Agenda Item #: 8A-1

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: August 19, 2025

[ ] Consent [ ] Regular
[ ] Ordinance [ ] Public Hearing
[X} Administrator's Comments

Department: **Administration**

Submitted By: **Administration**

I. EXECUTIVE BRIEF

Motion and Title: **Staff recommends motion to receive and file:** The updated Board Directive Reports which include in process and completed board directive items.

SUMMARY: At the February 6, 2018 Board of County Commissioners Meeting, direction was given to the County Administrator to submit monthly a status report of the board directives. The report categorizes: **1)** In Process Items and **2)** Completed Items. The report continues to be updated on an on-going basis. Countywide (DC)

Background and Justification: N/A

Attachments:
1. **In Process Board Directive**
2. **Completed Board Directive**

Approved By: PDD for 7/22/25
Interim **County Administrator** **Date**

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2025	2026	2027	2028	2029
Capital Expenditures	0	0	0	0	0
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 ☐
Is this item using Federal Funds? Yes ☐ No ☐
Is this item using State Funds? Yes ☐ No ☐

Budget Account No.: Fund ___ Department ___ Unit ___ Object ___

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

C. Departmental Fiscal Review:

_____

III. REVIEW COMMENTS

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

7/22/2025
OFMB

as 7/29/25
Contract Dev. and Control 7.28.25

B. Legal Sufficiency:

Assistant County Attorney

C. Other Department Review:

_____
Department Director

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

Palm Beach County
Board Directives - In Process

Meeting Date	Directive Topic / Description	Category	Commissioner	Administrator	Attorney	Comments	Status	Date Completed
06/10/2025	**Directed Payment Program for Area Hospitals** Commissioner Weiss directed staff to include on the July 8 BCC agenda an item for reauthorization of the directed payment program for area hospitals.	BCC - Regular	Weiss	Bonlarron	Coffman, Denise	Emergency meeting called for 7/2/2025.	In Process	
06/03/2025	**Contract Employee Performance Reviews - 2026** Commissioner Flores, Commissioner Weiss and others directed staff to set the three contract employee performance reviews at the same time next year, including a sample 360 with self-evaluation and the opportunity to meet with commissioners after evaluation is completed but before submission. New hires and newly elected commissioners will have six months in their position before the process begins. The approximate time frame for next year's evaluation would be March 1, 2025 – late May 2026.	BCC - Regular	Flores	Duren	Coffman, Denise		In Process	
06/03/2025	**Keiser University Letter of Support** Vice Mayor Baxter directed staff to draft a letter of support for Keiser University's $ 4 million Federal Appropriation for establishing a Homeland Security Simulation Center of Excellence.	BCC - Regular	Baxter	Bonlarron	Coffman, Denise		In Process	
05/06/2025	**Curbing Near Dr. Joaquin Garcia HS** directed Engineering staff to move forward with the installation of curbing in areas along 47th Place South (near Andalucia subdivision and Dr. Joaquin Garcia High School) at an estimated cost of $83k. The item will return as a consent agenda item for BCC approval.	BCC - Regular	Baxter	Rutter	Coffman, Denise		In Process	

Meeting Date	Directive Topic / Description	Category	Commissioner	Administrator	Attorney	Comments	Status	Date Completed
05/06/2025	**Housing Construction Regulations** directed staff to work with stakeholders, builders, and the Economic Council to obtain recommendations on regulations that can be cut back to make housing construction costs affordable in unincorporated PBC.	BCC - Regular	Baxter	Rutter	Coffman, Denise		In Process	
05/06/2025	**Gas Tax Dollars and Palm Tran** directed staff to conduct a financial impact report if all gas tax dollars were removed from Palm Tran budget and the $34 million was directed to roads. Presented financial impact report at June 10, 2025 BCC workshop. Direction was to roll discussion into Countywide Transportation Master Plan.	BCC - Regular	Baxter	Bonlarron	Coffman, Denise		In Process	
03/11/2025	**Agenda Back-Up** Mayor Marino directed staff that the BCC agenda back-up must be distributed no later than the Friday prior to the Tuesday meeting.	BCC - Regular	Marino		Coffman, Denise		In Process	
03/11/2025	**Speed Cameras in School Zones** Commissioner Weiss directed staff to bring back an ordinance allowing speed cameras in school zones.	BCC - Regular	Weiss	Rutter	Coffman, Denise	Staff updated BCC via memo on 4/28. For cameras being sought in municipalities with adopted ordinances the standard ROW ordinance application can be used to enable. An ordinance for unincorporated PBC is being developed in consultation with PBSO and the School District. Anticipate bringing ordinance to BCC this summer.	In Process	
02/11/2025	**South County Civic Center Appreciation Plate** Commissioner Sachs directed staff to move the Andre Fladell Appreciation Plate from the inside of the South County Civic Center to the outside of the building.	BCC - Regular	Sachs	Ayala-Collazo	Coffman, Denise	County staff requested additional clarification as to the scope of work from the District Commissioner's Office.	In Process	
02/11/2025	**OFMB & Clerk Joint Presentation** Vice Mayor Baxter directed staff to work with Clerk Abruzzo on a joint presentation about the earned investment interest and possible uses.	BCC - Regular	Baxter		Coffman, Denise		In Process	

Meeting Date	Directive Topic / Description	Category	Commissioner	Administrator	Attorney	Comments	Status	Date Completed
02/04/2025	**Mil Rate Study** Commissioner Flores directed staff to study the lowering or maintaining the mil rate. This report would include areas where expenses can be decreased and programs to increase revenue. Commissioner Powell requested that the report also include the impacts and projections for the next few years if the millage rate is lowered.	BCC - Regular	Flores		Coffman, Denise		In Process	
02/04/2025	**Budget Software** Vice Mayor Baxter directed staff that she requested new budget software with a query function so reports could be pulled. An update on the RFI is requested in 60 days. Commissioner Flores would like the new software to include the ability to track fund transfers.	BCC - Regular	Baxter		Coffman, Denise	RFI issued on 5/1 and responses received on 5/31. Staff is reviewing the 8 responses for alignment with BCC direction	In Process	
02/04/2025	**ISS Program to Track Authority to Sign Agreements** Commissioner Sachs directed staff to design a mechanism that tracks who the BCC/County Administrator has delegated authority to sign agreements.	BCC - Regular	Sachs		Coffman, Denise		In Process	
02/04/2025	**Property Appraiser Report** Commissioner Woodward directed staff to reach out to Property Appraiser Dorothy Jacks and request a non-binding update, before June, on property values and if there is a significant amount of new construction being added to the tax roll for the first time.	BCC - Regular	Woodward		Coffman, Denise		In Process	
02/04/2025	**Solar Panels in Parking Lots** Commissioner Woodward directed staff to incorporate language about solar panels in parking lots as it develops the ordinance previously directed by Commissioern Baxter, for there to be a bond for solar fields so the property is restored to usable agricultural land.	BCC - Regular	Woodward	Rutter	----	Zoning staff will include in ULDC amendment	In Process	

Meeting Date	Directive Topic / Description	Category	Commissioner	Administrator	Attorney	Comments	Status	Date Completed
01/28/2025	**Budget - Breakdown of projects** Commissioner Sachs directed staff to provide more of a breakdown about projects (page 40 of budget workbook) like ACC, South County Civic Center, Tax Collector and future bonds.	Workshop	Sachs		Coffman, Denise		In Process	
01/14/2025	**Upgrading Signal Technology** Commissioner Woodward directed staff to talk with FDOT about upgrading signal technology at railroad crossings and report back to the board.	BCC - Regular	Woodward	Rutter	Coffman, Denise	All traffic signals receive an electronic signal from the nearby railroad alerting them of the pending road closures at the rail crossing. The traffic signals are designed to respond to this warning by adjusting the signal color display and stop traffic from traversing the road where the crossing gates are coming down. The railroad operators need to install smart and accurate detection systems that would close the railroad crossings only when and for the duration of the train passing at the specified location. It is not unusual for the crossing gates to come down when there is no train even in the vicinity, let alone, times when the gates come down and stay down for extended periods of time. Staff wrote to FDOT requesting help in this respect and provided historic data documenting these occurrences. Staff also reached out to Brightline and the FEC with similar requests. Staff will renew these efforts and work with both railroad owners/operators for better cooperation.	In Process	
01/14/2025	**Milestone Inspections - Follow-Up** Commissioner Weiss directed staff to research if the code needs to be amended so placards can be placed at buildings in non-compliance. He also requested staff to circulate the list of non-compliant buildings, by district, to the BCC. Commissioner Woodward directed staff to create an ordinance outlining the penalty process and fines for non-compliance and prepare a communication plan for condo owners. Vice Mayor Baxter directed staff to hold off on the creation of an assistance fund to help condo owners pay their milestone assessments until after the legislative session. Mayor Marino directed staff to work with the League of Cities on the number of buildings in municipalities that are not in compliance.	BCC - Regular	Weiss	Rutter	Coffman, Denise	List of buildings was provided to BCC members on 1/16/25 and letters were sent to condominium associations as well as individual owners on 1/31. PZB is reviewing potential for penalty fine structure and will prepare for BCC action.	In Process	

Meeting Date	Directive Topic / Description	Category	Commissioner	Administrator	Attorney	Comments	Status	Date Completed
01/14/2025	**Cold Weather Shelters** Commissioner Flores directed staff to study the opening cold weather shelters when the temperature is 50 degrees and colder, costs, and policies of neighboring counties. The analysis would include the number of days the temperature is sustained at 50 degrees and below and the utilization of shelters when opened.	BCC - Regular	Flores	Bonlarron	Coffman, Denise	Staff has met with stakeholders and has been reviewing the current policy.	In Process	
01/07/2025	**Additional Butterfly Houses** Vice Mayor Baxter directed staff to look into Butterfly House expansion with sites in south and north county.	BCC - Regular	Baxter	Bonlarron	Coffman, Denise	County staff has been looking at an additional location in the South end of the County. Contact has been made with a hospital in Boca Raton. Victim Services is reviewing funding and grant options to facilitate and additional site within the County. The Criminal Justice Commission has a support letter that is currently pending approval at their May 27th meeting.	In Process	
01/07/2025	**Text Message Program for Road Closures** Commissioner Weiss and Vice Mayor Baxter directed staff to look into an emergency road closure/detour text message system, similar to the Town of Palm Beach.	BCC - Regular	Weiss	Rutter	Coffman, Denise	Staff is reviewing available systems as well as information provided by other agencies	In Process	
01/07/2025	**Student Bill of Rights** Vice Mayor Baxter directed staff to meet with the school board about a possible "Student Bill of Rights" for bullied students in public and charter schools. After the meeting, staff will return with possible language, and the BCC will discuss adding it to the Legislative Agenda.	Workshop	Baxter	Bonlarron	Coffman, Denise	County staff has had several conversations with the School District regarding this idea. There seems to be some hesitancy for the District to engage in opening Florida statute and feels they have the coverage and resources internally to address the issues regarding student bullying.	In Process	
10/22/2024	**Rename San Castle Blvd.** Commissioner Baxter directed staff to rename San Castle Blvd., from Hypoluxo Rd to Mentone Rd., as Senator Mack Bernard Way.	BCC - Regular	Baxter	Rutter	Coffman, Denise	Staff is coordinating with Senator Bernard to finalize locations and choose a date for the event.	In Process	
10/08/2024	**Required Department Reports per Ordinance** Vice Mayor Marino directed staff to send a list of required department reports, per ordinance, to the Internal Auditor and share ISS database.	BCC - Regular	Marino		Coffman, Denise		In Process	

