

TO: ALL COUNTY PERSONNEL
FROM: VERDENIA C. BAKER
COUNTY ADMINISTRATOR
PREPARED BY: COUNTY ADMINISTRATION
SUBJECT: ITEMS FOR COMMISSION ACTION
PPM #: CW-O-014

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ISSUE DATE
February 9, 2018
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EFFECTIVE DATE
February 9, 2018
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PURPOSE:

To provide a mechanism to ensure that the Board of County Commissioners (BCC) has complete and accurate, information to make policy decisions at all BCC meetings.

UPDATES:

Future updates to this PPM will be the responsibility of the Agenda Coordinator under the authority of the County Administrator.

AUTHORITY:

Administrative Code Section 101.00

POLICY:

It is the policy of the Board of County Commissioners that all items presented to the BCC for action will include an Agenda Item Summary, be adequately reviewed by appropriate staff, and be submitted in accordance with the Agenda Item Submittal Schedule to allow proper public notice and consideration by the BCC.

PROCEDURE:

An **Agenda Item Summary**, (located on the intranet, under “Forms”), giving all pertinent information relating to the item necessary for the BCC, should be completed in its entirety. Sections on the Agenda Item Summary not requiring completion should be marked “N/A”.

I. **Agenda Item Preparation:**

Departments should complete appropriate staff reviews prior to submittal of an agenda item into the agenda review process. Pertinent information to be considered in the reviews should include, but not be limited to, appropriateness of the requested action, conformity to County

and other governmental policies, chronology of significant actions, issues, and events relating to the request, legal sufficiency, impact on general public and other county agencies, and financial impact.

Departments generating agenda items for support of operating department's request (i.e., Property and Real Estate Management request for approval of land acquisition for new park for Recreation Department or Purchasing request for approval of Request for Proposal for capital items purchased for Fire Rescue, etc.) are required to coordinate preparation of the Agenda Item Summary with the originating department. The Agenda Item Summary must have signatures of both staff and operating department heads prior to submittal into the agenda review process. It is encouraged that whenever possible, the originating department be the lead department when the item is presented to the BCC for consideration. The support department should be in attendance at the BCC meeting to support the originating department's recommendations.

Consent: Consent agenda items are considered to be routine matters that are implementing a prior approved Board plan, program, or directive. Such items are typically non-controversial and do not deviate from past Board direction or policy. All Consent Items which require expenditure or commitment of funding must be included and identified in the adopted budget. Consent items may include new policy or program endorsement only when the policy/program has previously been brought to the BCC at a workshop and there has been general consensus by the BCC on the subject matter.

Regular: Regular agenda items represent new BCC policy or programs or are a request to waive previously approved policy or programs. Items may also be designated Regular items when they are controversial or represent a major commitment of County resources (no specific funding level has been set as a "major commitment" rather such designations are made based on the relationship of the expenditure to the overall program budget or the County budget). Any expenditure which is not identified within the adopted budget (and requires funding from the Contingency) is designated as Regular. Finally, all items that are placed on the Agenda as "ADD-ON" are designated a Regular agenda item.

II. Agenda Item Reviews:

A. Office of Financial Management and Budget (OFMB) Review:

1. General:

The original of the agenda item including complete back-up, plus one copy should be submitted to OFMB (19) working days in advance of the scheduled BCC meeting.

The Office of Financial Management and Budget (OFMB) will perform fiscal and/or contractual analyses on all agenda items. All submitting entities must complete the fiscal impact section of the Agenda Item Summary Form.

OFMB should have three working days to review the agenda item. OFMB shall notify the department/division of any changes that need to be made.

2. Agenda Item Request with Budget Transfers as Companion Items:

Any item requiring a budget transfer or amendment must be submitted at the same time.

3. Other Budget Transfers/Amendments:

Any budget transfer or amendment, which will not be paired with an agenda item, but still requiring BCC approval, should be submitted either to the Budget Director or the Budget Analyst assigned to the submitting Department.

