory bodies through the adoption of Resolution Nos. R-91-1003 and R-91-1526 and Ordinance No. 91-38; and

WHEREAS, it is desirable to repeal the original resolutions (repeal of Ordinance No. 91-38 to occur in separate action) and reestablish up-to-date policies in an all encompassing document which includes specific procedures to ensure compliance with the Board of County Commissioners directives.

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

Section 1. Board Appointments.

The procedure for at-large and district appointments to advisory boards, committees, commissions, task forces, and authorities (hereinafter referred to as "boards") shall be established by a Policy and Procedure Manual (hereinafter referred to as a "PPM") to ensure consistency with agenda submittal and review procedures. Included in the PPM shall be post-appointment procedures to make sure appointees are aware of the requirements of serving on the board. The appointees shall be notified that the failure to submit a Statement of Financial Interests and an Acknowledgment of Receipt of the County's Code of Ethics within 30 days of receipt shall result in an invalidation of the appointment.

Section 2. Maximum Number of Boards.

The maximum number of boards that an individual appointed by the Board of County

R95 1806

Commissioners may serve on at one time shall be three (3), except that no individual may serve on more than one(1) board if doing so would violate Article II, Section 5(a) of the Florida Constitution, which prohibits dual-office holding.

Section 3. Number of Terms Served.

There shall be no limit on the number of terms an individual may serve.

Section 4. Removal/District Appointees.

All members of boards that are classified as district appointees serve at the pleasure of their district Commissioner and may be removed without cause.

Section 5. Removal For Lack of Attendance.

Members of boards shall be automatically removed for lack of attendance. Lack of attendance is defined as a failure to attend three (3) consecutive meetings or a failure to attend more than one-half of the meetings scheduled during a calendar year. Participation for less than three-fourths of a meeting shall be the same as a failure to attend a meeting. Excused absences due to illness, absence from the county, or personal hardship, if approved by majority vote of the board, shall not constitute lack of attendance. Excused absences shall be entered into the minutes at the next regularly scheduled meeting of the board. Members removed pursuant to this paragraph shall not continue to serve on the board and such removal shall create a vacancy.

Section 6. Qualification As A Candidate.

Board members shall not be prohibited from qualifying as a candidate for elected office.

Section 7. County Employee Eligibility To Serve.

County employees, other than Commissioner Aides, may not be appointed to boards except where technical/professional representation and county employee eligibility are specifically set forth in the document creating the board. Employees of other units of local government may not represent their respective governments on boards.

Section 8. Number of Members.

The preferred limit on the number of members on a board shall be nine (9), provided, however, that in no event shall the membership exceed eleven (11). This limitation shall not apply to any board created by statute or other rule or law requiring a certain number of members. The Board of County Commissioners may authorize exceptions to this policy.

R95 1806

Section 9. Residency Requirement.

All board members must be residents of Palm Beach County at the time of appointment and while serving on the board.

Section 10. Sunshine Law.

All boards are to comply with the Sunshine Law. Reasonable public notice of all board meetings shall be provided. All meetings of the board shall be open to the public at all times and minutes shall be taken at each meeting.

Section 11. Travel Reimbursement.

Travel reimbursement is limited to expenses incurred only for travel outside Palm Beach County necessary to fulfill board member responsibilities when sufficient funds have been budgeted and are available, and upon the prior approval of the Board of County Commissioners. No other expenses are reimbursable except documented long distance phone calls to the liaison County department.

Section 12. Palm Beach County Code of Ethics.

Board members shall be governed by the applicable provisions of the Palm Beach County Ethics Code set forth in Resolution No. R94-693, and any amendments thereto.

Section 13. Annual Narrative Report.

Each board shall submit an annual narrative report to the Assistant Executive. The form, substance, and submittal dates for annual narrative reports shall be established by a PPM. Annual reports do not have to be submitted if the board is required to submit a report at least quarterly through ordinance, law, or some other legal document.

Section 14. Conduct of Meeting.