Meeting Date	Directive Topic / Description	Category	Commissioner	Administrator	Attorney	Comments	Status	Date Completed
09/24/2024	**Continue negotiating with Rore Asset 5981** Mayor Sachs directed staff to continue negotiations with Rore 5981, owner of the 114-room hotel, including the removal of the franchise fee from the sale price of property.	Workshop	Sachs	Ayala-Collazo	Coffman, Denise	On March 18, 2025, the BCC approved acquisition of the LaQuinta hotel. Staff is currently working with the Owner towards Closing.	In Process	
08/20/2024	**Three-Year Rabies Tag** Commissioner Woodward directed staff to look into updating the ACC ordinance to include a three-year rabies tag option so it will align with vaccination.	BCC - Regular	Woodward	Bonlarron	Coffman, Denise	Staff is reviewing for inclusion in the ordinance rewrite that will be presented to the BCC in late 2025.	In Process	
07/02/2024	**Human Trafficking Training Requirements on Contracts** Commissioner Barnett directed staff to look into the feasibility of adding human trafficking training requirements on all new and renewing contracts with vendors doing business with Palm Beach County.	BCC - Regular	----	Bonlarron	Coffman, Denise	The requirement for county vendors to receive more training was discussed at our staff meeting on July 24th. It was agreed that training was not applicable to all vendors and it needed to be targeted. Staff is reviewing further to determine the best way to move forward.	In Process	
06/18/2024	**Recap Workforce Housing Workshop** Staff formulated a detailed memo of next steps including meetings with industry representatives in August followed by a discussion with the board for further direction. (memo, topic discussion and WFH map attached)	Workshop	Marino	Rutter	Coffman, Denise	Staff presented update at 2/27/25 BCC Zoning hearing and received further direction before returning to the BCC. Staff has met with industry representatives twice and anticipates returning to BCC for direction in June.	In Process	
06/04/2024	**Mayor Sachs requested staff to keep the Board apprised in early 2025 about the origin of Palm Tran's electric vehicle batteries and the purchase of additional batteries.** Staff will follow up.	BCC - Regular	Sachs	Bonlarron	Coffman, Denise	Staff will provide updates to the Board in early 2025 as we continue to move forward with the process to purchase new electric vehicles and gather additional information about their batteries.	In Process	
05/21/2024	**Mayor Sachs directed staff to review existing procurement ordinances and recommend changes so that the delivery and information is streamlined and efficient.** Staff will follow-up	Workshop	Sachs	Ayala-Collazo	Coffman, Denise	Staff is evaluating and expects to provide a Staff Report by Summer 2025.	In Process	

Meeting Date	Directive Topic / Description	Category	Commissioner	Administrator	Attorney	Comments	Status	Date Completed
05/21/2024	**Commissioner Baxter directed staff to find out and let the BCC know before COVID and since 2021: How many of our construction projects are completed on time (percentage)? How many on budget (without an increase)? How long does it take for contractors to get paid? Please include the Florida Statute regarding payment.** Staff to follow-up	Workshop	Baxter	Ayala-Collazo	Coffman, Denise	Staff is in the process of gathering the required information and expects to provide a Staff report in Summer 2025.	In Process	
05/14/2024	**Commissioner Baxter directed staff to go forward with an RFI for budgeting software.** Staff to proceed.	BCC - Regular	Baxter		Coffman, Denise	Staff is working with Clerk's Office to modify a module in Advantage that is anticipated to allow inquires of the budget.	In Process	
05/07/2024	**Vice Mayor Marino directed staff to provide her with a global overview of the county (services, roads, housing, planning, etc.).** Staff to follow up.	BCC - Regular	Marino		Coffman, Denise		In Process	

Meeting Date	Directive Topic / Description	Category	Commissioner	Administrator	Attorney	Comments	Status	Date Completed
04/16/2024	**Commissioner issued several directives regarding the OEBO program. 11 Directives listed below. (copy of memo attached)** Commissioner Baxter provided clarification of March 12 Board Direction (see memo) specifically to conduct an economic impact study only using construction prime contractors the county has used since the OEBO program has been in place and answer the following questions: 1) How much more money does it cost construction prime contractors to use SWMBE's? a) If a limited amount of subcontractors are available, does it cost a prime contractor more money, due to delays, using a SWMBE? b) Do the limited amount of construction subcontractors used to meet the SWMBE's goals result in SWMBE contractors charging the prime contractors more money for a job? What do non-SMWBE subcontractors charge for a similar job compared to an SMWBE subcontractor? c) If the overall job doesn't have enough work to meet a SWMBE 20% goal of dollars for subcontractors 2) If there is an increase in costs, are those costs being passed on to the taxpayers? 3) How much does the OEBO cost taxpayers overall? Such as staff, space, overhead cost, etc 4. How many waivers have ebeen granted. 5. Include Primes that have not received business from the county. 6. How many of our small businesses do business with Primes. 7. Vice Mayor Marino would like to include a breakdown of subs and their percentages. 8. Commissioner Woodward directed staff to include Primes that were not awarded contracts in the study	Workshop	Baxter	Duren	Coffman, Denise		In Process	
04/16/2024	**Commissioner Bernard directed staff to speak with CareerSource's Julia Dattolo about their lease expiring in less than four years, and the probability that it won't be renewed.** Administrator Baker will provide some options for them.	Workshop	Sachs	Ayala-Collazo	Coffman, Denise	Staff met with CareerSource on 5/28, a Staff Report will be provided to the Board in Summer 2025.	In Process	

Meeting Date	Directive Topic / Description	Category	Commissioner	Administrator	Attorney	Comments	Status	Date Completed
04/16/2024	**Commissioner Baxter directed staff to inventory available space in PBC Government buildings for other elected officials to lease office space, on an individual case basis.** Staff to follow up.	Workshop	Baxter	Ayala-Collazo	Coffman, Denise	Staff is drafting a Staff Report for consideration by the Board, to be issued in Summer 2025.	In Process	
04/16/2024	**Mayor Sachs directed staff to speak to short-term parking vendor about a pilot project for valet parking and parking by appointment at PBI and bring it back to the board.** Staff to follow-up.	Workshop	Sachs	Ayala-Collazo	Coffman, Denise	During its December 10, 2024 meeting, the BCC approved a Resolution establishing maximum parking rates for public parking facilities at the Palm Beach International Airport (PBI) to be implemented incrementally over a period of five (5) years, commencing on February 1, 2025. Offering of valet parking options is expected to commence in 2025 as a pilot program.	In Process	
03/26/2024	**Commissioner Bernard directed staff to provide Palm Tran data, analysis of eligible riders and cost savings of splits** Staff to follow up.	Workshop	----	Bonlarron	Coffman, Denise	Palm Tran is currently reviewing and will update the BCC in the early 2025.	In Process	
03/12/2024	**Commissioner Baxter directed staff via memo to provide information below:** A) Outline the Key Performance Indicators of Broward, Hillsborough, Miami-Dade and Palm Beach. Additionally, compare to the program in effect by the Palm Beach County Solid Waste Authority. B) Compare Palm Beach County's OEBO performance metrics to similar departments in Broward, Hillsborough, and Miami-Dade Counties. Additionally, compare to the program in effect by the Palm Beach County Solid Waste Authority. C) Outline and address the additional cost of the OEBO ordinance to Palm Beach County: Does this increase the cost of county contracts? (see memo attached) Staff to provide info.	BCC - Regular	Baxter		Coffman, Denise		In Process	

Meeting Date	Directive Topic / Description	Category	Commissioner	Administrator	Attorney	Comments	Status	Date Completed
03/12/2024	**Commissioner Baxter directed staff to have a study of the cost analyses from industry on the cost to Primes to do business with SMWBE's?** Staff to provide information.	BCC - Regular	Baxter	Duren	Coffman, Denise		In Process	
03/12/2024	**Commissioner Marino directed the Internal Auditor to reinstate regular reports of OEBO.** Staff will advise.	BCC - Regular	Marino		Coffman, Denise		In Process	
03/05/2024	**Commissioner Baxter directed staff to provide cost analysis of reaching out and how to target per item to constituents by US Mail and newspapers (non-digital means) about upcoming BCC agenda items.** Staff to follow up.	BCC - Regular	Baxter		Coffman, Denise		In Process	
03/05/2024	**Vice Mayor Marino and Commissioner Bernard directed staff to schedule discussion of the re-organization of the BCC scope and perimeters.** Item to be discussed on the April 2 agenda so commissioners can review the provided documents from the 3/5/24 meeting.	BCC - Regular	Marino	Duren	Coffman, Denise		In Process	
03/05/2024	**Temporary Staff and FRS Benefits. Commissioner Baxter directed staff to bring back the ordinance regarding BCC temporary staff, interns and how it pertains to FRS.** Mayor Sachs added to directive: Request staff to put the analysis of the ordinance in an email to the BCC. Vice Mayor Marino added to directive: Request staff to include the fiscal impact of BCC temporary staff receiving benefits.	BCC - Regular	Baxter		Coffman, Denise	Staff to follow up.	In Process	

Meeting Date	Directive Topic / Description	Category	Commissioner	Administrator	Attorney	Comments	Status	Date Completed
01/30/2024	**Commissioner Baxter directed staff to speak with industry about the cost of doing business with small businesses, obtain the baseline of information needed for an additional study about policy of OEBO effects on the cost of contracts, and report back.** Staff to follow up.	Workshop	Baxter	Duren	Coffman, Denise	A meeting date is being coordinated and scheduled with a number of industry representatives.	In Process	
01/30/2024	**Commissioner Woodward directed staff that when Palm Tran discussion returns to include lower ridership routes analysis comparison to its frequency.** Staff to follow up.	Workshop	Woodward	Bonlarron	Coffman, Denise	Staff continues to perform analysis of our routes and the recent modifications to go into effect in May 2024. Staff will provide an update to the Board after ample time is allowed (most likely six months to review those new changes) to collect that data and return with additional recommendations.	In Process	
01/23/2024	**Commissioner Bernard directed staff to hire an outside consultant to review the organizational structure and efficiency of PBC, including the county administrator, county attorney¿s office, and the internal auditor¿s office.** The consultant will advise about the hiring process of deputy/assistant county administrators, deputy county attorney, and the internal audit manager process including the consent and approval of the BCC. The consultant will consider requiring OFMB to report directly to the BCC, which will require a Charter Amendment. The RFP and its scope will be reviewed by the BCC on March 5. Vice Mayor Marino along with the County Attorney¿s Office and County Administrator's Office will work together on the RFP and hiring of the consultant. The process should take 4 months.	BCC - Regular	----		Coffman, Denise	Staff is meeting with Vice Mayor Marino to develop the plan associated with the hiring of the consultant. Update @ 1/30/24 mtg: Commissioner Bernard directed staff to create the performance appraisal form by the February 27 Workshop, work with Vice Mayor Marino, and create and set goals during the next six months, and actual evaluation will occur after the budget is finalized but by October 1, 2024. Future evaluations will include communication with BCC, 360 workforce analysis, and residents' input. BCC decided to hold off until the new administrator is on board and he can determine when to proceed.	In Process	

Meeting Date	Directive Topic / Description	Category	Commissioner	Administrator	Attorney	Comments	Status	Date Completed
11/28/2023	**Directed Staff to find ways to seek more public input on budget process.** Directed staff to find software to make it more transparent to BCC and the public how budget dollars are used. Allow access to see budget information outside of OFMB software used to prepare the budget. (Weiss) Use a Large Language Model to allow the public to access and use data outside of county databases.	Workshop	Baxter		Coffman, Denise	(1/23/24) As an initial step, a digital budget book has been implemented, an overview of its operation will be provided during the January 2024 Workshop meeting. Staff continues its research effort to identify a system and will provide an update at the January workshop.	In Process	

