

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: March 10, 2026 [] Consent [X] Regular
[] Ordinance [] Public Hearing

Department: County Administration

Submitted By: County Administration

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to:

A. **adopt** a Resolution of the Board of County Commissioners (BCC) of Palm Beach County, Florida, amending the Palm Beach County Administrative Code (Code) to create the office of Cost Compliance and Control and the office of Emergency Management and providing an effective date.

B. **approve** a Budget Transfer of \$706,007 from Contingency Reserves to establish budget for the Office of Cost Compliance and Control (OCCC);

C. **approve** a Revenue Budget Transfer of \$65,000 and an Expenditure Budget Transfer of \$3,099,900 within the General Fund to transfer budget for the Office of Emergency Management (OEM) from the Public Safety Department (PSD);

D. **approve** a Revenue and Expenditure Budget Transfer of \$304,836 within the EMS Award-Grant Program Fund 1425 to move the budget from PSD to OEM;

E. **approve** a Revenue Budget Transfer of \$9,117 and an Expenditure Budget Transfer of \$121,116 within the Emergency Management Fund 1427 to move the budget from PSD to OEM;

F. **approve** a Revenue Budget Transfer of \$610,558 and an expenditure Budget Transfer of \$541,438 within the Emergency Preparedness & Assistance Fund 1428 to move the budget from PSD to OEM;

G. **approve** a Revenue and an Expenditure Budget Transfer of \$462,875 within the Urban Areas Security Initiative Grant Fund 1438 to move the budget from PSD to OEM;

H. **approve** a Revenue Budget Transfer of \$275,000 and an Expenditure Budget Transfer of \$230,192 within the Radiological Emergency Preparedness-FPL Fund 1439 to move the budget from PSD to OEM; and

I. **approve** the addition of four (4) positions to staff the OCCC.

Summary & Background and Policy Issues continued on Page 3

Attachments:

- 1. Resolution w/Exhibits (Underline/Strikeout and Clean versions of Code)
- 2. Budget Transfers (7)

Recommended by: N/A
County Administrator Date

Approved By: [Signature] 3/9/26
County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five-Year Summary of Fiscal Impact:

Fiscal Years	2026	2027	2028	2028	2030
Capital Expenditures					
Operating Costs					
External Revenues					
Program Income(County)					
In-Kind Match(County)					
NET FISCAL IMPACT	*				
#ADDITIONAL FTE	4				
POSITIONS (CUMULATIVE)					

Is Item Included in Current Budget? Yes ___ No X
 Is this item using Federal Funds? Yes ___ No X
 Is this item using State Funds? Yes ___ No X

Budget Account No:

Fund <u>0001</u>	Dept <u>660/650</u>	Unit <u>7110/7180</u>	Object <u>Various</u>
Fund <u>1425</u>	Dept <u>662/652</u>	Unit <u>5230</u>	Object <u>Various</u>
Fund <u>1425</u>	Dept <u>662/652</u>	Unit <u>Various</u>	Object <u>Various</u>
Fund <u>1427</u>	Dept <u>662/652</u>	Unit <u>Various</u>	Object <u>Various</u>
Fund <u>1428</u>	Dept <u>662/652</u>	Unit <u>Various</u>	Object <u>Various</u>
Fund <u>1438</u>	Dept <u>662/652</u>	Unit <u>Various</u>	Object <u>Various</u>
Fund <u>1439</u>	Dept <u>662/652</u>	Unit <u>7180</u>	Object <u>Various</u>
Fund <u>0001</u>	Dept <u>660/650</u>	Unit <u>7110/7180</u>	Object <u>Various</u>

B. Recommended Sources of Funds/Summary of Fiscal Impact

*The fiscal impact to establish the OCCC is \$706,007 and there is no additional fiscal impact to establish the OEM.

C. Departmental Fiscal Review:

III. REVIEW COMMENTS:

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

Lucy M... 3/6/26
 M6 3/6 OFMB QA 210

Travis... 3/9/26
 Contract Dev. & Control

B. Legal Sufficiency

3/2/26
 Assistant County Attorney

C. Other Department Review

 Department Director

(THIS SUMMARY IS NOT TO BE USED AS A BASIS FOR PAYMENT.)