A quorum must be present for the conduct of all board meetings. A majority of the members appointed shall constitute a quorum. All meetings shall be governed by Robert's Rules of Order.

Section 15. Conflict with Federal or State Law or County Charter.

Any statutory or Charter provisions in conflict with this Resolution shall prevail.

Section 16. Effective Date.

The provisions of this Resolution shall be effective October 1, 1995.

The foregoing resolution was offered by Commissioner ^{Roberts} _____ who moved its adoption. The Motion was seconded by Commissioner ^{Marcus} _____, and upon being put to a vote, the Motion passed

R95 18:06 10

as follows:

COMMISSIONER KEN L. FOSTER	- Absent
COMMISSIONER BURT AARONSON	- Aye
COMMISSIONER KAREN T. MARCUS	- Aye
COMMISSIONER CAROL A. ROBERTS	- Aye
COMMISSIONER WARREN H. NEWELL	- Aye
COMMISSIONER MARY McCARTY	- Aye
COMMISSIONER MAUDE FORD LEE	- Aye

The Chairman thereupon declared the resolution duly passed and adopted this 19th day of December, 1995.

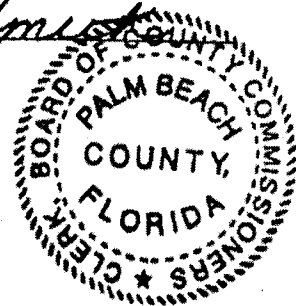
PALM BEACH COUNTY, FLORIDA, BY ITS BOARD OF COUNTY COMMISSIONERS

Dorothy H. Wilken, Clerk

By: Ariel C. Smith
Deputy Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

By: Dennis M. Dwyer
County Attorney



R95 1806

Agenda Item #:

6A-1

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

R-2002-1606
MSM/R 70

Meeting Date: September 10, 2002 [] Consent [X] Regular

Department [] Public Hearing

Submitted By: COUNTY ADMINISTRATOR

Submitted For: COUNTY ADMINISTRATOR

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to adopt: A resolution of the Board of County Commissioners of Palm Beach County, Florida, to amend the Uniform Policies and Procedures for Palm Beach County Advisory Boards, Committees, and Commissions to eliminate excused absences and establish a limit on total absences.

Summary: This resolution amends the uniform policies and procedures for advisory boards to eliminate the policy of excused absences and establish a limit on total absences for board members. The resolution proposes that a Board member must attend at least two-thirds of the meetings scheduled during the calendar year to remain in good standing. Board members who fail to meet the attendance requirement shall not continue to serve on the Board. Countywide (ND)

Background and Policy Issues: The proposed resolution reflects the Board's directive to eliminate excused absences for board members and establish absolute limits for all absences. The new policy concerning absences from board meetings will affect all boards, committees, and commissions except certain boards established by an ordinance. Boards established by an ordinance whose absence policy is contained within the ordinance will not be affected by this resolution such as the Nuisance Abatement Board. Additionally, boards or committees contained in Article 4 of the Unified Land Development Code, such as the Land Use Advisory Board, will not be affected by this resolution.

Attachments:

- 1. Resolution

Recommended by: _____

Department Director Date

Approved by: _____

County Administrator Date

[Handwritten Signature] 8/15/02

Attachment # 3

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2002	2003	2004	2005	2006
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	_____	_____	_____	_____	_____
# ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____	_____

Is Item Included in Current Budget? Yes _____ No _____

Budget Account No.: Fund _____ Agency _____ Org. _____ Object _____

Reporting Category _____

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

C. Departmental Fiscal Review: _____

III. REVIEW COMMENTS

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

H Bergeron 8.23.02
 OFMB
 8/23/02

8/23/02
Sam G. Jacoboff
 Contract Dev. and Control

B. Legal Sufficiency:

Nancy J. Dolan
 Assistant County Attorney

C. Other Department Review:

 Department Director

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

RESOLUTION NO. R-2002-1606

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, AMENDING THE UNIFORM POLICIES AND PROCEDURES REGARDING EXCUSED ABSENCES FOR PALM BEACH COUNTY ADVISORY BOARDS, COMMITTEES, AND COMMISSIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners of Palm Beach County, Florida, is served by a number of advisory boards, committees, commissions, task forces, and authorities which have been established from time to time; and

WHEREAS, the Board of County Commissioners established uniform policies for said advisory bodies through the adoption of Resolution No. 95-1806; and

WHEREAS, it is desirable to amend the Resolution No. 95-1806 to alter the policy regarding attendance.