Meeting Date	Directive Topic / Description	Category	Commissioner	Administrator	Attorney	Comments	Status	Date Completed
11/28/2023	**Directed staff of the County Attorney and Legislative Affairs to research using Impact Fee interest dollars outside of the zones where the dollars were collected.** Seek legislative changes.	Workshop	Weiss	Bonlarron	Coffman, Denise	Staff researched this item and included the information in the attached document. Upon review, it was determined that both Florida Statute and ULDC prohibited this kind of transfer between zones. The County Attorney's office determined that the County cannot legally transfer interest gained from a trust fund designated for one benefit zone to subsidize impact fee costs for affordable housing in another benefit zone. Benefit zones and their respective trust funds are established under Section A.8 of Article 13 of the ULDC. The stated purpose of the trust funds is to ensure that ¿all expenditures of impact fees sufficiently benefit new development in the benefit zone from which the impact fees were collected.¿ Section A.9 of Article 13, which authorizes trust funds to be invested in interest bearing sources, specifies that the same limitations that apply to the use of impact fees also apply to the use of the interest gained from their investment; providing that, ¿the income derived from a benefit zone trust fund shall be applied to that same trust fund.¿ The County¿s limitations on the use of interest derived from impact fee trust funds conforms with Florida Statute, and prevailing AGO opinions and supporting case law on the matter. Section 219.075(1)(b), Florida Statutes, provides that the interest on invested public funds pending distribution ¿shall be reasonably apportioned and allocated and shall be credited to the account of, and paid to, the office or distributee, together with the principal on which such earnings accrued.¿ Citing this statute and supporting case law, the Attorney General¿s Office, in AGO 94-39, opined that interest that accumulates on invested impact fees may be used to replace fees not collected due to waivers or deferrals for low income housing, as long as such interest is used for the purpose for which the specific fund is created. See Contractors & Builders Ass'n of Pinellas Cnty. v. City of Dunedin, 329 So. 2d 314 (Fla. 1976) (where contractors challenged the legality of a municipal ordinance authorizing impact fees for water and sewer connections, the	In Process	08/29/2024
11/21/2023	**Directed Staff to provide detail regarding the timing of directives.** Commissioner Baxter directed staff to provide more detail and timing of directives.	BCC - Regular	Baxter		Coffman, Denise	Staff has begun identifying estimated dates that directives will be completed as of 12/4/23	In Process	

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10/17/2023	**Mayor Weiss directed the County Attorney's Office not to terminate the Transit Village contract on October 31, and return it to the BCC for discussion and further direction.** Staff to follow up.	BCC - Regular	Weiss	Ayala-Collazo	Coffman, Denise	Transit Village filed suit against PBC requesting specific performance of the Purchase & Sale Agreement; litigation is ongoing.	In Process	
09/19/2023	**Commissioner Baxter requested staff to analyze the take-home car policy and compare its standards to other entities within Palm Beach County (PBSO).** Staff to provide data.	BCC - Regular	Baxter		Coffman, Denise	An item will be brought before the BCC for discussion at the January 23rd BCC	In Process	
09/19/2023	**Commissioner Bernard requested staff to schedule a tour of FDOT District 4 Headquarters in Ft. Lauderdale.** Staff to coordinate.	BCC - Regular	----		Coffman, Denise	Staff has met with FDOT and developed a preliminary agenda and dates, anticipating early in May 2025.	In Process	
04/25/2023	**Mayor Weiss requested Palm Tran to raise advertising rates and look into adjusting fares.** Commissioner Marino requested Palm Tran to raise advertising rates and look into adjusting fares so they are in closer alignment with the federal mandate as well as how to make our para-transit more cost effective and aligning with our peer agencies. Mayor Weiss requested more information on the role of circulators, statistics on individual para-transit riders how the program is utilized and frequency. Lastly, he would like to see the transit guidelines overlay as it pertains to Palm Beach County density.	Workshop	Marino	Bonlarron	Coffman, Denise	Palm Tran provided a Workshop presentation to the BCC on September 26th, 2023 that among items addressed Palm Tran efficiencies, and reviewed fare structures for certain new and existing services. Staff has concluded the RFP selection for a new bus shelter/ advertising provider and it was approved by the BCC on August 27th. The fare analysis will come back to the BCC after additional direction on paratransit was provided at the August 27th workshop. Feedback on this item is anticipated in early 2025.	In Process	

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04/18/2023	**Septic to Water Program** Directed staff to provide her and commissioners more information on septic to sewer program including funding through our ARPA funds.	BCC - Regular	Marino	Bonlarron	Coffman, Denise	Staff is currently working with Parks and Recreation on their septic to sewer project in our existing parks. We are working with stakeholders at the state and federal level about additional opportunities to secure grant funding for septic conversions. WUD staff has mapped the County septic system and plans to present those findings to the BCC in 2024. The item moving forward with the Parks Septic to Sewer Conversions came to the BCC for approval in September 2024. BCC workshop scheduled August 2025.	In Process	
01/24/2023	**County ordinance history** Directed County Attorney¿s staff to provide a history of the county ordinance and its original intent to prevent grants or ad valorem credits being applied to water conversions. Additionally by Marino: directed staff to research the number of water conversions that have already gone through the process and to use that information in a grant submission, and if grants were obtained then all conversions would be eligible for rebate.	BCC - Regular	Baxter	Bonlarron	Coffman, Denise	Staff is researching this topic, has reported back on details related to bond covenants and difficulties in providing rebates. We are continuing to look for and identify potential solutions and will finalize no later than July, 2025.	In Process	
12/20/2022	**Update on elevated pedestrian crossing over Okeechobee Blvd by PBCCC.** Request update on elevated pedestrian crossing near convention center, West Palm Beach Hilton and The Square.	BCC - Regular	Marino		Coffman, Denise	We are working with WPB and the TPA to conduct a formal study. Staff will met with WPB in December.	In Process	
11/15/2022	**Review parking payment options through an app.** Review parking ordinance and to review an option to digitize parking payments through an app.	BCC - Regular	Weiss	Ayala-Collazo	Coffman, Denise	A contract for the provision of services has been identified and is under legal review. Expected completion summer 2025. Note: This directive was given by Comm. McKinlay. In updating the same, the system requires user to select a current commissioner. Chose Comm. Weiss as he was the Mayor at the time.	In Process	

Meeting Date	Directive Topic / Description	Category	Commissioner	Administrator	Attorney	Comments	Status	Date Completed
11/02/2021	**Add language to Fair Housing Ordinance** Similar to what is in Miami-Dade County, Unlawful practice prohibiting discrimination based on actual or perceived statue as a victim of domestic violence, dating violence or stalking.	BCC - Regular	----	Duren	Coffman, Denise	Staff is in the process of preparing to take the appropriate action to bring the modification to the Ordinance by Fall/2022.	In Process	
10/05/2021	**Request CAO provide a local opinion on the do's/don'ts of official county commission social media practices.** Request memo from CAO regarding use and tagging on social media accounts.	BCC - Regular	----		Coffman, Denise	County Attorney's Office drafted a series of directives on social media policy. Staff concurrently drafted a Guide to Social Media to reflect some of those recommendations. The Guide is currently pending final review.	In Process	
09/14/2021	**Request overview of policy for charging residents, collection fees** Request further explanation to further describe charge system for transport and collection agency contract (3.S.2).	BCC - Regular	Sachs		----	Residents are billed three (3) times on three (3) separate occasions for payment. When necessary, payment plans/options are made available on a case-by-case basis.	In Process	

Palm Beach County
Board Directives - Completed

Meeting Date	Directive Topic / Description	Category	Commissioner	Administrator	Attorney	Comments	Status	Date Completed
06/03/2025	**Additional Preconditions for HED Funding** Commissioner Woodward directed staff to implement additional preconditions for all HED development funding programs to reduce the risk of funding shortfalls after County funds are committed. (See attached memo) - Approved site plan and development order - Approved project plans, including civil design/utilities - Copy of construction contract (to be executed after closing)	BCC - Regular	Woodward	Fields	Coffman, Denise	Per BCC directions, these requirements have been included in RFPs	Completed	07/01/2025
05/22/2025	**Resolution Condemning Antisemitic Events** Commissioner Weiss directed staff to write a resolution condemning the killings of Yaron Lischinsky and Sarah Milgrim in Washington, DC, denouncing the rising threat of antisemitism and hate, and affirming support for local initiatives promoting interfaith dialogue and community unity.	Zoning	Weiss	Bonlarron	Coffman, Denise		Completed	

Meeting Date	Directive Topic / Description	Category	Commissioner	Administrator	Attorney	Comments	Status	Date Completed
05/22/2025	**Designating Portions of SR 80 with Honorary Names** Vice Mayor Baxter directed staff to prepare a resolution, in anticipation of HB 987 becoming law, designating Southern Boulevard (State Road 80) with honorary names: 1. Portion of Southern Boulevard between 18000 Southern Boulevard/Lion Country Safari Road and Royal Palm Beach Boulevard as “PBSO Motorman Highway”. 2. The portion of Southern Boulevard between Kirk Road and South Ocean Boulevard as “President Donald J. Trump Boulevard”. Ensure the resolution includes appropriate language coordination with FDOT and local protocols in addition to drafting a letter to be sent to the municipalities along these corridors, encouraging them to adopt corresponding honorary designations within their jurisdictions. (memo attached)	Zoning	Baxter	Rutter	Coffman, Denise	Scheduled for 7/8 BCC meeting	Completed	07/08/2025
05/06/2025	**Removal of Fluoride From Water** Requested a brief presentation from WUD, at a future BCC meeting, on their plan to remove fluoride from water so PBC is in alignment with the new state law. Commissioner Weiss added that staff should include other available sources of fluoride the public may want to consider for dental care. Fluoride no longer used in WUD water systems per passage of State Law effective July 1, 2025.	BCC - Regular	Baxter	Bonlarron	Coffman, Denise		Completed	05/15/2025

Meeting Date	Directive Topic / Description	Category	Commissioner	Administrator	Attorney	Comments	Status	Date Completed
04/22/2025	**County Administrator Selection Process Modification** Vice Mayor Baxter directed staff to modify the County Administrator selection process: After a link is created on the website, staff will post all applicants' resumes and applications on a rolling basis; At the May 1 County Administrator Task Force (CATF) orientation session, the group will be provided the Baxter proposal #3 as an alternative selection method to narrow the pool to the final five candidates to be submitted to the BCC, but it is the CATF decision to pick a selection process; On May 6 the CATF will be given only qualified applicants' resumes and applications and the top five applicants names will be sent to the BCC in alphabetical order. New county administrator selected at June 17, 2025 BCC workshop.	BCC - Regular	Baxter	Duren	Coffman, Denise		Completed	06/17/2025
04/01/2025	**Renaming Main Judicial Center Law Library** Commissioner Powell directed staff to honor the late Judge Edward Rogers by renaming the law library in the main judicial complex (A.K.A Judge Daniel T.K. Hurley Courthouse) as the Judge Edward Rogers Reading Room.	BCC - Regular	Powell	Ayala-Collazo	Coffman, Denise	Renaming ceremony held on 5/29/2025.	Completed	05/29/2025
03/11/2025	**Workshop Topic - Hotel Purchase** Commissioner Woodward directed staff to add the purchase of hotels and planned capacity to an upcoming workshop agenda.	BCC - Regular	Woodward		Coffman, Denise	On April 8, 2025, staff provided an overview of all the existing and potential strategies (inclusive of hotel conversions) to address the "Unsheltered Residents" and "Housing Development" strategic priorities. The BCC provided direction to staff.	Completed	04/08/2025
03/11/2025	**HIP Funding** Vice Mayor Baxter directed staff that all future HIP funding must include AMI 110% or under.	BCC - Regular	Baxter	Fields	Coffman, Denise	This policy has been implemented and is consistent with the Housing Bond direction approved by the BCC on 5/6/25	Completed	05/06/2025