Continued from Page 1

Summary: This agenda item will create the OCCC, which will serve as the County's centralized authority for cost oversight in capital and construction programs. This office will safeguard taxpayer funds by ensuring best-value pricing and full contract compliance through robust cost validation, pricing reviews, change order governance, and billing verification procedures.

The office will work collaboratively with Procurement, Finance, and the project management teams of the County's construction departments, as well as the County Attorney's Office and Internal Auditor, to ensure transparency and accountability.

Its responsibilities will include:

- Implementing standardized cost compliance policies and workflows.
- Conducting pre-award and post-award pricing reasonableness reviews.
- Establishing review gates for change orders and verifying pay applications.
- Providing regular cost compliance reports to County leadership and the BCC.

Approval of this item will authorize staff to proceed with organizational changes necessary to establish the office, recruit a Director, two (2) Contract Compliance Analysts, and an Administrative Assistant, and approve a budget transfer to fund salaries, benefits, and operating expenses.

Emergency Management is currently a division within the Public Safety Department. The State of Florida Department of Emergency Management states that a best practice is to have Emergency Management report directly to County Administration. This item will make Emergency Management a separate office reporting to County Administration. Approval of this transition will also approve a budget transfer to move the budget to OEM. **Countywide** (DB)

Background and Policy Issues: The creation of OCCC is necessary to strengthen fiscal oversight and mitigate financial risks associated with large-scale capital and construction projects. Currently, cost validation and compliance activities are decentralized. Industry best practices recommend a dedicated compliance function for organizations managing significant capital programs. Establishing this office will:

- Safeguard taxpayer funds by ensuring pricing is fair, competitive, and aligned with market benchmarks.
- Reduce exposure to contract disputes and claims through proactive governance and documentation standards.
- Enhance transparency and accountability by providing regular reporting to leadership and the BCC.
- Improve efficiency and consistency by centralizing cost compliance expertise and processes.

This initiative aligns with the BCC's commitment to fiscal responsibility and strengthens internal controls.

Due to Florida's heightened risk of natural disasters, it is recommended that the OEM report directly to County Administration, similar to the structure used by the Florida Division of Emergency Management. This alignment enables streamlined communication during emergencies and ensures effective oversight of key functional areas, including Preparedness, Response, Recovery, Mitigation, and Finance and Administration.

RESOLUTION NO. R2026-_____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS (BCC) OF PALM BEACH COUNTY, FLORIDA, AMENDING THE PALM BEACH COUNTY ADMINISTRATIVE CODE FOR PURPOSES OF UPDATING THE CODE; TO CREATE THE OFFICES OF COST COMPLIANCE AND CONTROL AND EMERGENCY MANAGEMENT, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Section 125.87, Florida Statutes, requires the County to adopt an Administrative Code (Code); and

WHEREAS, the County Charter requires that the Code and the Code of County Laws and Ordinances contain the current ordinances, the rules of procedure adopted by the BCC, the organization of county departments, the statements of established county policy, and administrative regulations; and

WHEREAS, the BCC previously adopted the Code on April 25, 1989, under Resolution R89-787; and

WHEREAS, on December 6, 1994, the Code adopted on April 25, 1989 was rescinded and replaced under Resolution R94-1758; and

WHEREAS, the Code adopted on December 6, 1994, has from time to time been amended by resolution of the BCC: and

WHEREAS, the BCC wishes to update the Code to create the Offices of Cost Compliance and Control and Emergency Management.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA THAT:

- 1: Amendments to the Code shown in underline/strikeout format in Exhibit A and in clean copy Exhibit B are hereby adopted and incorporated into the Code; and
- 2: Renumbering and/or format changes designed to improve readability are authorized by this Resolution; and
- 3. An index and history be maintained and updated whenever the Code is amended; and
- 4. This Resolution shall be effective upon adoption by the BCC.

