

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

5A-1

AGENDA ITEM SUMMARY

Meeting Date: September 16, 2025

[] Consent [X] Regular
[] Workshop [] Public Hearing

Department: Human Resources Department

Submitted By: Palm Beach County Administration

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I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to seek direction: on how to proceed with the recruitment and selection for the position of County Attorney.

Summary: On September 9, 2025, the Board of County Commissioners (BCC), during its regular meeting, discussed the minimum qualifications and recruitment process for the position of County Attorney. Consistent with the County's Charter Section 4.3 "Office of the County Attorney," the BCC requested that the Human Resources Director provide a draft job description, a draft recruitment plan, and a list of potential search firms that may specialize in recruitment for this type of position at this level. Countywide (DO).

Background and Policy Issues: The current County Attorney has properly notified the BCC of their retirement effective December 19, 2025. In response, the BCC is preparing for the recruitment and selection of this position.

Attachments: N/A

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Recommended by:  9/11/25
Deputy County Administrator Date

Approved by:  9/15/25
Chief Deputy County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five-Year Summary of Fiscal Impact:

Fiscal Years

Fiscal Years	2025	2026	2027	2028	2029
Capital Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Operating Costs	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
External Revenues	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Program Income (County)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
In-Kind Match County	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
NET FISCAL IMPACT	<u>\$0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
# ADDITIONAL FTE POSITIONS (Cumulative)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Is the Item Included in Current Budget? Yes _____ No X
Does this item include the use of Federal Funds? Yes _____ No X
Does this item include the use of State Funds? Yes _____ No X

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

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

C. Departmental Fiscal Review: _____

III. REVIEW COMMENTS

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

ASD/CAC 9/11/25
OFMB KK 9/11 CA 9/11

[Signature] 9/11/25
Contract Dev. and Control

B. Legal Sufficiency:

[Signature]
Chief Assistant County Attorney

C. Other Department Review:

N/A
Department Director

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