Meeting Date	Directive Topic / Description	Category	Commissioner	Administrator	Attorney	Comments	Status	Date Completed
02/11/2025	**HBLP - For Sale Units** Vice Mayor Baxter and Commissioner Powell directed staff to revise the Housing Bond Loan Program (HBLP) "for sale" portion to make it easier to build for-purchase housing. The upcoming workshop presentation should include input from the Housing Leadership Council and the Economic Council before the next RFP is issued.	BCC - Regular	Baxter	Fields	Coffman, Denise	Staff met with the Housing Leadership Council and Economic Council representatives on 2/7/25. Staff anticipates bringing back updated criteria for the Bond program. A workshop will be held April 22 to discuss for-sale strategies. New housing bond criteria approved by the BCC on 5/6/25	Completed	05/06/2025
02/11/2025	**Fluoridation of Water** Vice Mayor Baxter directed staff to request Dr. Joseph Ladapo, State Surgeon General of Florida, and some community experts to make a presentation to the BCC on fluoridation of water.	BCC - Regular	Baxter	Bonlarron	Coffman, Denise	This item will be scheduled for the June workshop; however, the legislature passed a bill that would ban the use of fluoride in municipal water systems in the state. That bill is currently pending the Governor's signature, and if signed, it will become effective July 1st. Fluoride no longer used in WUD water systems per passage of State Law effective July 1, 2025.	Completed	05/15/2025
02/11/2025	**Signal Synchronization Phase 2** Commissioner Weiss directed staff to include in the state legislative agenda, the support of Phase 2 Signal Synchronization for Okeechobee Blvd appropriation, up to $4.2 M, by the Related Group.	BCC - Regular	Weiss	Bonlarron	Coffman, Denise	The request has been submitted and preliminary amount has been included in the House budget. The Legislature is expected to reconvene in Tallahassee on Monday, May 12th in an extended session to begin budget deliberations. Funding received ($3M) from legislation.	Completed	07/01/2025
02/04/2025	**In Honor of F. Martin Perry** Commissioner Weiss directed staff to work out details to honor F. Martin Perry, who recently passed away. Mr. Perry was the first zoning attorney for Palm Beach County.	BCC - Regular	Weiss	Rutter	Coffman, Denise	Approved by BCC at 5/6 meeting	Completed	05/06/2025
01/28/2025	**CRA's** Mayor Marino would like to see the CRA's that need County approval and those that are not under our jurisdiction listed (in (budget workbook).	Workshop	Marino	Rutter	Coffman, Denise	OFMB provided to BCC on 4/1	Completed	04/01/2025

Meeting Date	Directive Topic / Description	Category	Commissioner	Administrator	Attorney	Comments	Status	Date Completed
01/28/2025	**Housing Leadership Council** Commissioner Weiss directed staff to meet with Jack Weir, Housing Leadership Council, about their housing suggestions, and proposed policy changes and come back to the board.	Workshop	Weiss	Fields	Coffman, Denise	Staff met with members of the Housing Leadership Council including Jack Weir on Feb. 7, 2025 on workforce housing and will report back to the BCC on their comments when the housing bond comes back to the BCC for approval. housing bond criteria approved by BCC on May 6, 2025.	Completed	05/06/2025
01/28/2025	**Update of Milani park** Commissioner Flores directed staff to provide an update on the history of Milani Park at the next BCC meeting (2/7/25)	Workshop	Flores	Ayala-Collazo	Coffman, Denise	Staff presented to the BCC and provided a project status update during the BCC's February 4, 2025 regular meeting.	Completed	02/04/2025
01/28/2025	**Community Service Funding** Commissioner Sachs directed staff to report on the outside funding of Community Services and how it is used., so the board would know the possible impact of Pres. Trump 's Federal grants freeze.	Workshop	Sachs	Fields	Coffman, Denise	OFMB provided a report on the possible effects of federal grant cessation. The spreadsheet is attached.	Completed	02/04/2025
01/14/2025	**ACC RFP for Vet Services** Vice Mayor directed staff to prepare an RFP for additional spay/neuter veterinary services.	BCC - Regular	Baxter	Bonlarron	Coffman, Denise	Staff prepared a request to solicit additional vet services for spay/neuter. Staff has made some initial outreach to some local vets already.	Completed	07/01/2025
01/14/2025	**Support of Digital Vibz** Mayor Marino directed staff to add Digital Vibz to our local appropriation list and write a letter of support.	BCC - Regular	Marino	Bonlarron	Coffman, Denise	Administrator Baker sent a letter of support for the Let's Move 365 program on 1/31/2025.	Completed	01/31/2025
01/07/2025	**Performance Evaluations** Commissioner Powell directed staff to include performance evaluations in future employment contracts. Mayor Marino directed staff to follow the timeframe for performance evaluations of the County Administrator, County Attorney, and Internal Auditor. Compilation of questions with board input - March; May 6 completed evaluations are due to HR; HR will compile an executive summary and meet with each commissioner before the BCC discussion at the June 3 meeting.	BCC - Regular	Powell	Duren	Coffman, Denise		Completed	07/01/2025

Meeting Date	Directive Topic / Description	Category	Commissioner	Administrator	Attorney	Comments	Status	Date Completed
01/07/2025	**"Binder" Discussion** Vice Mayor Baxter directed staff to include "Binder" discussion in the March workshop.	BCC - Regular	Baxter	Duren	Coffman, Denise		Completed	07/01/2025
01/07/2025	**Workshop on Mental Health** Commissioner Sachs agreed with Ms. Baker's suggestion and directed staff to hold a workshop in February spotlighting all of the resources, across all departments, investing in mental health. This meeting will also include the School Board, HCD, SFBHN, League of Cities, VA and hospital CEO's (the invite list was expanded by Commissioner Flores). Vice Mayor Baxter directed staff to include St. Lucie County to find out why their mental health services are superior to PBC.	Workshop	Sachs	Fields	Coffman, Denise	The BCC has cancelled the February Workshop. The Workshop will be held on May 20 in conjunction with May is Mental Health Month. Staff met with the representatives of the HCD, SEFBHN, and Health Dept. on Feb. 24 to discuss further. Monthly meetings will be held until the workshop. Plans are underway for the workshop to include multiple partners. Update: The Workshop was conducted on May 20, 2025	Completed	05/20/2025
11/26/2024	**Additional Presentation on Utilization of Garage and Convention Center** Mayor Marino directed staff to come back with the convention center manager, food and beverage manager, finance people and meeting planners so a broader picture of the convention center utilization can be presented including local events vs. travel events (convention) and utilization of the garage.	Workshop	Marino	Ayala-Collazo	Coffman, Denise	A regular item was considered by the BCC during its January 30, 2025 meeting.	Completed	01/30/2025
11/26/2024	**Countywide Transportation Master Plan Summary** Vice Mayor Baxter requested staff to redistribute the Countywide Transportation Master Plan outline timeline and summary.	Workshop	Baxter	Rutter	Coffman, Denise	Information provided to BCC and will be presented at 12/10/2025 BCC Meeting.	Completed	12/03/2024
11/26/2024	**Reallocation of Bed Tax Pennies** Vice Mayor Baxter directed staff to come back with a process for reallocating the bed tax pennies; penny for penny and dollar for dollar.	Workshop	Baxter	Ayala-Collazo	Coffman, Denise	A regular item was considered by the BCC during its January 30, 2025 meeting.	Completed	01/30/2025

Meeting Date	Directive Topic / Description	Category	Commissioner	Administrator	Attorney	Comments	Status	Date Completed
11/26/2024	**Convention Center Garage Debt Payoff and Potential Parking Spot Revenue** Vice Mayor Baxter directed staff to research the possibility of paying off the convention center bond debt now instead of later. If paid off now, how much income would each parking spot generate?	Workshop	Baxter	Ayala-Collazo	Coffman, Denise	A regular item was considered by the BCC during its January 30, 2025 meeting.	Completed	01/30/2025
11/26/2024	**Convention Center Garage Revenue Cap** Commissioner Powell directed staff to find out if annually we are hitting the $250K cap for garage revenue.	Workshop	Powell		Coffman, Denise	A regular item was considered by the BCC during its January 30, 2025 meeting.	Completed	01/30/2025
11/26/2024	**Convention Center Garage Bonds** Vice Mayor Baxter directed staff to confirm when the convention center garage bonds are paid in full is the revenue cap restriction lifted?	Workshop	Baxter		Coffman, Denise	A regular item was considered by the BCC during its January 30, 2025 meeting.	Completed	01/30/2025
10/22/2024	**Schedule Meeting with Goodwill Industries** Mayor Sachs directed Community Services to contact Gulfstream Goodwill for a meeting in her office as soon as possible regarding the operation of the county's three homeless resource centers.	BCC - Regular	Sachs	Fields	Coffman, Denise	Meeting is scheduled for 2/7/25 at the Lewis Center	Completed	01/24/2025
10/22/2024	**Contact DCF for a meeting** Mayor Sachs directed Community Services to contact the Department of Children and Families and schedule a meeting in her office to discuss the grant and housing needs. (Agenda Item 3E-10)	BCC - Regular	Sachs	Fields	Coffman, Denise	DCF has notified PBC of an award of $627,900 to address homeless needs in response to HB 1365. The item will be placed on the agenda on 2/4/25. Spoke with Com. Sachs, and she confirmed there was no need for a meeting with DCF.	Completed	12/30/2024
10/22/2024	**Placement of Electronic Signage Along Southern Blvd.** Commissioner Weiss directed Engineering to place signage along Southern Blvd. eastbound to inform the public of road closures across the bridge and to coordinate with FDOT to have signage on I-95 north of Palm Beach Lakes (southbound) and south of Southern Blvd (northbound) notifying drivers of that road closure.	BCC - Regular	Weiss	Rutter	Coffman, Denise	All PBC signs have been installed per plan per Engineering.	Completed	12/10/2024

Meeting Date	Directive Topic / Description	Category	Commissioner	Administrator	Attorney	Comments	Status	Date Completed
10/22/2024	**Renaming of Gramercy Park** Commissioner Weiss directed staff to rename Gramercy Park in honor of Mack Bernard.	BCC - Regular	Weiss		Coffman, Denise	Renaming completed and Comm. Bernard recognized during BCC 10/22/24 regular meeting.	Completed	10/22/2024
10/08/2024	**Animal Care & Control Inspection** Commissioner Baxter directed staff to inspect and review the conditions of Animal Care & Control.	BCC - Regular	Baxter	Bonlarron	Coffman, Denise	Staff inspected ACC the day after the BCC meeting on October 9, 2024. Additional spraying for bugs was conducted at ACC shortly thereafter. Volunteers thanked the County staff and the BCC for their attention and action related to this request. Staff continues to maintain and spray at ACC on its regular schedules and additionally if needed.	Completed	01/23/2025
10/08/2024	**Department Reports Submissions** Mayor Sachs directed the Internal Auditor to monitor required department reports t submitted or omitted and advise the BCC of fulfillment in a timely fashion.	BCC - Regular	Sachs	Fields	Coffman, Denise	Followed up with Internal Auditor 2/14/25 to see status. Response received from Internal Audit: The Internal Audit Office continues to receive and track notices from county departments regarding audits conducted by external auditors. Additionally, we are monitoring the submission of any final audit reports, administrative responses, and updates on corrective action implementation.	Completed	02/27/2025
10/08/2024	**Track Required Reporting per Ordinances** Mayor Sachs directed Internal Auditor to monitor required department reports that are submitted or omitted and advise the BCC of fulfillment in a timely fashion. Vice Mayor Marino directed staff the send a list of required department reports per ordinance to the Internal Auditor and share ISS database.	BCC - Regular	Sachs	Fields	----	Followed up with Internal Auditor 2/14/25 to see status. County Administration and County Attorney's office working with ISS to complete the database. Response received from Internal Audit: The Internal Audit Office continues to receive and track notices from county departments regarding audits conducted by external auditors. Additionally, we are monitoring the submission of any final audit reports, administrative responses, and updates on corrective action implementation.	Completed	02/27/2025
10/08/2024	**Animal Care & Control Conditions** Commissioner Baxter directed staff to inspect and review the conditions of Animal Care & Control.	BCC - Regular	Baxter	Bonlarron	----	Facilities staff immediately came out to ACC on 10/9/24 to inspect the property. They applied a substance to the drain system of the facility to provide additional sanitization. We have monitored and not received any further complaints since. Staff continues to monitor the kennels to ensure the best possible conditions. We will continue to monitor the conditions of the property to ensure the best possible sanitary conditions at ACC.	Completed	12/09/2024