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

Part I.

Resolution 95-1806 is hereby amended as follows:

Section 5. Removal for Lack of Attendance

Members of boards shall be automatically removed for lack of attendance. Lack of attendance is defined as a failure to attend three (3) consecutive meetings or a failure to attend at least two-thirds of the meetings scheduled during a calendar year. Participation for less than three-fourths of a meeting shall be the same as a failure to attend a meeting. ~~Excused absences due to illness, absence from the county, or personal hardship, if approved by majority vote of the board, shall not constitute lack of attendance. Excused absences shall be entered into the minutes at the next regularly scheduled meeting of the board.~~ Members removed pursuant to this paragraph shall not continue to serve on the board and such removal shall create a vacancy.

Part II.

All resolutions in conflict with any provision of this resolution are hereby repealed to the extent of such conflict.

Part III.

This resolution shall become effective upon approval by the Board of County Commissioners.

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

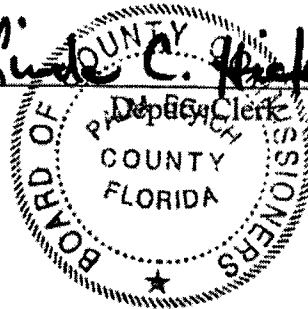
Commissioner Warren H. Newell, Chairman	- Aye
Commissioner Carol A. Roberts, Vice Chair	- Aye
Commissioner Karen T. Marcus	- Aye
Commissioner Mary McCarty	- Aye
Commissioner Burt Aaronson	- Aye
Commissioner Tony Masilotti	- Aye
Commissioner Addie Greene	- Aye

The Chairman thereupon declared the Resolution duly passed and adopted this 10 day of September, 2002.

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

DOROTHY H. WILKEN, CLERK

By: Linda C. Kirkman



APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

By: Nancy J. Dolan
Assistant County Attorney

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	* _____	_____	_____	_____	_____
# 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:

Jim Oml
 OFMB
 SW 11/4/10 11/21/10
 JTO

Jim J. Fowler 11/18/10
 Contract Administration

B. Legal Sufficiency:

JRPB 11/9/10
 Assistant County Attorney

C. Other Department Review:

 Department Director

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

RESOLUTION NO. 2010-1941

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 Aaronson , who moved its adoption. The motion was seconded by Commissioner Vana , and upon being put to a vote, the vote was as follows:

KAREN T. MARCUS	<u>Aye</u>
PAULETTE BURDICK	<u>Aye</u>
SHELLY VANA	<u>Aye</u>
STEVEN L. ABRAMS	<u>Aye</u>
BURT AARONSON	<u>Aye</u>
JESS R. SANTAMARIA	<u>Aye</u>
PRISCILLA A. TAYLOR	<u>Aye</u>

The Chair thereupon declared the Resolution duly passed and adopted this 16th day of November, 2010.

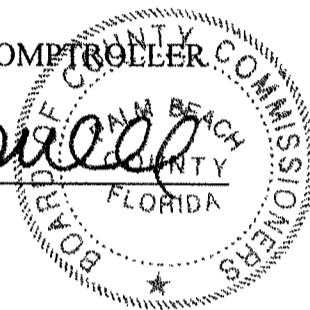
APPROVED AS TO FORM
LEGAL SUFFICIENCY

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

SHARON R. BOCK, CLERK/COMPTROLLER

By: 
Assistant County Attorney

By: 
Deputy Clerk



PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Agenda Item #: SA-5

T/V 7-0

R-2011-0946

Meeting Date: June 21, 2011 Consent Regular
 Public Hearing

Department: Administration

Submitted By: Administration

Submitted For: Administration

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to adopt: a resolution of the Board of County Commissioners of Palm Beach County, Florida, amending the uniform policies and procedures for Palm Beach County advisory boards regarding county employee eligibility to serve; and providing for an effective date.

