

5F-2

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: March 12, 2013 Consent Regular
 Workshop Public Hearing

Department:
Submitted by: OFMB
Submitted for: Administration

I. EXECUTIVE BRIEF

Motion and Title: Staff requests Board Direction: Regarding a Resolution revising budgetary policy and expenditure controls for the operation of Commission District offices, and rescinding Resolution No. R-2010-0224.

Summary: Staff was requested to review the existing policy concerning the personnel classification and pay scale of the County Commission Administrative Assistant positions now that term limits may also impact the tenure of County Commission staff. Under the existing resolution, a County Commission Administrative Assistant may be promoted to Senior County Commission Administrative Assistant if they meet certain criteria which require between eight (8) and fifteen (15) years as an employee of the BCC (in any capacity), with additional requirements for working on a Commissioner's staff.

Following the review, staff is providing three (3) options for consideration;

Option 1: Allow for a promotion to the Senior level after serving four (4) years on a Commissioner's staff, with no additional requirements.

Option 2: Allow for a promotion to the Senior level after two (2) years working on a Commissioner's staff plus five (5) years of local government experience.

Option 3: Leave Resolution as is.

Countywide (PFK)

Background and Policy Issues: In 1988 the BCC formally adopted a resolution establishing guidelines for budgeting for Commission District Offices. The resolution addresses issues concerning travel, equipment, auto allowances, staffing and salaries. It has been amended numerous times to encompass reductions made during past budget development processes, keeping the Commission Office budgets in line with the spending restrictions imposed by property tax and revenue shortfalls.

If the Board decides to choose one of these options, a motion should be made to adopt Proposed Resolution, Option 1 or Option 2, attached.

Attachments: Proposed Resolution, Option 1
Proposed Resolution, Option 2
Resolution R-2010-0224

Recommended by: Elizabeth Blasen 3/1/13
Department Director Date

Approved By: [Signature] 3/1/13
County Administrator Date

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	*	*	*	*	*

ADDITIONAL FTE POSITIONS (Cumulative) _____

Is Item Included In Current Budget? Yes ___ No X

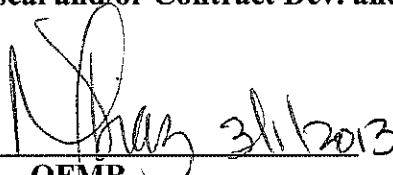
Budget Account No: Fund _____ Agency _____ Org. _____ Object _____

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

*The fiscal impact is indeterminable at this time. Any increased cost that is not absorbed by the existing Commission office budget will be covered with the year-end closing budget amendment.

III. REVIEW COMMENTS

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

 _____ OFMB	N/A _____ Contract Dev. and Control
3/1/2013 PM 3-1-13	

B. Legal Sufficiency:



Assistant County Attorney

C. Other Department Review:

Department Director

OPTION 1

RESOLUTION NO. R-2013-

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, AMENDING RESOLUTION NO. R-2010-0224, ESTABLISHING BUDGETARY POLICY AND EXPENDITURE CONTROLS FOR THE OPERATION OF COMMISSION DISTRICT OFFICES, AND PROVIDING FOR AN EFFECTIVE DATE.

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

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

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, that: Resolution No. R-2010-0224 is amended as follows:

1. The County Commission office budget shall be composed of eight cost centers: one for each Commission district, and one for Shared Expenses.
2. Shared Expenses costs shall include office supplies for the Governmental Center Commissioners' offices, copier charges and supplies, Board memberships, maintenance of equipment, communication costs except cell phone costs and usage, and data processing costs. Signature authority for the Shared Expenses cost center shall be the Chair Mayor or the Commission Office Manager.
3. Commissioners are authorized to modify their district budgets by moving funds between line items, except that salary and benefit budget lines shall not be increased by transfers from other operating accounts and provided that expenditures do not exceed the overall annual budget established for such district office. Signature authority for each district budget shall be the Commissioner of that district or the Commissioner's specific designee.
4. All expenditures of public funds must be in accordance with State

law. All expenses paid from public funds must be for a County purpose. The use of Commission staff during regular working hours and County-owned equipment for personal or political purpose is prohibited.