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

- Commissioner Sara Baxter, Mayor _____
- Commissioner Marci Woodward, Vice Mayor _____
- Commissioner Maria G. Marino _____
- Commissioner Gregg K. Weiss _____
- Commissioner Joel G. Flores _____
- Commissioner Maria Sachs _____
- Commissioner Bobby Powell Jr. _____

The Mayor thereupon declared the resolution duly passed and adopted this _____ day of _____, 2026.

PALM BEACH COUNTY, FLORIDA
BY ITS BOARD OF COMMISSIONERS

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

Michael A. Caruso
CLERK OF THE CIRCUIT COURT

By: 
Assistant County Attorney

By: _____
Deputy Clerk

PALM BEACH COUNTY ADMINISTRATIVE CODE

100.00 GENERAL PROVISIONS.

101.00 PURPOSE AND AUTHORITY. The County Charter provides that the Administrative Code shall contain the rules of procedure adopted by the Board of County Commissioners, the organization of the County departments, statements of established County policy, and administrative regulations. The Charter also provides that the Administrative Code shall include a personnel system based on the merit system principle and an affirmative action plan. The purposes of this Administrative Code are to codify policies of the Board of County Commissioners, to establish responsibilities for compliance, and to delegate authority for day-to-day operations of the County. It shall be the duty of the County Administrator, the County Attorney, and the Internal Auditor to insure that their employees are familiar with the requirements of these policies, to provide appropriate training, and to promulgate additional policies and procedures in their areas of responsibility which may be necessary to implement the provisions of this Administrative Code and conduct the general business of the County. Countywide policies and procedures (PPMs) adopted by the County Administrator, as may be amended, are incorporated herein by reference.

102.00 CONFLICT AND WAIVER. If any provision of the Administrative Code is found to be in conflict with federal law, state law, or County Ordinance, the provisions of the federal law, state law, or County ordinance shall prevail over the conflicting provision in the Administrative Code, and the County Administrator shall recommend appropriate changes to the Administrative Code to remove the conflict. Any waiver of the provisions of the Administrative Code requires an affirmative vote of a majority of the members of the Board of County Commissioners. In the event of a declared State of Local Emergency, the provisions of this Code shall be automatically waived, and the County Administrator shall be empowered to take any and all actions authorized by Chapter 252, Florida Statutes, and Section 9-35 of the Palm Beach County Code of Ordinances.

103.00 AMENDMENTS TO THE ADMINISTRATIVE CODE. Changes to the Administrative Code shall be by resolution approved by a majority of the members of the Board of County Commissioners. The County Administrator shall be responsible for codifying in this Administrative Code any future statements of policy by the Board of County Commissioners.

104.00 SEPARATION OF POWERS. Pursuant to the Charter, the County Attorney and the Internal Auditor shall not report to the County Administrator, but shall be responsible only to the Board of County Commissioners. Accordingly, and unless otherwise directed by the Board of County Commissioners, the members of the Board of County Commissioners, the County Attorney, the Internal Auditor, and their respective staffs shall not be subject to policies, procedures, reporting requirements, approval processes, or other directives promulgated by the County Administrator. However, the members of the Board of County Commissioners, the County Attorney, and the Internal Auditor are encouraged to adopt the County Administrator's policies and procedures for their respective offices for the sake of uniformity and efficiency.

200.00 ORGANIZATION. The Charter provides that County department heads, with the exception of the County Attorney and the Internal Auditor, shall be appointed by the County Administrator, with the advice and consent of the Board of County Commissioners. The following departments and separate offices under the authority of the County Administrator are hereby approved, and no departments or separate offices may be added or deleted without approval of the Board of County Commissioners.

