

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA ITEM SUMMARY

Meeting Date:	April 18, 2023	<input checked="" type="checkbox"/> [X]	Consent	<input type="checkbox"/> []	Regular
		<input type="checkbox"/> []	Ordinance	<input type="checkbox"/> []	Public Hearing
Department:	County Administration				
Submitted By:	Human Resources				

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to adopt: 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. R-2013-1281, AS AMENDED BY RESOLUTION NO. R-2017-0218, AS AMENDED BY RESOLUTION NO. R-2017-1096, AMENDING THE STAFFING OF THE COUNTY COMMISSION BY REPLACING FULL-TIME COUNTY COMMISSION SECRETARIES WITH FULL-TIME COUNTY COMMISSION ADMINISTRATIVE ASSISTANTS, DELETING LONGEVITY PAY INCREASES, AND PROVIDING FOR AN EFFECTIVE DATE.

Summary: Based on direction given by the Board on April 4, 2023, Commission staffing will go from two (2) County Commission Administrative Assistants and one (1) County Commission Secretary to three (3) County Commission Administrative Assistants. Countywide (DO)

Background and Justification: The resolution establishing guidelines for budgeting for County Commission District Offices, which addresses issues concerning travel, equipment, auto allowance, staffing, salaries, has been amended numerous times since its formal adoption in 1988. The Board of County Commission (BCC) requested staff bring an item to discuss the Commission staffing. The current resolution allows for each district to have a budget for the Commissioner and staff. The budget for each district includes three positions: two full-time County Commission Administrative Assistants and one full-time Commission Secretary. Each of the titles has four levels and the Commissioner may move staff through those levels. The Commission Administrative Assistant I begins at a pay grade 32 (\$56,305-\$97,880) and could progress to an E1 paygrade (\$82,682-\$158,633) after four years of service.

Attachments:

1. Resolution 2023-_____
2. 8-15-2017 Agenda Item Summary 5A1
3. Resolution No. R-2017-1096

Recommended by: 11A
Department Director

Date

Approved by: Assistant County Administrator

4/17/2023
Date

II. FISCAL IMPACT ANALYSIS

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2023	2024	2025	2026	2027
Capital Expenditures					
Operating Costs	N/A	N/A	N/A	N/A	N/A
External Revenues					
Program Income(County)					
In-Kind Match(County)					
NET FISCAL IMPACT					
#ADDITIONAL FTE					
POSITIONS (CUMULATIVE)					

Is Item Included in Current Budget? Yes ✓ No
Does this item include the use of federal funds? Yes No ✓

Budget Account No: Fund _____ Agency _____ Organization _____ Object _____

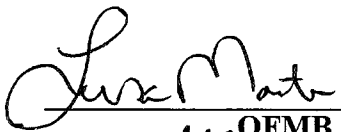
B. Recommended Sources of Funds/Summary of Fiscal Impact:


Additional costs will be absorbed into the FY2023 budget and, in the future, be added to the FY2024 budget.

C. Departmental Fiscal Review: _____

III. REVIEW COMMENTS:

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


OFMB 4/11/2023
MA 4/11/23 9A4110


Contract Dev. & Control 4/11/23
TMD 4/11/23

B. Legal Sufficiency


Assistant County Attorney

C. Other Department Review

Department Director

RESOLUTION NO. R-2023-

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. R-2013-1281, AS AMENDED BY RESOLUTION NO. R-2017-0218, AS AMENDED BY RESOLUTION NO. R-2017-1096, AMENDING THE STAFFING OF THE COUNTY COMMISSION BY REPLACING FULL-TIME COUNTY COMMISSION SECRETARIES WITH FULL-TIME COUNTY COMMISSION ADMINISTRATIVE ASSISTANTS, DELETING LONGEVITY PAY INCREASES 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, AS AMENDED BY RESOLUTION NO. R2017-0218, AS AMENDED BY RESOLUTION NO. R2017-1096 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: three full-time County Commission Administrative Assistants.

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 after October 1, 2017, 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 one year, the employee will be eligible, at the Commissioner's discretion, to move up to the second level. After one more year, for a total of two years in the position, the employee will be eligible, at the Commissioner's discretion, to move to the third level of progression, as noted in the table below. Following two additional years of service, after a total of four years in the position, the employee will be eligible, at the Commissioner's discretion, to move to the fourth and final level of progression.