Departments must include the following back-up documents when submitting a request for transfer or amendment:

- Agenda Item Summary;
- Completed budget transfer/amendment form with account number and descriptions involved;
- Justification supporting the need for the budget transfer or budget amendment; and
- Administration's written approval for all non-budgeted machinery and equipment including data processing equipment and software.

Requests should be received in OFMB no later than 10:00 a.m., (19) working days prior to the Board meeting date. Budget transfers and budget amendments in excess of five pages should be submitted at least (21) working days in advance.

B. Legal Review:

Departments with BCC items requiring legal review should submit an advance copy of the agenda item in accordance with the Agenda Item Submittal Schedule. These advance copies should be submitted to the Assistant County Attorney responsible for that particular department/division.

The Assistant County Attorney should receive the original agenda item (16) working days prior to the BCC meeting and should have two working days to review the item. The Assistant County Attorney shall notify the department/division of any changes that need to be made.

C. Administration Review:

County Administration should receive the original agenda no later than (14) working days prior to the scheduled BCC meeting. All requests for BCC action must be reviewed and have approval of the County/Deputy/Assistant County Administrator

responsible for that department prior to submission to the Agenda Coordinator in County/Administration, (12) working days prior to the scheduled BCC meeting.

III. Submittal of Agenda Items:

- A. County/Deputy/Assistant Administrator must submit the original, plus the print copy of the final signed agenda item, along with all necessary back-up material to the Agenda Coordinator/in County Administration, in accordance with the Agenda Item Submittal Schedule.
- B. At least one original of any grant, contract, amendment, etc. should be provided unbound and unstapled as part of the agenda packet.
- C. The print copy must be single-sided (including the Agenda Item Summary) on legal size paper and not stapled (a binder clip must be used to keep pages in order). The print copy should also include properly marked attachments.
- D. Pursuant to Section 119.071(3)(b)1, Florida Statutes, records, information, photographs, audio and visual presentations, schematic diagrams, surveys, recommendations, or consultations or portions thereof relating directly to the physical security of a facility or revealing security systems is confidential and exempt from public review. It is the responsibility of the Department to ensure that items exempt from public disclosure are not submitted as part of the print copy.
- E. Agenda items submitted after the cutoff date or which are incomplete, i.e., lacking all necessary attachments, without prior arrangements with Administration may be returned to the Department Head through the County/Deputy/Assistant County Administrator responsible for that department.
- F. All agenda items must include a Routing Slip and attach it to the Agenda Item Summary. Routing Slips are available through the Graphics Division of the Purchasing Department (County Form 015).

IV. Preliminary Distribution and Review:

- A. Administration will prepare and distribute a Preliminary Agenda no later than 12:00 noon, (10) working days prior to the scheduled Board meeting.
- B. Management Review meetings are scheduled for 10:00 a.m. on Wednesdays, to review the following week's preliminary agenda, unless otherwise rescheduled by the County Administrator.

The Management Review Committee is comprised of the County Administrator, Deputy County Administrator, Assistant County Administrator, County Attorney, Director of OFMB, the Budget Director, the Director of Contract Development & Control, County Engineer, Chief Deputy Clerk or their respective designees and the Agenda Coordinator.

V. Final Distribution of Agenda Kits:

- A. Immediately following the Management Review meeting, the Agenda Coordinator will finalize the agenda kit and forward to the Copy Center for printing.
- B. Distribution of the final agenda kits will take place by Noon on the Tuesday preceding the Tuesday BCC meeting.
- C. Distribution of the final Agenda will include each of the seven County Commissioners, and aides as requested, as well as designated County departments.
- D. Agenda Backup Materials are made available on-line by Noon on the Tuesday preceding the Tuesday BCC Meeting.

VI. Agenda Review Meetings are scheduled for 10:00 a.m. on the day preceding the anticipated BCC Meeting (one working day).