201.00 DEPARTMENTS

201.01 ADMINISTRATION

201.02 PUBLIC AFFAIRS

201.03 OFFICE OF FINANCIAL MANAGEMENT AND BUDGET

201.04 ENGINEERING AND PUBLIC WORKS

201.05 FACILITIES DEVELOPMENT & OPERATIONS

201.06 PLANNING ZONING AND BUILDING

201.07 PUBLIC SAFETY

201.08 PARKS AND RECREATION

201.09 LIBRARY

201.10 COMMUNITY SERVICES

201.11 COUNTY COOPERATIVE EXTENSION SERVICES

201.12 AIRPORTS

201.13 PALM TRAN

201.14 ENVIRONMENTAL RESOURCES MANAGEMENT

201.15 HUMAN RESOURCES

201.16 MEDICAL EXAMINER

201.17 RISK MANAGEMENT

201.18 FIRE RESCUE

201.19 WATER UTILITIES

201.20 PROCUREMENT

201.21 HOUSING AND ECONOMIC DEVELOPMENT

201.22 OFFICE OF TECHNOLOGY AND INNOVATION

201.23 YOUTH SERVICES

202.00 SEPARATE OFFICES

202.01 OFFICE OF EQUAL OPPORTUNITY

202.02 TOURIST DEVELOPMENT COUNCIL

202.03 OFFICE OF COMMUNITY REVITALIZATION

202.04 INTERGOVERNMENTAL AFFAIRS & COMMUNITY ENGAGEMENT

202.05 OMBUDSMAN AND STRATEGIC PLANNING

202.06 COST COMPLIANCE AND CONTROL

202.07 EMERGENCY MANAGEMENT

203.00 SUBORGANIZATIONS. The County Administrator is hereby authorized to organize departments and separate offices into divisions, sections, or other suborganization elements, which may be necessary to effectively and efficiently manage County government functions.

300.00 FISCAL POLICIES AND REGULATIONS.

301.00 GENERAL. The County's official financial records shall be maintained in the Finance Department of the Clerk and Comptroller of the Board of County Commissioners (Finance Department). Transactions shall be recorded in accordance with the laws of the State of Florida and Generally Accepted Accounting Principles (GAAP). Departments, which maintain separate or subsidiary accounting records, shall reconcile their records to the official accounting records on a regular basis.

302.00 FIDUCIARY RESPONSIBILITY. All County employees have a fiduciary responsibility to the citizens of Palm Beach County to safeguard the County's assets. The County Administrator shall establish sufficient controls to protect public funds and property from theft, damage, misuse, or other potential loss.

303.00 STATUTORY COMPLIANCE. It shall be the duty of the County Administrator to insure that employees are aware of and comply with the provisions of federal laws and Florida Statutes. The County Administrator shall assign responsibility for monitoring changes in the law and for developing or amending countywide procedures to effect compliance.

304.00 BUDGETS. The County's budget shall conform to the requirements of Chapter 129, Florida Statutes.

304.01 BUDGET CHANGE AUTHORITY. Budget changes other than those required by statute to be approved by the Board of County Commissioners may be approved by the County Administrator or the County Administrator's designee.

304.02 BUDGETED RESERVES. An analysis of all reserve accounts in excess of \$50,000 shall be reported at least annually to the members of the Board of County Commissioners. This requirement shall not be applicable to debt service reserves, reserves for balances forward, or reserves for donations. The analysis shall indicate the purpose of the reserve, changes in the reserve since the last report, and any anticipated use of the reserved funds. Future projects to be funded by each reserve must be separately identified in the report.

304.03 CAPITAL BUDGETING. The County Administrator shall insure that adequate systems are provided to record the costs of constructing or improving tangible fixed assets. Capital project budget and accounting data shall be maintained and reported on an inception-to-date and year-to-date basis.

304.03.1 PROJECT INITIATION. The County Administrator shall establish policies and procedures for review of capital project requests as may be required to determine project feasibility and to prioritize projects for submission to the Board of County Commissioners as part of the annual budget process.

304.03.2 FUNDING FROM MULTIPLE SOURCES. Capital projects funded from more than one source shall be budgeted and accounted for in a manner, which gives the greatest flexibility to the Board of County Commissioners in prioritizing projects. For such projects, funding sources having the most restrictions, such as impact fees and grants, shall be budgeted and

expended first; ad valorem funding shall be budgeted and expended last.

304.03.3 PROJECT CLOSEOUT. The County Administrator shall insure that completed projects are closed out on a timely basis.