Effective with the pay period ending after April 21, 2023, the County Commission Personnel Pay Grades will be as follows:

County Commission Administrative Assistant Pay Grades	
County Commission Administrative Assistant I (New Hire)	32
County Commission Administrative Assistant II (following 1 year of service)	34
County Commission Administrative Assistant III (following an additional year of service, total of 2)	36
Senior County Commission Administrative Assistant (following 2 additional years of service, total of 4)	E01

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 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 may be adjusted periodically as determined by Human Resources review.

2. Staffing.

Commissioners shall be authorized three (3) full-time County Commission Administrative Assistants. Commissioners' staff shall normally be entitled to any across-the-board pay increases available to 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.

3. Tenure.

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

4. Benefits.

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

This Resolution shall take effect with the pay period ending after April 21, 2023.

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

Commissioner Gregg K. Weiss, Mayor	
Commissioner Maria Sachs, Vice Mayor	
Commissioner Maria G. Marino	
Commissioner Michael Barnett	
Commissioner Marci Woodward	
Commissioner Sara Baxter	
Commissioner Mack Bernard	

The Mayor thereupon declared the Resolution duly passed and adopted this _____ day of _____ 2023.

ATTEST:

Joseph Abruzzo
Clerk of the Circuit Court & Comptroller
Palm Beach County

PALM BEACH COUNTY, FLORIDA, a Political
Subdivision of the State of Florida
BOARD OF COUNTY COMMISSIONERS

By: _____
Deputy Clerk

By: _____
Gregg K. Weiss, Mayor

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

APPROVED AS TO TERMS AND
CONDITIONS

By: _____
Assistant County Attorney

By: _____
Department Director

Agenda Item #: 5A-1

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: August 15, 2017

[] Consent [X] Regular
[] Ordinance [] Public Hearing

Department: County Administration

I. EXECUTIVE BRIEF

Motion and Title: Staff requests Board direction regarding: Adoption of a resolution of the Board of County Commissioners of Palm Beach County, Florida, amending Resolution No. R-2017-0218, Section 4(B)(1), relating to personnel classifications and pay grades for County Commission Administrative Assistants and County Commission Secretaries, to become effective the first payroll period beginning after October 1, 2017.

Summary: On September 10, 2013, the Board approved a change in pay policy for County Commission staff which created a progression plan for Commission support staff and allowed all employees that held the position of County Commission Administrative Assistant to be eligible, at the discretion of the Commissioner, for a promotion to an E01 pay grade. On February 7, 2017, the Board directed staff to work with Commissioner Bernard to address salary concerns for commission staff. The proposed amended resolution would provide for an additional step in the Commission support staff progression plan, and an amended schedule for progression eligibility. On the effective date of the amended resolution, Commission staff would be eligible, at the discretion of the Commissioner, to be placed into whichever pay grade their tenure dictates, consistent with the resolution. Countywide (DO)

Background & Policy Issues: The resolution establishing guidelines for budgeting for County Commission District Offices, which addresses issues concerning travel, equipment, auto allowances, staffing and salaries, has been amended numerous times since its formal adoption in 1988. The previous version of the resolution required all newly hired staff to start at the base of the entry level pay grade, regardless of education or experience and made no special provision for re-hired staff with previous experience in the same role. The most recent amendment to the resolution was approved on March 14, 2017 (R-2017-0218) and provides for the recognition of the value of the services of former Palm Beach County Commission employees seeking re-employment with the County and allows a Commissioner to re-hire such an employee, after a break in service, to the minimum salary of the pay grade of his or her former job classification.

