

3A-6

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date: October 1, 2013

☒ Consent ☐ Regular
☐ Workshop ☐ Public Hearing

Department:

Submitted by: Administration

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to:

A) adopt a resolution of the Board of County Commissioners of Palm Beach County, Florida, amending Resolution No. R-2010-0224, as amended by Resolution No. R-2013-0324, establishing budgetary policy and expenditure controls for the operation of Commission District offices, and providing for an effective date; and

B) approve a budget transfer of \$249,912 from Reserves to provide budget in the Commission District office budgets for salary and benefit increases.

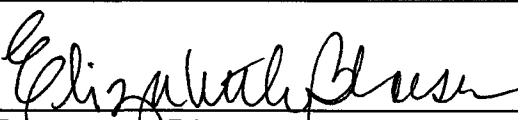
Summary: On September 10, 2013 the Board approved a change in pay policy for County Commission staff. The new policy created a progression plan and allows all employees currently holding the position of County Commission Administrative Assistant to be eligible, upon approval by the Commissioner, for promotion to pay grade E01, effective with the first pay period in October. At the same time, Commission Secretaries are eligible to be placed into whichever pay grade their tenure as a BCC staff member dictates. The approved plan requires all staff hired after October 1, 2013 to start at the base of the entry level pay grade, regardless of education or experience. The Board also approved elimination of the policy which allowed for hiring above the minimum of the pay grade and for bonuses. Countywide (DRO)

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. The most recent amendment to this resolution (R-2013-0324) was approved on September 10, 2013 addressing the salary structure for County Commission Administrative Assistants and Secretaries. The pay plan results in an employee being eligible for the top level at the beginning of the Commissioner's second term.

Attachments: 1. Resolution
2. Budget Transfer

Recommended by:


Department Director

9/17/13
Date

Approved By:


Assistant County Administrator

9/17/13
Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years:	2013	2014	2015	2016	2017
Capital Expenditures					
Operating Costs		249,912			
External Revenues					
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT	N/A	249,912	*	*	*

ADDITIONAL FTE
POSITIONS (Cumulative) _____

Is Item Included In Current Budget? **No**

Budget Account No: Fund_____ Agency_____ Org._____ Object_____

B. Recommended Sources of Funds/Summary of Fiscal Impact

Funds were provided in Reserves during the FY 2014 budget development process.

*The fiscal impact on future years will be the continuing additional expense of \$249,912 annually, plus any cost of living increases that may be approved.

III. REVIEW COMMENTS

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



OFMB *BU* *9/18/2013* *Spahr*

N/A

Contract Dev. and Control

B. Legal Sufficiency:



Assistant County Attorney *9/23/13*

C. Other Department Review:

Department Director

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

RESOLUTION NO. R-2013-

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, AMENDING RESOLUTION NO. R-2010-0224, AS AMENDED BY RESOLUTION NO. R-2013-0324, 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, **AS AMENDED BY RESOLUTION NO. R-2013-0324**, 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 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 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.

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.

SECTION 4. 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.

Effective with the pay period ending October 5, 2013, County Commission staff will be classified as follows, subject to the approval of the Commissioner. Employees will be initially hired at the base of the entry level pay grade. After two years, the employee will be eligible, at the Commissioner's discretion, to move up to the second level. After two more years, total of four years in the position, the employee will be eligible, at the Commissioner's discretion, to move to the Senior level.

County Commission Administrative Assistant Pay Grades	
County Commission Administrative Assistant I (New Hire)	32
County Commission Administrative Assistant II (2 years)	34
Senior County Commission Administrative Assistant (4 years)	E01

County Commission Secretary Pay Grades	
County Commission Secretary I (New Hire)	24
County Commission Secretary II (2 years)	26
Senior County Commission Secretary (4 years)	28

All new hires will be required to start at the base of the entry level pay grade, regardless of education or experience.

The pay grades for County Commission Administrative Assistants and Commission Secretaries may be adjusted periodically as determined by Human Resources review.

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 immediately 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	-

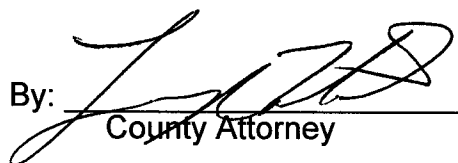
The Mayor thereupon declared the Resolution duly passed and adopted this _____ day of _____, 2013.

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: 
County Attorney

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2014 - 0012

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET TRANSFER

Fund 0001 General Fund

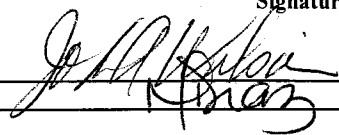
BGEX #300 091613*2045

ACCOUNT NAME AND NUMBER	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED AS OF 10/01/13	REMAINING BALANCE
<u>Expenditures</u>							
300-3102-1201 Salaries & Wages	143,345	143,345	45,232	0	188,577		188,577
300-3102-2101 Fica - Taxes	14,544	14,544	2,874	0	17,418		17,418
300-3102-2105 Fica Medicare	3,432	3,432	641	0	4,073		4,073
300-3102-2201 Retirement Contributions-Frs	39,511	39,511	3,100	0	42,611		42,611
300-3103-1201 Salaries & Wages	148,186	148,186	44,763	0	192,949		192,949
300-3103-2101 Fica - Taxes	14,844	14,844	2,844	0	17,688		17,688
300-3103-2105 Fica Medicare	3,504	3,504	633	0	4,137		4,137
300-3103-2201 Retirement Contributions-Frs	39,823	39,823	3,081	0	42,904		42,904
300-3104-1201 Salaries & Wages	147,950	147,950	38,677	0	186,627		186,627
300-3104-2101 Fica - Taxes	14,820	14,820	2,361	0	17,181		17,181
300-3104-2105 Fica Medicare	3,492	3,492	526	0	4,018		4,018
300-3104-2201 Retirement Contributions-Frs	39,811	39,811	2,545	0	42,356		42,356
300-3105-1201 Salaries & Wages	172,302	172,302	20,171	0	192,473		192,473
300-3105-2101 Fica - Taxes	16,284	16,284	1,359	0	17,643		17,643
300-3105-2105 Fica Medicare	3,840	3,840	286	0	4,126		4,126
300-3105-2201 Retirement Contributions-Frs	41,383	41,383	1,300	0	42,683		42,683
300-3106-1201 Salaries & Wages	168,926	168,926	22,867	0	191,793		191,793
300-3106-2101 Fica - Taxes	16,080	16,080	1,521	0	17,601		17,601
300-3106-2105 Fica Medicare	3,792	3,792	324	0	4,116		4,116
300-3106-2201 Retirement Contributions-Frs	41,167	41,167	1,423	0	42,590		42,590
300-3107-1201 Salaries & Wages	167,027	167,027	46,554	0	213,581		213,581
300-3107-2101 Fica - Taxes	15,972	15,972	2,963	0	18,935		18,935
300-3107-2105 Fica Medicare	3,768	3,768	660	0	4,428		4,428
300-3107-2201 Retirement Contributions-Frs	41,047	41,047	3,207	0	44,254		44,254
820-9900-9915 Res-Salary Adjustment	249,912	249,912	0	249,912	0		0
TOTAL APPROPRIATIONS & EXPENDITURES			249,912	249,912	0		

Signatures & Dates

BY BOARD OF COUNTY COMMISSIONERS
AT MEETING OF

INITIATING DEPARTMENT/DIVISION
Administration/Budget Department Approval
OFMB Department - Posted


9/18/2013

Deputy Clerk to the
Board of County Commissioners