Meeting Date	Directive Topic / Description	Category	Commissioner	Administrator	Attorney	Comments	Status	Date Completed
09/24/2024	**Research condo assessments and reserves countywide** Mayor Sachs directed staff to research the number of condominiums with insufficient reserves, the amounts of their assessments, and the number of residents that could lose their homes because they can't pay the special assessment.	Workshop	Sachs	Fields	Coffman, Denise	This exact information is not readily available as not all associations have submitted their reports. PZB will be presented an item to the BCC regarding the status of reporting in Jan. 2025	Completed	01/14/2025
09/24/2024	**Letter to Delegation About condo special assessments** Mayor Sachs directed staff to send a letter to the delegation and to Tallahassee asking for a plan to remedy residents losing their homes due to the condo special assessments.	Workshop	Sachs	Bonlarron	Coffman, Denise	A letter was sent to the leadership of the Florida Legislature requesting a Special Session to provide relief from the current situation related to residents incurring significant condo assessments to deal with maintenance of their condo buildings. We scheduled a joint meeting with the Delegation on February 21st where the conversation occurred as part of that agenda.	Completed	02/21/2025
09/24/2024	**Renaming Midwestern Services Center in honor of Mayor Fred Pinto** Commissioner Baxter proposed that the Midwestern Services Center be renamed in honor of Royal Palm Beach Mayor Fred Pinto, who recently passed away. (see attached memo).	Workshop	Baxter	Ayala-Collazo	Coffman, Denise	Building plaque and signage have been installed; the Vice Mayor's Office was notified.	Completed	03/06/2025
09/17/2024	**Commission Staff Salary and Titles** Vice Mayor Marino directed staff to move forward with commission staffing proposal Option 2 in which all current employees will be moved to the appropriate position based upon their years of service. Current employees in the EO1 pay grade will receive a 10% salary adjustment, HR will convert titles to County Commission Executive or other title including Chief of Staff or Deputy Chief of Staff. Any new hires, at the discretion of the Commissioner, will be allowed a one-time salary increase of up to 10% above base upon hire.	BCC - Regular	Marino	Duren	Coffman, Denise	During the September 17, 2024, Regular Board of County Commission Meeting a directive was given to Human Resources Department which instructed the department's leadership to commence moving all employees on the 12th floor to the appropriate pay positions based on their years of service. This directive was carried out and solidified via Resolution R-2024-1286 on September 24th, 2024.	Completed	09/24/2024

Meeting Date	Directive Topic / Description	Category	Commissioner	Administrator	Attorney	Comments	Status	Date Completed
09/10/2024	**Name road Lake Lytal Park Drive** Commissioner Barnett directed staff to name the interior main loop road within Lake Lytal Park as Lake Lytal Park Drive in homor of former County Commissioner Lake Lytal.	BCC - Regular	----	Fields	Coffman, Denise	Road signs are anticipated to be installed by the end of October. Name change has been submitted to Postmaster update 1/25/25 - costs have been obtained for the address change. Coordinating with PZB	Completed	01/25/2025
09/10/2024	**Term of Supervisor of Elections** Vice Mayor Marino directed staff to research if the term for the Supervisor of Elections is set by the legislature or the county. Also to begin researching if the SOE election date can be changed so it does not coincide with the Presidential election cycle.	BCC - Regular	Marino	Bonlarron	Coffman, Denise	Language has been included in the Proposed Palm Beach County Legislative Agenda. The agenda was finalized by the BCC at the first BCC meeting in January.	Completed	01/07/2025
09/10/2024	**Support for FAC 2nd VP** Vice Mayor Marino requested support for her candidacy for FAC 2nd Vice president. The election will be held at the Legislative Conference in December.	BCC - Regular	Marino	Bonlarron	Coffman, Denise	Second VP letter of support was drafted and submitted to FAC	Completed	09/11/2024
09/10/2024	**Solar Panel Policies Update** Commissioner Baxter directed staff to look at the solar panel policies that were discussed at the Naco Annual Conference in Tampa, update the BCC on our existing policies and what is going forward.	BCC - Regular	Baxter	Rutter	Coffman, Denise	Staff presented and reviewed at 1/30/25 BCC zoning hearing	Completed	01/30/2025
08/20/2024	**Special Session on Property Insurance** Commissioner Weiss directed staff to send a letter to the governor, Senate President and Speaker of the House requesting a special session on property insurance.	BCC - Regular	Weiss	Bonlarron	Coffman, Denise	Letter drafted and submitted to the Legislature. See attached letter.	Completed	08/29/2024
08/20/2024	**Letter requesting Special Session on Condo Structural Assessments** Commissioner Barnett directed staff to send a letter to the Governor, Speaker of the House and Senate President requesting a special session on Condo Structural Assessments.	BCC - Regular	----	Bonlarron	Coffman, Denise	Letter drafted and submitted. See attached letter.	Completed	08/29/2024

Meeting Date	Directive Topic / Description	Category	Commissioner	Administrator	Attorney	Comments	Status	Date Completed
07/17/2024	**Impact Fee Study** Vice Mayor Marino directed staff to move forward with a Multi-Modal Study as the mandated four-year Impact Fee Study.	Zoning	Marino		Coffman, Denise	Pursuant to direction staff will proceed.	Completed	07/17/2024
07/17/2024	**Transportation RFP** Commissioner Weiss directed staff to have the RFP for the Transportation Plan consultant ready for BCC review and discussion at the September meeting and it will include input from the cities.	Zoning	Weiss		Coffman, Denise	Staff has met with Palm Beach County City Managers (PBCCMA) association in June and July. At the July meeting this direction was included in the presentation. Staff continues to work with PBCCMA to develop framework of plan. SEE THE OTHER 7/17/24 DIRECTIVE FOR ALL UPDATES RFP has been issued and proposals are due in late February 2025	Completed	02/03/2025
07/17/2024	**County wide Transportation Master Plan (CTMP)** Commissioner Woodward directed staff to continue working with the League of Cities, City Managers and give them a "seat at the table . All modes of transportation should be included in the study.	Zoning	Woodward		Coffman, Denise	Staff met with the Palm Beach County City Managers Association in June, July, August September and October. Further, staff has met with the Intergovernmental Coordination Program (ICP) Multi-jurisdictional Issues Coordination Forum Executive Committee (MICFEC) multiple time. The RFP for the CTMP has been issued and was developed with their input. Issuance date was 12/12/24 anticipate proposal due date of early March 2025. A Resolution endorsing the CTMP was adopted by the BCC at the 3/11/25 BCC meeting. Selection committee of a consultant met and made recommendation on 4/29. Contract finalization and scheduling for BCC review are underway.	Completed	06/18/2025

Meeting Date	Directive Topic / Description	Category	Commissioner	Administrator	Attorney	Comments	Status	Date Completed
07/02/2024	**Human Trafficking Awareness** Commissioner Barnett directed staff to continue the human trafficking initiatives started by the D-3 staff including new awareness campaign signage and fiscal impact; created a QR code for Human Trafficking information and resources; look into changing our online county training to the Florida Alliance to End Human Trafficking's training and utilize TV20 for a public service campaign. (see memo for reference)	BCC - Regular	----	Bonlarron	Coffman, Denise	Public Safety Staff has engaged with Commissioner Barnett and D-3 staff on the human trafficking awareness initiatives. Most recently, on July 24. the following coordinated items were discussed and assigned to respective departments for updates: • The current signage was reviewed, and it was agreed based on PBSO recommendation that the National Hotline phone number remain the one used and for any new signage was developed • The graphics on the be free flyer were discussed and may be updated • Airports has the ability to switch signage on their digital display to correspond with any new materials developed by graphics • Palm Tran will look into bus wraps and signage • Existing community efforts through HT Coalition will be reviewed • Support for a billboard for HT Awareness month (January) will be explored • The HT link on the Victim Services website will be the hub for any new content created • The requirement for county vendors to receive more training was discussed. It was agreed that training was not applicable to all vendors and it needed to be targeted. • Airports were going to review the 5 minute homeland security training video that Consumer Affairs uses currently for use by any badged employees to review prior to them getting a badge • It was discussed that all county employees view the 5 minute video as refresher training • There was discussion of Ch. 20 updating the current county training video. Staff reported back on the efforts at the November BCC meeting and is continuing to work on implementation of some of the ideas explored.	Completed	12/02/2024
07/02/2024	**Workshop on HB1365** Commissioner Barnett directed staff to see if the Homeless Legislation Implementation Update (HB 1365) discussion can be moved from the September 24 workshop to the August 27 workshop.	BCC - Regular	----	Fields	Coffman, Denise	Key staff working on this item will be at the Florida Housing for the August workshop so the item will remain on the Sept. 24 workshop agenda. Administration will update the BCC on the progress made addressing this legislation in memo form. Workshop completed on 9/24/24.	Completed	09/24/2024

Meeting Date	Directive Topic / Description	Category	Commissioner	Administrator	Attorney	Comments	Status	Date Completed
07/02/2024	**12th Floor Employee Pay Ranges** Commissioner Baxter directed staff to bring back the 12th floor Employee Pay Ranges while the budget is being considered. Option 1: Keep position titles and pay ranges the way they currently exist, but give the Commissioners the ability to decide within the existing ranges what their staff is paid. Option 2: Have two County Commissioner Executive Assistants pay grade E01 and one County Commission Chief of Staff position pay grade E02. (see memo for reference)	BCC - Regular	Baxter	Duren	Coffman, Denise	Working on BCC presentation as early as the August 27, Board Workshop. On September 24, 2024 Board item R-2024-1286 was approved by the Board and addressed	Completed	09/24/2024
06/18/2024	**WFH Workshop** Board directed that eligibility for the Impact Fee Affordable Housing Assistance Program (IFAHAP) be limited to housing affordable to less than or equal to 110% of Area Media Income.	Workshop	Marino	Fields	Coffman, Denise	The BCC approved the revised guidelines at the 12/10/24 meeting.	Completed	12/10/2024
06/11/2024	**Mayor Sachs requested staff to provide additional information on the external funding requests currently under consideration and a list of the organizations that the BCC has provided additional funding to during the past year.** Staff will follow-up.	BCC - Budget	Sachs		Coffman, Denise	Staff provided a comprehensive overview at the June 18, 2024 workshop and OFMB included funding requests at the July 2 budget hearing.	Completed	07/02/2024
06/11/2024	**Commissioner Baxter directed staff to provide a summary, status and timeline of ISS projects.** Staff to follow-up.	BCC - Budget	Baxter		Coffman, Denise	A draft document has been prepared and is being reviewed - Archie Satchell Document emailed to the BCC on 9/10/2024	Completed	09/10/2024

Meeting Date	Directive Topic / Description	Category	Commissioner	Administrator	Attorney	Comments	Status	Date Completed
06/04/2024	**Mayor Sachs directed staff to provide additional housing bond details two weeks before the final vote at one-on-one meetings.** Staff will follow-up.	BCC - Regular	Sachs	Fields	Coffman, Denise	The underwriters are anticipating returning recommendations mid-October, and projects that meet underwriting guidelines will likely be presented to the BCC during the first meeting in November. Staff will schedule 1 on 1 discussions two weeks prior. Update: The first batch of underwriting reports have been received, and recommendations will be presented to the BCC on 10/22/24. 1 on 1 discussions have been scheduled with commissioners to discuss the recommendations. Individual meetings were held with each commissioner before bond projects were presented to BCC	Completed	11/27/2024
06/04/2024	**Commissioner Weiss directed staff to prepare a letter to the US Coast Guard for the Mayor's signature supporting reduced openings of the three bridges connecting West Palm Beach and Palm Beach during weekday morning and afternoon rush hours.** Staff will follow-up.	BCC - Regular	Weiss	Bonlarron	Coffman, Denise	Staff drafted a letter that was signed by Mayor Sachs and submitted to the US Coast Guard supporting recommendations to reduce the opening of the three bridges to the Palm Beach during peak rush hour times. See attached letter.	Completed	06/10/2024
06/04/2024	**Commissioner Weiss directed staff to start developing a Transportation Master Plan at $200,000 now knowing that it is budgeted for FY2025.** Staff will follow-up.	BCC - Regular	Weiss	Rutter	Coffman, Denise	The County Administrator and staff met with the PBC City Managers association on 6/28 to take their feedback and develop next steps. See directives from 7/17/24 meeting for future updates.	Completed	02/03/2025
06/04/2024	**Commissioner Woodward directed staff to invite the area housing authorities to a meeting and they can explain how they distribute housing vouchers.** Staff will follow-up.	BCC - Regular	Woodward	Fields	Coffman, Denise	Workshop occurred on July 9th	Completed	07/09/2024
06/04/2024	**Commissioner Barnett requested staff to provide an update on Palm Tran covered bus shelters.** Staff will follow-up.	BCC - Regular	----	Bonlarron	Coffman, Denise	The new bus shelter contract was approved by the BCC at the August 27th meeting.	Completed	08/27/2024
06/04/2024	**Commissioner Barnett directed staff to see if there is available funding to assist condo owners with repair assessments.** Staff will follow-up.	BCC - Regular	----	Fields	Coffman, Denise	There are currently not any funds allocated for this purpose.	Completed	07/31/2024