Attachments:

- ### 1. Amended Resolution

Recommended by: Nancy J. Bolton 7/26/17
Assistant County Administrator Date

Approved by: R. Balce 8/9/17
County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2018	2019	2020	2021	2022
Capital Expenditures	---	---	---	---	---
Operating Costs	---	---	---	---	---
External Revenues	---	---	---	---	---
Program Income (County)	---	---	---	---	---
In-Kind Match (County)	---	---	---	---	---
NET FISCAL IMPACT	*	---	---	---	---

ADDITIONAL FTE
POSITIONS (Cumulative)

Is Item Included in ^{the Proposed} ~~the~~ Budget? Yes ☐ No ☒

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


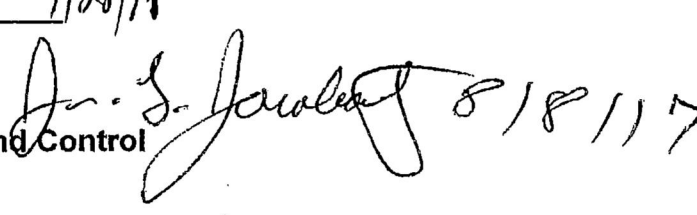
B. Recommended Sources of Funds/Summary of Fiscal Impact:

* The estimated FY 2018 fiscal impact is approximately \$32,000. No budget transfer is necessary at this time. A budget transfer will be included with the FY 2018 mid-year balance brought forward adjustment agenda item. Impact in future years will depend on longevity of current employees.

C. Departmental Fiscal Review:

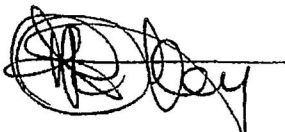
III. REVIEW COMMENTS:

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

 7/28/17
OFMB
Contract Dev. and Control
 8/8/17
8/8/17 TW

B. Legal Sufficiency:

Assistant County Attorney



C. Other Department Review

R-2017-1096

Document Type



* P B C 0 9 *

Amending R-number

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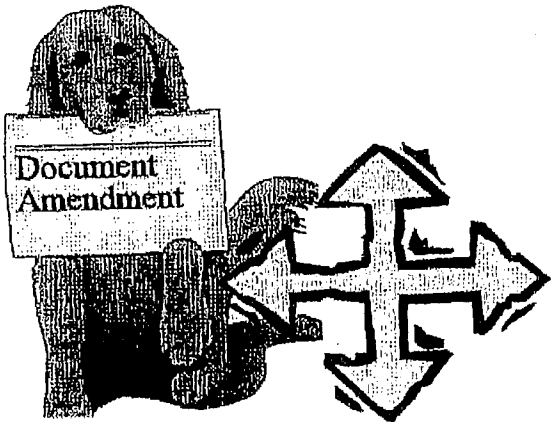


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RESOLUTION NO. R-2017- 1096

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, AS AMENDED BY RESOLUTION NO. R2017-0218, AMENDING THE PROGRESSION PLAN FOR COUNTY COMMISSION ADMINISTRATIVE ASSISTANTS 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, AS AMENDED BY RESOLUTION NO. R2017-1281 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 after October 1, 2017, 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 one year, the employee will be eligible, at the Commissioner's discretion, to move up to the second level. After one more year, for a total of two years in the position, the employee will be eligible, at the Commissioner's discretion, to move to the third level of progression, as noted in the table below. Following two additional years of service, after a total of four years in the position, the employee will be eligible, at the Commissioner's discretion, to move to the fourth and final level of progression..

County Commission Administrative Assistant Pay Grades	
County Commission Administrative Assistant I (New Hire)	32
County Commission Administrative Assistant II (following 1 year of service)	34
County Commission Administrative Assistant III (following an additional year of service, total of 2)	36
Senior County Commission Administrative Assistant (following 2 additional years of service, total of 4)	E01

County Commission Secretary Pay Grades	
County Commission Secretary I (New Hire)	24
County Commission Secretary II (following 1 year of service)	26
Senior County Commission Secretary I (following an additional year of service, total of 2)	28
Senior County Commission Secretary II (following 2 additional years of service, total of 4)	30

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

Commissioner Paulette Burdick, Mayor	Aye
Commissioner Melissa McKinlay, Vice Mayor -	Aye
Commissioner Hal R. Valeche	Aye
Commissioner Dave Kerner	Aye
Commissioner Steven L. Abrams	Aye
Commissioner Mary Lou Berger	Aye
Commissioner Mack Bernard	Aye

The Mayor thereupon declared the Resolution duly passed and adopted this

15th day of August, 2017.

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

SHARON BROCK, CLERK & COMPTROLLER

By: 

DEPUTY CLERK

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

By: 

County Attorney