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

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

SECTION 1. TRAVEL

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

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

SECTION 2. COUNTY VEHICLES AND AUTO ALLOWANCES

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

SECTION 3. POLICY – COMMISSION SALARIES

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

B. Future Commissioners. Budget will be established at time of election based on three positions: two full-time County Commission Administrative Assistants, and one full-time Commission Secretary. Budget will be established to

accommodate hiring at 10% above the minimum salary for these positions.

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

SECTION 54. STAFFING AND SALARIES

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

B. Permanent Staff.

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

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

across-the-board pay increases and longevity pay increases.

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

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

This Resolution shall take effect upon its adoption.

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 Shelley Vana -
- Commissioner Mary Lou Berger -
- Commissioner Jess R. Santamaria -

The Mayor 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: Paul F. J.
County Attorney

OPTION 2

RESOLUTION NO. R-2013-

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, AMENDING RESOLUTION NO. R-2010-0224, ESTABLISHING BUDGETARY POLICY AND EXPENDITURE CONTROLS FOR THE OPERATION OF COMMISSION DISTRICT OFFICES, AND PROVIDING FOR AN EFFECTIVE DATE.

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

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

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, that: Resolution No. R-2010-0224 is amended as follows:

1. The County Commission office budget shall be composed of eight cost centers: one for each Commission district, and one for Shared Expenses.
2. Shared Expenses costs shall include office supplies for the Governmental Center Commissioners' offices, copier charges and supplies, Board memberships, maintenance of equipment, communication costs except cell phone costs and usage, and data processing costs. Signature authority for the Shared Expenses cost center shall be the Chair Mayor or the Commission Office Manager.
3. Commissioners are authorized to modify their district budgets by moving funds between line items, except that salary and benefit budget lines shall not be increased by transfers from other operating accounts and provided that expenditures do not exceed the overall annual budget established for such district office. Signature authority for each district budget shall be the Commissioner of that district or the Commissioner's specific designee.
4. All expenditures of public funds must be in accordance with State

law. All expenses paid from public funds must be for a County purpose. The use of Commission staff during regular working hours and County-owned equipment for personal or political purpose is prohibited.

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

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

SECTION 1. TRAVEL

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

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

SECTION 2. COUNTY VEHICLES AND AUTO ALLOWANCES

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

SECTION 3. POLICY – COMMISSION SALARIES

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

B. Future Commissioners. Budget will be established at time of election based on three positions: two full-time County Commission Administrative Assistants, and one full-time Commission Secretary. Budget will be established to

accommodate hiring at 10% above the minimum salary for these positions.

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

SECTION 54. STAFFING AND SALARIES

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

B. Permanent Staff.

1. Personnel Classifications. The pay grades for County Commission Administrative Assistants and Commission Secretaries may be adjusted periodically as determined by Human Resources review. A County Commission Administrative Assistant who has served on a Commissioner's staff for a minimum of four (4) years ~~and a total of eight (8) or more years inclusive as an employee of the Board of County Commissioners,~~ or who has served on a Commissioner's staff for a minimum of ~~one (1) year~~ two (2) years with a total of ~~fifteen (15)~~ five (5) or more years experience in local government ~~inclusive as an employee of the Board of County Commissioners,~~ may be promoted to Senior County Commission Administrative Assistant.

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

employees at the maximum of the pay grade may receive a lump-sum bonus in lieu of across-the-board pay increases and longevity pay increases.

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

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

This Resolution shall take effect upon its adoption.

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 Shelley Vana -
- Commissioner Mary Lou Berger -
- Commissioner Jess R. Santamaria -

The Mayor 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: Paul F. J.
County Attorney

RESOLUTION NO. R-2010- 0224

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

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

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

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

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4. All expenditures of public funds must be in accordance with State law. All expenses paid from public funds must be for a County purpose. The use of Commission staff during regular working hours and County-owned equipment for personal or political purpose is prohibited.
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SECTION 5. STAFFING AND SALARIES

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

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

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

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

The Chairman thereupon declared the Resolution duly passed and adopted this 2nd day of February, 2010.

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

SHARON R. BOCK, CLERK & COMPTROLLER

By: *Sharon R. Bock*
Deputy Clerk



APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

By: *E. W. C. Fon*
County Attorney