304.03.4 CAPITAL EXPENDITURES. Capital expenditures for machinery, equipment, land, buildings, or other fixed assets, which are not project-related, shall be governed by the accounting requirements of Florida Statutes and subject to normal budgetary controls and guidelines.

304.04 DEBT SERVICE BUDGETS. Debt service payments due on October 1st of any year shall be budgeted and expended in the fiscal year immediately preceding the October 1st payment date.

305.00 EXPENDITURES.

305.01 COUNTY PURPOSE AND AUTHORITY. All expenditures shall be for a County purpose. The use of County funds, equipment, supplies, or staff time for personal, political, or other non-County purposes is prohibited. All purchases of goods or services shall conform to the requirements of the County's Procurement Ordinance. Occasional use of a County telephone for local, personal calls is permitted, and limited use of the Internet for non-business purposes may be permitted in accordance with requirements outlined in PPM# CW-R-008.

305.02 ADVANCE PAYMENTS. In general, payments in advance are prohibited. Advance payments preclude the required pre-audit process and subject the County to risk of loss in the event that the goods or services are not subsequently received. Exceptions to this prohibition include lease payments, artwork, professional memberships, employee travel advances, subscriptions, trade show registrations, and any other expenses deemed necessary for County business.

305.03 PETTY CASH AND CHANGE FUNDS. The County Administrator or designee, is hereby authorized to establish and dissolve petty cash and change funds up to \$1000, appoint and change custodians, and increase single purchase limits up to \$150. Petty cash (up to \$150) may also be used in connection with the employee recognition program. The County Administrator shall establish appropriate Countywide procedures for administering these funds including provisions for safeguarding the funds and establishing responsibility in case of loss or shortage. In the event of an impending State of Local Emergency, whether declared or undeclared, the limits imposed by this section shall not apply, and the County Administrator may establish or increase petty cash funds in any amount deemed necessary under the circumstances.

305.04 OUTSIDE ATTORNEY SERVICES. The use of special counsel shall be limited to assistance to the County on matters requiring special expertise or the inability to undertake, or to continue, the representation in a case because of a shortage of resources. Special counsel shall not be used to provide general legal advice that the County Attorney's staff could otherwise provide, within the normal parameters of work reasonably expected of County employees. A competitive selection process shall be utilized by the County Attorney's Office to select and hire special counsel, provided, however, that such procedure need not be utilized when the County Attorney determines

that an emergency situation exists or that required special counsel is sole-source. Special counsel contracts must include a not-to-exceed dollar provision, exclusive of costs, and must be approved by the Board of County Commissioners if the not-to-exceed amount is greater than \$50,000.

305.05 OUTSIDE COUNSEL CONFLICT OF INTEREST. Outside counsel for Palm Beach County who wish to represent clients whose interests are adverse to Palm Beach County may obtain the consent of the County if the lawyer's responsibility or relationship to the County will not be affected. The County Administrator and the County Attorney are authorized to consent to such representation on behalf of Palm Beach County. If the County Administrator and the County Attorney do not agree that consent should be given in a particular situation, then the matter may be brought to the Board of County Commissioners for its consideration and determination.

305.06 REFRESHMENTS AND AWARDS. Expenditures for refreshments, meals, and awards for volunteers, employees, and guests for meetings, training, orientation, or special events shall be in accordance with Ordinance 86-19, as amended, and PPM #CW-F-019.

305.07 PAYMENTS TO FINANCIALLY-ASSISTED AGENCIES. Non-profit agencies seeking County assistance (financially assisted agencies) must be chartered or registered with the Florida Department of State, have been incorporated for at least one agency fiscal year and have provided services for at least six months. County assistance shall not exceed 25% of the agency's total operating budget, unless otherwise approved by the Board of County Commissioners. If approved for funding, a formal agreement shall be executed, and payment will be made by reimbursement of documented expenses. The County Administrator shall establish additional procedures to clearly describe the application, prioritization, approval, contracting, payment, audit, and monitoring requirements.