Meeting Date	Directive Topic / Description	Category	Commissioner	Administrator	Attorney	Comments	Status	Date Completed
05/23/2024	**Commissioner Baxter directed staff to revise the Agricultural Enhancement Council resolution to reflect the addition of two seats (Urban Farmer & Agri-Tourism) and to increase the number of terms members can serve.** Staff will follow-up	Zoning	Baxter	Bonlarron	Coffman, Denise	County Staff drafted updated changes to the AEC resolution to reflect two additional seats added representing a member with experience in agritourism and a member with experience in urban farming. In addition, language will be included to relax the current three term limit to AEC members. This concept was presented to the Ag Enhancement Council and approved by them at the September 18th AEC meeting. The BCC adopted it on February 11, 2025.	Completed	02/11/2025
05/21/2024	**Mayor Sachs directed staff to provide the BCC with the membership roster of the Advisory Committee on Behavioral Health, Substance Use and Co-Occurring Disorders.** Staff to follow-up	Workshop	Sachs	Fields	Coffman, Denise	Email sent to BCC 6/4/24 with membership list	Completed	06/04/2024
05/21/2024	**Commissioners Weiss and Baxter directed staff to prioritize "families" impacted by substance abuse and to look into identifying families impacted by addiction and support them with therapy and educational opportunities.** Staff will follow-up	Workshop	Weiss	Fields	Coffman, Denise	Services for families and children are included in the Opioid Plan that will be presented to the BCC in October for approval. The Youth Services Department conducted a training on June 5, 2024 on "It Runs in the Family: Impact of Familial Substance Use". The training will be posted online. BCC approved final plan on Oct. 22, 2024	Completed	10/22/2024
05/21/2024	**Mayor Sachs directed staff to post on PBC website the short list of companies under consideration for every construction project** Staff will follow-up	Workshop	Sachs	Ayala-Collazo	Coffman, Denise	New website is live, link under "Open Government" on the County's main webpage. Notification sent to the BCC on 1/31/25,	Completed	01/31/2025
05/21/2024	**Mayor Sachs directed staff to invite LWDD, SFWMD and 298's to speak about swale management and drainage in the event of a hurricane.** Staff to follow-up	Workshop	Sachs	Bonlarron	Coffman, Denise	Prior to and during a storm event PBC staff participates with all other responsible districts in calls related to water draw downs and other proactive measures. Staff will present this to the BCC at the May Workshop in coordination with their update to the BCC on Hurricane preparedness.	Completed	05/21/2024
05/21/2024	**Mayor Sachs directed staff to return with an update on the Opioid Settlement** Staff will follow-up	Workshop	Sachs	Fields	Coffman, Denise	An agenda item will be presented to the BCC in October to adopt the Behavioral Health and Substance Use Disorder Plan and funding recommendations. BCC approved the final plan on Oct. 22, 2024	Completed	10/22/2024

Meeting Date	Directive Topic / Description	Category	Commissioner	Administrator	Attorney	Comments	Status	Date Completed
05/14/2024	**Contributed to Mayor, as Board directed staff to remove 2024-004, Commercial Vehicles in AR, from the May 23 Zoning Agenda.** Staff to follow up.	BCC - Regular	Sachs		Coffman, Denise		Completed	05/14/2024
05/14/2024	**Mayor Sachs requests a digital dashboard showing the number of people Community Services has helped, which non-profits assist, and available housing by the June 21 meeting.** Staff to follow up.	BCC - Regular	Sachs	Fields	Coffman, Denise	https://pbcportal.pbcgov.org/communityservices/DataDashboardHub/PBC_COC%20Daily%20Bed%20Occupants.html Palm Beach County has three emergency shelters, The Senator Philip D. Lewis Center, Housing Resource Center II, and Melissa's Place. The Shelter and Hotel/Motel Programs dashboard is a live count that indicates how many individuals/families are in emergency shelters in Palm Beach County. The dashboard includes two Continuum of Care (CoC) Hotel/Motel programs that indicate how many individuals/families are in the Hotel/Motel programs. The dashboard also shows the acuity scores of the individuals/families placed in the emergency shelter and hotel/motel programs. 1. https://pbcportal.pbcgov.org/communityservices/DataDashboardHub/Commission_Districts_Dashboard.html The report displays all services provided by Community Services by commission district, application type and status. Dashboard, allows to view total paid amount of assistance received, average paid amount of assistance received by clients, how many unique households applied and were assisted, view count of applications and amount paid by each district, how many applications paid by each service and district, and the average paid amount by each service, and view trend of applications submitted, resubmitted and paid by month and year. Geographic Information: view count of household assisted, paid amount, and percentage of total based on commission district and zipcode, view count of household assisted, paid amount, and percentage of total based on city and service. Can drill down by commision districts, application type, status, city, zip code, and paid date range. Demographics Information: view demographics points (AMI, FPLG, Household size, SMI) details of the applicant. Can also see type of services	Completed	06/04/2024

Meeting Date	Directive Topic / Description	Category	Commissioner	Administrator	Attorney	Comments	Status	Date Completed
05/14/2024	**Mayor Sachs requested updates on our homeless funding from the state and Opioid Settlement.** Staff to provide.	BCC - Regular	Sachs	Fields	Coffman, Denise	Workshop on homeless presented to BCC on 9/24/24	Completed	09/24/2024
05/14/2024	**Commissioner Woodward requested staff provide map and list of over-capacity roads and intersections including city, county, state, and private by district to all commission offices.** Staff to provide.	BCC - Regular	Woodward		Coffman, Denise	Provided in August 2024	Completed	02/03/2025
05/14/2024	**Mayor Sachs and Commissioner Barnett directed staff to provide a plan for segregated lane for bikes and scooters from motorized vehicles.** Staff to provide.	BCC - Regular	Sachs	Rutter	Coffman, Denise	Existing roadway design standards accommodate	Completed	02/28/2025
05/07/2024	**Commissioner Bernard directed staff to meet with the Economic Council and Housing Leadership Council and create a cap and reduce the amount for gap financing for county assisted units.** Staff to follow up.	BCC - Regular	----		Coffman, Denise	Administrator Baker and ACA Fields met with Jack Weir of the Housing Leadership Council Jacobs on May 31, 2024.	Completed	05/31/2024
05/07/2024	**Commissioner Bernard directed Public Safety to provide a three year update of the COPCN Ordinance at the August 27 workshop.** Staff to follow up.	BCC - Regular	----	Bonlarron	Coffman, Denise	An agenda item was presented to the BCC at the August 27th workshop. The BCC directed staff to amend the current ordinance to move forward with a plan to add authority to approve additional COPCN licenses in an expedited manner. Staff will draft language to change the Ordinance and expedite the plan to review applications for licensure.	Completed	08/27/2024
05/07/2024	**Vice Mayor Marino directed staff to place the Organizational Assessments Binder discussion as an agenda item for May 14 BCC meeting.** Staff to follow up.	BCC - Regular	Marino		Coffman, Denise	Item is set for BCC discussion at the June 4th BCC meeting. An agenda item was created and placed on the March 18, 2025, Workshop Agenda. The item was discussed. It was determined that after appointing a new county administrator, this topic would be readdressed. TK 3/19/25	Completed	03/18/2025

Meeting Date	Directive Topic / Description	Category	Commissioner	Administrator	Attorney	Comments	Status	Date Completed
05/07/2024	**Mayor Sachs directed Commissioner Woodward to work with staff connect with colleges and universities on a preliminary framework for the transportation study and report back to the board. Identify the issues, and then hire a consultant to tell us how to solve the problems.** Staff to coordinate.	BCC - Regular	Sachs		Coffman, Denise	Staff has met internally to discuss steps forward and is in the process of scheduling meetings with staff from the League of Cities, TPA, and other stakeholders to discuss further. SEE DIRECTIVE ON 7/17/24 FOR ALL UPDATES	Completed	02/03/2025
05/07/2024	**Commissioner Baxter directed staff to calculate, prior to June workshop:** (1) how many roads are back-logged, (2) how many roads will become back-logged when permitted homes are built in the next 5 – 10 years (3) what's the plan to address the over-capacity. (VB followed up and said as part of Engineering's budget presentation they will layout how our county road system works, CRAWLS and level of service).	BCC - Regular	Baxter		Coffman, Denise	EPW budget presentation on 5/14/24 included this information Per Commissioner Baxter requested answers prior to the proposed Impact Fee/Multimodal workshop with BCC, possibly in June advised Administrator Baker.	Completed	05/14/2024
05/07/2024	**Vice Mayor Marino directed staff to fast-track a joint meeting with the new League of Cities board of directors. Also to be included in this meeting would be a representative from the TPA, School Board, business community, regional chambers.** Administrator Baker advised she will meet with the city managers association and TPA, and simultaneously set up a joint meeting with the League of Cities and other key partners. Advised Impact Fee/Multimodal workshop with BCC, possibly in June 2024.	BCC - Regular	Marino		Coffman, Denise	Presented at 7/17/24 BCC Zoning hearing	Completed	07/17/2024
05/07/2024	**Mayor Sachs directed staff to distribute SB 1082, Housing for Legally Verified Agricultural Workers legislation, to the commission.** Staff to provide.	BCC - Regular	Sachs	Bonlarron	Coffman, Denise	On May 13th final bill text and final Staff Analysis for HB 1082 was provided to the BCC my email from Intergovernmental Affairs staff. The Bill is attached to this directive closeout.	Completed	05/13/2024

Meeting Date	Directive Topic / Description	Category	Commissioner	Administrator	Attorney	Comments	Status	Date Completed
05/07/2024	**Commissioner Woodward directed staff to talk to developers about reducing their costs and establishing the 110% rent cap.** Staff to follow up.	BCC - Regular	Woodward	Fields	Coffman, Denise	The recommendations presented to the BCC on June 4 all include a 110% rent cap.	Completed	06/04/2024
05/07/2024	**Commissioner Woodward directed staff to negotiate with the developers to reduce the rental rates and amount of PBC project funding. (Housing)** Staff to follow up.	BCC - Regular	Woodward		Coffman, Denise	Agenda Items was presented to the BCC on June 4, 2024	Completed	06/04/2024
05/07/2024	**Mayor Sachs directed staff to work with HUD, the state, other counties and FAC to modify the AMI formula for high rent/high value areas.** Staff to follow up.	BCC - Regular	Sachs	Bonlarron	Coffman, Denise	This priority was included in the County's adopted federal agenda on February 11. 2025 and legislative staff is continuing to work with HUD and other stakeholders to find a solution.	Completed	02/11/2025
04/16/2024	**Commissioner Weiss directed staff to distribute a copy of last year's CDBG Economic Development report.** Staff to provide.	Workshop	Weiss	Fields	Coffman, Denise	Provided via email from Sherry Howard	Completed	05/08/2024
04/16/2024	**Commissioner Baxter directed staff to look into demucking for housing as an eligible CDBG funding source and bring it back for budget review.** Administrator directed Budget to set aside $3 million ad valorem.	Workshop	Baxter		Coffman, Denise	included in proposed budget	Completed	06/11/2024
04/16/2024	**Staff was directed to prepare the fiscal impact of a phased approach of renaming Code Enforcement to Code Compliance Division and report back in six months. (this was broad discussion by the Board.)** Staff will follow up.	Workshop	Sachs	Rutter	Coffman, Denise	Staff review found minimal fiscal impact to implement this direction. The name change was implemented effective 8/1/24 and BCC was updated via email on 7/9/24.	Completed	07/09/2024