VII. Add-Ons:

- A. Add-ons are agenda items presented to the BCC after submittal deadlines due to unforeseen or emergency situations, which are strongly relevant to the health, safety and welfare of the residents of Palm Beach County. Request for Add-ons must be approved by the County Administrator, and include an explanation of why the item needs to be added on to a BCC meeting agenda. All Add-ons must go through the review process.
- B. The BCC should be fully apprised of the content of all Add-ons by 11:00 a.m. on Monday preceding a scheduled BCC meeting.
- C. All Add-ons agenda items will be placed on the regular portion of the BCC agenda.

VIII. Board Deferred or Board Postponed Agenda Items:

At times the BCC, at their discretion, may defer or postpone agenda items to a subsequent Board meeting.

- A. If the item has been postponed for one or two weeks, the Board Services Minutes & Records Department will hold the original for that department. The Agenda Coordinator in County Administration will re-number and change the date on the master print copies for resubmission of the agenda item.
- B. If the item was deleted, the Board Services Minutes & Records Department will return the original agenda item to the department through the County/Deputy/Assistant County Administrator responsible for that department. The originating department is responsible for resubmitting the agenda item to OFMB for review (19) days prior to the applicable Board meeting.

- C. If the item was continued, the Board Services Minutes & Records Department will keep the original, and a new original must be submitted by the originating department to the Agenda Coordinator within the required submittal item timeline.

VIII. Ordinances for First Reading and Public Hearing Agenda Items:

A. Ordinance for First Reading:

The Agenda Item Summary and a copy of the proposed ordinance for first reading should be submitted through the normal agenda review process for the scheduled BCC meeting as a Regular Board item.

The motion and title should read: **Staff recommends motion to approve on preliminary reading and advertise for Public Hearing on (Insert Public Hearing Date) at (Insert Public Hearing Time):** An ordinance to.....

The proposed ordinance for preliminary reading is a draft for the Board to review, amend and approve to set for public hearing.

B. Public Hearing for Ordinances:

Agenda Item Summary and the amended ordinance should be submitted through the normal review process for the scheduled BCC meeting.

The motion and title should read: **Staff recommends motion to adopt:** An ordinance to....

IX. Public Hearings:

All Public Hearing items should be coordinated with the County Attorney's office. Proof of Publication of the notices for public hearings shall be on file with the Clerk's office prior to the BCC meeting. Public Hearing dates are marked with ** next to the BCC meeting date listed on the Agenda Item Submittal Schedule.

X. Board Appointments

A. District Appointments

District Appointments do not require the preparation of an agenda item. The Advisory Board will work with the district to select a candidate for appointment or reappointment and the completed application will be sent to the Agenda Coordinator in Administration. Once the application has been verified by the Agenda Coordinator in Administration, the appointing Commissioner will verbally appoint or reappoint the candidate at a future BCC meeting.

B. At-Large Appointments

At-Large Appointments require the Advisory Liaison to submit a packet to the Commissioners with the application of the potential candidate for appointment or reappointment. The packet will contain a letter explaining the name and background of the candidate, the purpose of the Advisory Board, the diversity of the Advisory Board and a request for the Commissioner to either support this nomination or submit another candidate. The Commissioners have two weeks to respond to your request. After two weeks, begin preparing the Board Appointment Summary Item on blue legal sized paper. This item will be a consent item unless there is more than one candidate interested in the same seat. If this occurs, the item will fall into the Board Appointment category on the agenda and be treated as a regular item. At-Large Appointments require approval by the BCC as a whole. Board Appointment Summaries are submitted directly to the County Attorney's office.

XI. Workshop Items

Workshop meeting dates are listed on the second half of the Agenda Item Submittal Schedule. A request to be added to the workshop schedule should be made through the County/Deputy/Assistant County Administrator responsible for that department. Workshop items are given a time certain which is assigned by the Agenda Coordinator in County Administration one to two months in advance. Workshop items are placed on green legal sized paper.


VERDENIA C. BAKER
COUNTY ADMINISTRATOR

Supersession History

1. Administrative Order #2-2, dated 5/4/76
2. PPM #CW-O-014, issued 7/1/88
3. PPM #CW-O-014, issued 10/25/95
4. PPM #CW-O-014, issued March 15, 2012