305.08 SETTLEMENT OF CLAIMS AGAINST THE COUNTY. The County Administrator shall establish policies and procedures for settling and paying claims by or against the County. The County Administrator or designee, with the concurrence of the County Attorney's Office, may authorize the settlement of claims in an amount of \$50,000 or less, without approval of the Board of County Commissioners.

305.08.1 SETTLEMENT OF EMINENT DOMAIN CASES. The County Administrator shall establish policies and procedures for settling and paying eminent domain cases, including condemnation cases, by and against the County. The County Administrator or designee, with the concurrence of the County Attorney's Office, may authorize settlement of these claims in an amount of \$250,000 or less without approval of the Board of County Commissioners. For properties that exceed \$50,000 in price, the County Administrator or designee is authorized to pay up to 25% above the appraised value of the property, but not to exceed a total amount of \$250,000 inclusive of all aspects of damages, including business damages.

305.09 TRAVEL AND MILEAGE. All travel and mileage shall conform to the requirements of Section 112.061, Florida Statutes. The County Administrator shall promulgate additional policies and procedures to control travel costs and to provide for travel advances and reimbursement, required approvals, and documentation requirements.

305.10 INTERVIEW EXPENSES. Upon approval of the County Administrator, applicants for executive, administrative and professional positions may be reimbursed for travel expenses for interviews. Costs will be reimbursed in accordance with existing travel policies.

305.11 MOVING EXPENSES. Upon approval of the County Administrator, new employees selected for positions with salary ranges equal to Pay Grade 46 or higher may be reimbursed up to 75% of their moving expenses, not to exceed \$5,000. Payment approval by the Board of County Commissioners is not required. Employees receiving reimbursement for moving expenses who, for any reason other than layoff, terminate within one year of employment must reimburse the full amount of the moving expenses paid by the County.

305.12 AUTO ALLOWANCE. It is the policy of the Board of County Commissioners to provide a salary supplement in lieu of a 24-hour vehicle assignment to full-time employees eligible for this benefit. A monthly auto allowance not to exceed \$550 may be paid to each County Commissioner, County Commissioner Administrative Assistants, and contractual employees of the Board if included in their employment agreements. The County Administrator is authorized to designate eligible employees to be granted a monthly auto allowance in an amount not to exceed \$550. Other County employees currently receiving a monthly auto allowance under the provisions of PPM #CW-F-008 may continue to receive their current allowance until vacating their positions. Subsequent employees in those positions (excluding County Commissioners and their staff) and any employee in an "acting" capacity will not be eligible to receive the auto allowance. Persons receiving the auto allowance and Department Directors and positions above Department Directors are not eligible for mileage reimbursement except for travel in the performance of official duties to locations outside of Palm Beach County. Reimbursement for out- of-county travel shall be credited for the entire mileage of that trip in accordance with Section 112.061, Florida Statutes. Persons receiving the auto allowance and the aforementioned senior management personnel may also be reimbursed for the reasonable cost of a rental vehicle for official duty travel to a location outside of Palm Beach County, after showing that such rental vehicle expense is less than the cost of air travel to the same location.

305.13 CONTINUING PROFESSIONAL DEVELOPMENT. The Board of County Commissioners encourages employees to seek and maintain professional certifications relative to their employment. Within budgetary constraints, the County may pay the cost of license renewals, seminars, courses, and other activities, which provide credit toward maintaining such certifications. Courses with subject matter not directly related to the employee's County duties may be paid by the County provided that certification credit is earned.

305.14 OVERNIGHT AND SUBPOOL VEHICLES. The County Administrator shall establish criteria for the assignment of overnight and subpool vehicles and develop procedures for monitoring their usage.

305.15 SEVERANCE PAY. Severance pay included in contract or employment agreements may be provided in accordance with Section 215.425(4) (a), Florida Statutes. Severance pay may also be provided as part of a settlement of an employment dispute in accordance with Section 215.425(4)(b), Florida Statutes.

305.16 DIRECT PAYMENTS BY FINANCE. The County Administrator shall establish policies and procedures authorizing the Finance Department to make payments for goods and services exempt from the Procurement Ordinance.

