

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2017	2018	2019	2020	2021
Capital Expenditures	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
Operating Costs	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
External Revenues	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
Program Income (County)	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
In-Kind Match (County)	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
NET FISCAL IMPACT		<u><u>-0-</u></u>	<u><u>-0-</u></u>	<u><u>-0-</u></u>	<u><u>-0-</u></u>

ADDITIONAL FTE
POSITIONS (Cumulative)

Is Item Included in Current Budget? Yes, No,

Budget Account No: Fund _____ Department _____ Unit _____ Object _____

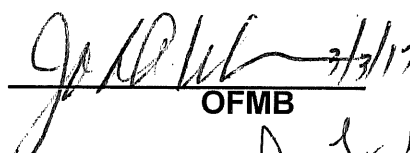
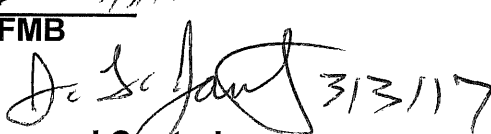
B. Recommended Sources of Funds/Summary of Fiscal Impact:

C. Departmental Fiscal Review:


The fiscal impact is indeterminable at this time and is dependent on future hires. The annual cost of a Senior Commission Administrative Assistant vs. entry level Commission Administrative Assistant is approximately \$30,000. There is currently one employee that would be impacted by this policy change. However, the FY 2017 budget was developed assuming funding for a Senior Commission Administrative Assistant, so no additional budget is required.

III. REVIEW COMMENTS:

A. OFMB Fiscal and/or Contract Development & Control Comments:


OFMB

Contract Dev. and Control
3/3/17

B. Legal Sufficiency:


Assistant County Attorney

C. Other Department Review

RESOLUTION NO. R-2017-

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, AS AMENDED BY RESOLUTION NO. R2013-1281, AMENDING THE REQUIREMENTS OF NEW HIRES FOR COUNTY COMMISSION ADMINISTRATIVE ASSISTANT AND COUNTY COMMISSION SECRETARIES, 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 recognize the value of the services of former Palm Beach County Commission employees seeking re-employment with the County

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, AS AMENDED BY RESOLUTION NO. R2013-1281 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 Staff. 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

New hires will be required to start at the base of the entry level pay grade, regardless of education or experience. However, a new hire for a County Commission Administrative Assistant or a Commission Secretary who was previously employed by Palm Beach County in the same capacity may, at a Commissioner's discretion, be hired at the minimum salary of the pay grade of their former job classification.

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 for its adoption. The motion was seconded by Commissioner _____, and upon being put to a vote, the vote was as follows:

Commissioner Paulette Burdick, Mayor

Commissioner Melissa McKinlay, Vice Mayor

Commissioner Hal R. Valeche

Commissioner Dave Kerner

Commissioner Steven L. Abrams

Commissioner Mary Lou Berger

Commissioner Mack Bernard

The Mayor thereupon declared the Resolution duly passed and adopted this


_____ day of March, 2017.

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

SHARON BOCK, CLERK & COMPTROLLER

By: _____
DEPUTY CLERK

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

By: 
County Attorney

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