Summary: At the June 7, 2011 BCC meeting, the Board directed staff to review the County's policy related to the appointment of County employees to County advisory boards. The attached resolution modifies this policy to allow a County employee to serve on advisory boards where the County employee is an elected official within Palm Beach County and is nominated for inclusion on the board by an entity other than the Board of County Commissioners. Countywide (MJ)

Background and Justification: A recent nomination of a County employee, who was also a Councilman for one of the municipalities, by the League of Cities for a slot as a member of the Water Resources Task Force was rejected due to an existing County resolution that disallowed the sitting on an advisory board by a County employee. The League of cities asked that the resolution be reviewed by the County. After further review, it has been determined that there would not be a conflict with a county employee serving as an advisory member provided that employee is nominated for inclusion on that advisory board by another entity (other than the Board of County Commissioners) to represent that entity.

Attachments:

1. Resolution

Recommended by: Berneth S. Todd, Jr. 6/10/11
Department Director Date

Approved By: [Signature] 6/10/11
County Administration Date

Attachment # 5

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact: N/A

Fiscal Years	20____	20____	20____	20____	20____
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	_____	_____	_____	_____	_____
No. ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____	_____

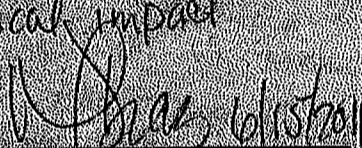
Is Item Included in Current Budget? Yes _____ No _____
 Budget Account No.: Fund _____ Department _____ Unit _____
 Object _____ Reporting Category _____

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

C. Departmental Fiscal Review:

III. REVIEW COMMENTS

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


No fiscal impact


 OFMB
6/16/11



 Contract Dev. and Control

B. Legal Sufficiency:



 Assistant County Attorney
6/16/11

C. Other Department Review:

 Department Director

REVISED 9/03
 ADM FORM 01
 (THIS SUMMARY IS NOT TO BE USED AS A BASIS FOR PAYMENT.)

RESOLUTION NO. R-2011- 0946

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, AMENDING THE UNIFORM POLICIES AND PROCEDURES FOR PALM BEACH COUNTY ADVISORY BOARDS REGARDING COUNTY EMPLOYEE ELIGIBILITY TO SERVE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners of Palm Beach County, Florida ("Board") is served by a number of advisory boards, committees, commissions, task forces, and authorities; and

WHEREAS, the Board established uniform policies and procedures for said advisory bodies through the adoption of Resolution No. 95-1806, as amended by Resolution No. 2002-1606; and

WHEREAS, the Board desires to modify the eligibility criteria for County employees to serve on said advisory bodies.

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

1. Section 7 of Resolution No. 95-1806, as amended by Resolution No. 2002-1606, is hereby amended as follows:

Section 7. County Employee Eligibility to Serve.

County employees, other than Commissioner's Aides, may not be appointed to boards except where technical professional representation and eCounty employee eligibility are specifically set forth in the document creating the board, or where the County employee is an elected official within Palm Beach County and is nominated

for inclusion on the board by an entity other than the Board of County Commissioners. Employees of other units of local government may not represent their respective governments on boards.

2. This Resolution shall take effect upon its adoption.

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

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

The Chair thereupon declared the Resolution duly passed and adopted this 21st day of June, 2011.

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

SHARON R. BOCK, CLERK & COMPTROLLER

By: [Signature]

Deputy Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

By: [Signature]

County Attorney

STATE OF FLORIDA, COUNTY OF PALM BEACH
I, SHARON R. BOCK, Clerk & Comptroller certify this to be a true and correct copy of the original filed in my office on June 21, 2011
dated at West Palm Beach, FL on 7-28-11

By: [Signature]

Deputy Clerk