Meeting Date	Directive Topic / Description	Category	Commissioner	Administrator	Attorney	Comments	Status	Date Completed
04/16/2024	**Commissioner Bernard directed staff to move forward with Consolidated Rent-A-Car facility (ConRAC), north of Belvedere Road and contact adjacent property owners about purchasing land and speaking to rental car operators about their interest.** Staff to provide follow-up.	Workshop	Sachs	Ayala-Collazo	Coffman, Denise	On August 20, 2024, the BCC approved the consultant services required for the planning of the ConRAC facility. Project is proceeding as per approval granted by the BCC. This is a multi-year effort.	Completed	08/20/2024
04/16/2024	**Commissioner Bernard directed staff that the proposed airport hotel site is best suited at Site 1, currently the CareerSource office 3-acre property.** Noted by staff.	Workshop	Sachs	Ayala-Collazo	Coffman, Denise	Staff met with CareerSource on 5/28. Department of Airports is moving forward with direction as provided during the April 2024 Workshop meeting. This is a multi-year project.	Completed	11/21/2024
04/16/2024	**Mayor Sachs directed staff to provide a breakdown of cities where the support of Legal Aid is expended (regarding housing discussion)** Staff to follow up.	Workshop	Sachs		Coffman, Denise	Email sent to BCC 5/6/24 with requested information	Completed	05/06/2024
04/16/2024	**Commissioner Bernard directed staff to move forward with the Renewal/Replacement of the Governmental Center without adding additional two floors and to expedite.** Staff to follow up.	Workshop	----	Ayala-Collazo	Coffman, Denise	8-week status report issued on 6/10/24. Project progressing as per direction received.	Completed	06/10/2024
04/16/2024	**Commissioner Bernard directed staff to bring back options to address equity for buyer but balance affordability.** Staff to follow up.	Workshop	----	Rutter	Coffman, Denise	Staff addressed at the workshop with the Board on June 18 as well as other issues related to the Workforce housing program	Completed	06/18/2024
04/16/2024	**Commissioner Bernard directed staff to move forward with Airport Center 3, the possible future home of the PBC Tax Collector including a driving course, PBC Property Appraiser and some TBD departments that are currently at the Governmental Center and to return with an update in eight weeks.** Staff to follow up.	Workshop	----	Ayala-Collazo	Coffman, Denise	8-week status report submitted to the BCC on 6/10/24. Project progressing as per direction received.	Completed	06/10/2024

Meeting Date	Directive Topic / Description	Category	Commissioner	Administrator	Attorney	Comments	Status	Date Completed
04/16/2024	**Commissioner Bernard directed staff to consider incentives for housing authorities for extremely low-income project-based vouchers.** Staff to follow up.	Workshop	----	Fields	Coffman, Denise	Workshop with Housing Authorities held on 7/9. Additional points on awarded in most RFPs when rents are based on lower AMI. Additional points for project-based vouchers will be considered for future RFPs.	Completed	07/09/2024
04/02/2024	**Commissioner Marino directed staff to allow time to discuss the Organizational Assessments Binder at the May 7 BCC meeting.** Review in progress.	BCC - Regular	Marino		Coffman, Denise	This item was placed on the agenda for the Workshop Agenda for March 18, 2025. It was discussed and determined this subject would be brought back after the appointment of a new county administrator. TK 3/19/25	Completed	03/18/2025
04/02/2024	**Commissioner Baxter directed staff that she would like the DRO meetings to be recorded so they could be reviewed.** PZB staff reviewing.	BCC - Regular	Baxter	Rutter	Coffman, Denise	Staff including County Attorney are internally reviewing implementation, anticipate reporting to the Board at May BCC Zoning hearing. Presented and reviewed alternatives with BCC on 5/23/24	Completed	05/23/2024
04/02/2024	**Commissioner Bernard directed staff to research the responsible entity and the process to modify when the SOE would be elected (so it would not be the same year as a presidential election) and to apprise the SOE of the findings.** Staff to research and follow up.	BCC - Regular	----	Bonlarron	Coffman, Denise	Language has been included in the Proposed Palm Beach County Legislative Agenda. The agenda was finalized by the BCC at the first Board meeting in January 2025.	Completed	01/07/2025
04/02/2024	**Commissioner Barnett directed staff to provide an update on the marketing and promotion of the Connect PBC app.** Staff to Follow up.	BCC - Regular	----	Rutter	Coffman, Denise		Completed	04/10/2024
04/02/2024	**Commissioner Barnett directed staff to provide an update on parking for commercial vehicles including the SWA property.** Staff to provide update.	BCC - Regular	----	Rutter	Coffman, Denise	Administration has had conversations with the SWA director regarding the ability to use this property for commercial vehicle parking. The initial indication is that this potential exists but the SWA would need to assess a number of factors and be provided direction by the SWA board.	Completed	04/12/2024
04/02/2024	**Commissioner Barnett directed staff to provide him with an update from the meeting regarding Houses of Worship.** Staff to provide update.	BCC - Regular	----	Rutter	Coffman, Denise	On 3/28 staff provided a presentation on houses of worship in the Ag Reserve preserve. No direction was given.	Completed	03/28/2024

Meeting Date	Directive Topic / Description	Category	Commissioner	Administrator	Attorney	Comments	Status	Date Completed
03/26/2024	**Commissioner Baxter directed staff to extend Palm Tran contracts for one year with the two current providers and to follow up with the Board on the RFP data, aspirational splits, option of two providers, and lower-cost alternatives when it gets re-procured.** Staff to provide.	BCC - Regular	Baxter	Bonlarron	Coffman, Denise	Contracts were approved by the BCC on August 20th. Palm Tran staff updated the BCC and received feedback on the new RFP at the August 27th BCC workshop.	Completed	08/27/2024
03/26/2024	**Commissioner Bernard directed staff to follow up with "plan review service company."** Commissioner Baxter also emphasized this directive. Staff to follow up.	Workshop	----		Coffman, Denise	Staff has met a number of times with AutoReview AI to best access the technology they provide and how it can work with County development review. They had offered to perform a presentation and meet with staff at our offices and this was initially scheduled for February of 2024. They subsequently cancelled that meeting and invited staff to visit their offices in Gainesville. Staff accepted this offer and had scheduled a meeting which was also subsequently cancelled by them. Following that they again offered to meet with County staff at our offices in May of 2024 which was then cancelled by them. Recent communication from them indicated internal staffing changes and that they would reach out to us to reschedule in April. The Department has hired a consultant to perform a needs assessment. Staff and the consultant will continue to work with what was formerly Autoreview and is now BlitzPermit to ascertain their capabilities and viability to perform work for the County.	Completed	02/03/2025
03/26/2024	**Commissioner Weiss directed staff to object and oppose the voluntary annexation request of 12 acres into the Town of Haverhill at its March 28 meeting.** Staff presented background to the Board and sought direction at the 4/2 BCC meeting.	Workshop	Weiss	Rutter	Coffman, Denise	Direction at the 4/2 meeting was to continue to monitor. Meeting with Commissioner Weiss, County staff, Town of Haverhill and property owner scheduled for 4/24. The applicant has made modification to their application with Haverhill that will provide workforce units. Staff will work with the Town to continue to monitor implementation. Staff has prepared an interlocal agreement which the developer and town are reviewing. Upon approval by the Town this will be brought to the BCC. Completed by BCC on 9/10/24	Completed	09/10/2024
03/26/2024	**Mayor Sachs directed staff to reach out to FAU about their AI research.** Commissioner Weiss also emphasized this directive.	Workshop	Sachs	Rutter	Coffman, Denise	Staff met with FAU staff and Commissioner Weiss on 4/1. Follow up meeting is being scheduled with additional FAU staff at their request.	Completed	04/01/2024

Meeting Date	Directive Topic / Description	Category	Commissioner	Administrator	Attorney	Comments	Status	Date Completed
03/12/2024	**Commissioner Weiss directed staff to include Grandview Heights and Flamingo Park Neighborhood Associations in discussions on possible future uses of Park Place property.** Staff to follow up.	BCC - Regular	Weiss	Ayala-Collazo	Coffman, Denise	Community outreach meeting held on April 27, 2024. BCC provided direction not to pursue disposition.	Completed	08/20/2024
03/12/2024	**Commissioner Weiss requests the cost of the OEBO proposed study before we proceed with it.** Staff to follow up.	BCC - Regular	Weiss	Duren	Coffman, Denise	On July 2, 2024 the BCC during a regularly scheduled BCC meeting approved a contract with Griffin & Strong for $425,531 to conduct a Disparity Study for PBC.	Completed	07/02/2024
03/12/2024	**Commissioner Baxter directed staff to look into the TIM for the expansion of Northlake Blvd segment between Sandhill Crane Golf Course and proposed SR7.** Staff advised the Board at the 3/28 BCC Zoning meeting of upcoming initiation item addressing this directive anticipated for the May BCC Zoning meeting. On 3/28 the Board subsequently directed that this not be brought forward.	BCC - Regular	Baxter	Rutter	Coffman, Denise		Completed	03/28/2024
03/12/2024	**Commissioner Bernard directed staff that the new building is supposed to be named after former Palm Beach County Commissioner Maude Ford Lee.** Staff to proceed as directed.	BCC - Regular	----	Ayala-Collazo	Coffman, Denise	(4/06/24) This directive refers to the new Community Services Building to be sited at the 45th Street Complex. Staff instructed the design consultant accordingly. Drawings and renderings have been updated as needed. The naming requirements will be delivered through the construction project.	Completed	04/06/2024
03/12/2024	**Commissioner Baxter directed staff to report the number of ad valorem-funded open positions that have been vacant for a year or longer and their classification.** Commissioner Woodward also emphasized this directive. Staff to follow up.	BCC - Regular	Baxter		Coffman, Denise	Staff reported this information at the 7/2/24 budget hearing.	Completed	07/02/2024

Meeting Date	Directive Topic / Description	Category	Commissioner	Administrator	Attorney	Comments	Status	Date Completed
03/12/2024	**Commissioner Weiss directed staff that the taxpayers should not be responsible for the costs of the possible transaction and it need to provide better value than revenue neutral regarding FDO/Park Place.** Staff to follow up.	BCC - Regular	Weiss	Ayala-Collazo	Coffman, Denise	Community outreach meeting held on April 27, 2024. The BCC provided direction not to pursue disposition.	Completed	08/20/2024
03/12/2024	**Vice Mayor Marino directed staff to explore WFH/AFH housing units as a possible use of the Park Place property.** Staff to follow up.	BCC - Regular	Marino	Ayala-Collazo	Coffman, Denise	Community outreach meeting held on April 27, 2024. BCC provided direction not to pursue disposition.	Completed	08/20/2024
03/12/2024	**Commissioner Bernard directed staff to update the City of West Palm Beach and the neighborhood associations on the progress of the design of the 45th Street project (Australian Ave.)** Staff to follow up.	BCC - Regular	----	Ayala-Collazo	Coffman, Denise	(4/06/24) Pre-application meeting with CWPB Staff held on 4/05/24. Community outreach meeting scheduled to take place on 4/30/24, neighbors notified via regular mail. (5/03/24) Meeting held as planned, presentation made available via FDO's Open Projects Page. Staff is moving forward with design.	Completed	04/30/2024
03/05/2024	**Renaming VA Medical Hospital.** Vice Mayor Marino directed staff to send a letter of support for the bill in Congress regarding the renaming of the West Palm Beach VA Medical Center after Thomas Corey, a Vietnam War hero and advocate for disabled veterans.	BCC - Regular	Marino	Bonlarron	Coffman, Denise	Support letter was sent on March 20, 2024 to the Congressional Delegation supporting the renaming of the VA Medical Center to the Thomas H. Corey VA Medical Center.	Completed	03/20/2024
02/23/2024	**Commissioner Baxter directed staff to confer with the SOE a timeline for a charter amendment to be placed on a ballot.** Staff to provide.	BCC - Regular	Baxter	Bonlarron	Coffman, Denise	The SOE informed staff language for the August ballot must be submitted by around May 17, 2024 and language for the November ballot must be submitted around August 2, 2024.	Completed	03/01/2024
02/06/2024	**Commissioner Marino directed staff to consider renaming Code Enforcement to Code Compliance.** Evaluating implications and timing of changing name.	BCC - Regular	Marino	Rutter	Coffman, Denise	Staff is reviewing and planning implementation. Will report at 4/16/24 workshop. Completed and implemented effective 8/1/24	Completed	08/01/2024

Meeting Date	Directive Topic / Description	Category	Commissioner	Administrator	Attorney	Comments	Status	Date Completed
02/06/2024	**Commissioner Baxter asked for the time frame to create, permit, and develop locations for truckers to park. Staff will also provide an update on availabilities owned by the county and privately including new designations.** Staff to present at 2/22 BCC Zoning hearing	BCC - Regular	Baxter	Rutter	Coffman, Denise	Presented at 2/22/24 BCC Zoning hearing. Staff advised of zoning and land use categories where such use is permitted, reviewed a submittal for truck parking in the review process and identified County owned property.	Completed	02/22/2024
02/06/2024	**Commissioner Weiss directed staff to look into reacquiring the land the county gave to the Boys and Girls Club on Drexel Road that is not being utilized and have WFH built on it.** Staff to follow up.	BCC - Regular	Weiss	Ayala-Collazo	Coffman, Denise	(4/06/24) Staff met with Ms. Jaene Miranda (CEO B&G Club) on 3/14/24. Staff report being drafted and targeting issuance by mid-April (previously expected late March 2024). (5/03) Staff report issued on 5/02/24.	Completed	05/03/2024
02/06/2024	**Commissioner Weiss directed staff to implement the approved contract with the Darbster Foundation for its spay and neuter services.** Staff to follow up.	BCC - Regular	Weiss	Bonlarron	Coffman, Denise	The contract was signed and effective 12/19/23, the date of initial BCC approval of the item.	Completed	12/19/2023
02/06/2024	**Commissioner Weiss directed staff to schedule a workshop to discuss the modernization of government processes using technology.** Staff to coordinate.	BCC - Regular	Weiss		Coffman, Denise	Staff presented to BCC on 6/11/24	Completed	06/11/2024
02/06/2024	**Commissioner Weiss directed staff to use the $250,000 from the City of West Palm Beach/Palm Beach Photographic Center relocation and negotiate a contract with 1909, a non-profit business incubator.** Staff to follow up.	BCC - Regular	Weiss	Fields	Coffman, Denise	Staff is working with the 1909 to develop a proposed 2 year contract for the $250,000. The City is scheduled to submit this payment to the County in April, 2024 and the contract will be submitted to the BCC after submittal of these funds. Update - City has repaid the County, and contract with 1909 is near completion, and will be presented to BCC in July or August Update - contract presented to BCC on 9/17/24 and it was approved Update 7/31 - Contract terms have been negotiated, and item will come to the BCC for approval in September	Completed	09/17/2024

Meeting Date	Directive Topic / Description	Category	Commissioner	Administrator	Attorney	Comments	Status	Date Completed
02/06/2024	**Commissioner Weiss on behalf of the BCC directed staff to move forward with a joint meeting with the School Board and League of Cities to discuss transportation, WFH, and possible extension of Infrastructure sales tax.** Staff to coordinate.	BCC - Regular	Weiss		Coffman, Denise	The Board of County Commissioners met with the Board of Directors of the PBC League of Cities to discuss the continuation of the Infrastructure Surtax and Transportation on February 27th.	Completed	02/27/2024
02/06/2024	**Commissioner Baxter directed staff to explain the DRO process and to make it more transparent.** Staff to follow up.	BCC - Regular	Baxter	Rutter	Coffman, Denise	Staff met with consultants and agents on 2/28 seeking feedback on the topic and will presented to BCC at May Zoning hearing.	Completed	05/23/2024
02/06/2024	**Commissioner Bernard directed staff to provide the BCC with the timeline and deadlines for the development of Milani Park.** Staff to provide.	BCC - Regular	----	Ayala-Collazo	Coffman, Denise	Staff report issued on 3/12/24.	Completed	03/12/2024
02/06/2024	**Commissioner Barnett directed staff to continue looking for a solution for truck operators and for locations for semi-tractors.** Staff to follow up.	BCC - Regular	----	Rutter	Coffman, Denise	Consistent with direction initiated by Commissioner Baxter, and identified in that directive, staff addressed this issue at the 2/22 BCC Zoning hearing. As part of the Board action at that hearing staff will return to the Board for methods to potentially address pre existing uses in the Acreage area. This was intended to be discussed with the Board in May but given current litigation the Board directed staff to not pursue discussion.	Completed	05/23/2024
02/06/2024	**Commissioner Bernard directed staff to draft a letter of support to the Florida Museum of Black History Task Force to consider Palm Beach County as the location for the Florida Museum of Black History.** Staff to follow up. Related directive on 10/3/23.	BCC - Regular	----		Coffman, Denise	A letter of support was submitted to the Task Force and on February 19, 2024, a presentation was made to the Task Force by Commissioner Mack Bernard, Mayor Keith James of the City of West Palm Beach (WPB), Palm Beach County School Board Member Edwin Ferguson, Verdenia C. Baker, County Administrator, Jennifer Sullivan of the Cultural Council with the support of Todd Bonlarron, Assistant County Administrator, Faye Johnson, City Manager of WPB, Dave Lawrence, Executive Director of Cultural Council, Emanuel Perry, Executive Director of Tourist Development Council and Joe Sanches, Chief Operating Officer of School District. A decision is expected to made in June, 2024 by the Task Force.	Completed	02/19/2024

Meeting Date	Directive Topic / Description	Category	Commissioner	Administrator	Attorney	Comments	Status	Date Completed
01/31/2024	**Commissioner Weiss directed staff to schedule a one-hour slot at an upcoming Workshop so he can report about his fact-finding NACo trip to Silicon Valley and the future of Artificial Intelligence.** To be scheduled.	Planning	Weiss		Coffman, Denise	Presentation 3/26/24	Completed	03/26/2024
01/31/2024	**Commissioner Barnett directed staff to include $500k in the 2024-2025 budget for 211.** Staff to follow up.	Planning	----	Fields	Coffman, Denise	Staff has included this amount in the budget process for the BCC consideration in the 2024-2025 budget. This project does not meet the eligibility requirements for CDBG funded.	Completed	08/12/2024
01/31/2024	**Commissioner Barnett directed staff to include the Hispanic Cultural Resources Community Center as a permanent priority on the Capital Project list.** Staff to follow up.	Planning	----	Ayala-Collazo	Coffman, Denise	Funding Agreement with Community Foundation approved by the BCC on 6/04/24.	Completed	06/04/2024
01/31/2024	**Commissioner Barnett directed staff to include a new trailer or permanent building for Family Impact in the Capital Project list.** Staff to follow up.	Planning	----	Ayala-Collazo	Coffman, Denise	CDBG funding assigned in FY25, design effort commenced.	Completed	11/21/2024
01/30/2024	**Commissioner Bernard directed staff to move forward with the two proposed changes to the OEBO program.** Two proposed changes: (1) increasing the volume size of businesses and (2) allowing a business to continue on a multiyear contract if graduating from the program mid-contract while seeking an opinion from outside counsel.	Workshop	----		Coffman, Denise	Staff to follow up. Ordinance Adopted 3.12.24 to increase size standards and modify continuation of graduated businesses on County contracts. TK 3/19/25	Completed	03/12/2024
01/30/2024	**Commissioner Baxter directed staff to provide an updated analysis of the renovation need of the Glades Administrative Complex.** Staff to provide, it¿s in the CIP Plan already.	Workshop	Baxter	Ayala-Collazo	Coffman, Denise	(4/06/24) Staff report issued on 3/08/24.	Completed	03/08/2024
01/30/2024	**Commissioner Woodward directed staff at the March Midyear Budget Adjustment to put more revenue into capital projects and less into reserves.** Staff to address.	Workshop	Woodward		Coffman, Denise	Addressed and approved by BCC at the 3/12/24 meeting	Completed	03/12/2024

Meeting Date	Directive Topic / Description	Category	Commissioner	Administrator	Attorney	Comments	Status	Date Completed
01/30/2024	**Commissioner Woodward directed staff to rename strategic priority as Housing & Development.** Staff to update priority as Housing & Development.	Workshop	Woodward		Coffman, Denise	Staff will adhere to this direction as we move forward with the Strategic Plan. Graphic on StrategicPriority was updated	Completed	03/25/2024
01/30/2024	**Commissioner Baxter directed staff to add a key/legend to acronyms in the digital budget book.** Staff to update budget book.	Workshop	Baxter		Coffman, Denise	This will be included in the FY 2025 budget book.	Completed	07/02/2024
01/30/2024	**Commissioner Woodward directed staff to split Homelessness and Housing into two separate strategic priorities for a total of seven. Administrator Baker will rename Homelessness as ¿Unsheltered¿.** Staff will rename moving forward.	Workshop	Woodward		Coffman, Denise	Staff will rename moving forward.	Completed	03/04/2024
01/23/2024	**Commissioner Bernard and Mayor Sachs directed staff to explore and report back to the BCC about a possible consolidated rental car center on airport property, an additional hotel, and other upgrades to the airport.** Staff to follow up.	BCC - Regular	----	Ayala-Collazo	Coffman, Denise	(4/22/24) Department of Airports presented an overview of its Capital Improvement Program and potential paths to deliver the capital projects. The Board authorized DOA to proceed as per its recommendations. Each initiative will be brought back for consideration/approval by the Board at a later time.	Completed	04/16/2024
01/23/2024	**Commissioner Bernard directed staff to analyze the continuation of the Renewal and Replacement project at the Government Center and to explore the advantages of moving the county¿s headquarters to the Westgate/Belvedere area.** Staff to follow up.	BCC - Regular	----	Ayala-Collazo	Coffman, Denise	(2/06/24) Staff Report sent to the Board on February 1, 2024. Item scheduled for February 27, 2024 workshop. Individual briefings being coordinated. (3/04/24) Commissioner briefings held, Workshop item presented as scheduled. A follow-up item has been scheduled as part of the April 2024 Workshop agenda to provide additional information as per Board direction provided during the February 2024 workshop. (4/16/24) During the April 2024 workshop the Board directed staff to continue with the renewal/replacement project of the existing GC and relocate TCO and PAO to Airport Center 3 (to be built).	Completed	04/16/2024

Meeting Date	Directive Topic / Description	Category	Commissioner	Administrator	Attorney	Comments	Status	Date Completed
01/23/2024	**Mayor Sachs directed FDO to meet with each commissioner and provide their office with the plans including costs, engineering, timeline, and funding of the renovation of the Government Center and then discussion will be scheduled for the March workshop.** Staff to provide.	BCC - Regular	Sachs	Ayala-Collazo	Coffman, Denise	(2/06/24) Staff Report sent to the Board on February 1, 2024. Item scheduled for February 27, 2024 workshop. Individual briefings being coordinated. (3/04/24) Commissioners briefings held and Workshop item presented on February 27, 2024, as scheduled. Staff has scheduled a follow-up item as part of the April 16, 2024 Workshop agenda to provide additional information as per Board direction received during the February 2024 Workshop meeting.	Completed	02/27/2024