306.00 REVENUE.

306.01 SAFEGUARDING AND DEPOSIT. It is the responsibility of each department or office, which handles County funds to properly safeguard the funds and insure timely deposit.

306.02 BILLINGS FOR COUNTY SERVICES. The County Administrator shall establish written policies and procedures for determining the amount to be charged for County services provided to other departments, other governmental agencies, or other entities. Such procedures shall require that the services be billed and that the resulting receivables are properly recorded in the County's official accounting records. The department initiating the billing shall take follow-up action to insure that the revenue represented by the billing is collected.

306.03 WARRANTY CLAIMS. The County Administrator shall establish procedures to insure that the County receives the benefit of all warranties or other guarantees provided by vendors or contractors.

306.04 DONATIONS. The County Administrator or designee is hereby authorized to accept donations on behalf of the County. For donations restricted to a particular purpose, appropriate accounts or other procedures shall be established in order to demonstrate compliance with the restrictions.

306.05 REVENUE-PRODUCING CONTRACTS AND ORDINANCES. The County Administrator shall establish policies and procedures for the development and administration of contracts or ordinances, which provide revenue to the County.

306.06 CLAIMS FOR DAMAGE TO COUNTY PROPERTY. The County Administrator, with the concurrence of the County Attorney's Office, shall establish policies and procedures for settling claims for damage to County property. Procedures shall include provisions for recording any receivables on the County's accounting system.

306.07 WRITE-OFF OF ACCOUNTS RECEIVABLES. Appropriate accounting entries may be made to record a provision for bad debt expense and an allowance for doubtful accounts, associated with accounts receivable which are determined to be uncollectible. However, the receivables shall not be removed from the County's records until efforts to collect have been exhausted and approval is obtained from the Board of County Commissioners. The County Administrator shall promulgate procedures to establish criteria for an annual write-off and to provide for aging and follow-up, including the use of collection agencies.

307.00 CONTRACTS.

307.01 CONTRACT POLICIES AND PROCEDURES. The County Administrator shall establish policies and procedures for the development, review, and

administration of contracts. Such policies and procedures shall fix accountability for insuring compliance with contract terms.

307.02 CONTRACT EXECUTION. Unless delegated by separate Board policies, resolutions, or ordinances, County staff has no authority to execute contracts on behalf of the County or otherwise obligate the County in any manner.

307.03 BUDGET SUFFICIENCY. For construction contracts, sufficient appropriations must be available at the time of execution to encumber the entire contract amount. For professional and non-professional service contracts, leases, and other similar contracts with extended terms, sufficient appropriations for the current fiscal year must be available at the time of execution and subsequent annual appropriations must be available for continuation or renewal beyond the year of execution. Contracts providing for automatic renewal at the end of the initial term and multi-year service contracts must include a clause stating that the renewal or continuation is subject to available funding at the time of renewal.

307.04 CONSTRUCTION, ENGINEERING AND ARCHITECTURAL CONTRACT CHANGE ORDERS. The approval of routine change orders with a cumulative value of less than \$300,000 is hereby delegated to the County Administrator. This authority may be further delegated within limits specified in writing by the County Administrator to a designated committee or department heads. All such approved change orders must be reported monthly to the Board of County Commissioners.

307.05 PROCUREMENT DIRECTOR EXPENDITURE AND CONTRACT CHANGE AUTHORITY. The Director of Procurement may authorize decreases or increases to the authorized expenditure amount of a contract within the limits established in the Procurement Ordinance. The Director of Procurement is also authorized to make changes to the contract if considered minor or non-material in nature.

308.00 COUNTY ASSETS.

308.01 ACCOUNTING AND SURPLUSING. The County Administrator shall establish procedures for tagging and accounting for fixed assets in accordance with State law and the Rules of the Auditor General. The County Administrator shall also establish a Surplus Asset Program to dispose of obsolete, non-functional, unusable, or scrap assets. In accordance with State law, no fixed assets shall be removed from the County's records unless approved by the Board of County Commissioners.

308.02 PROPERTY INSURANCE. The County Administrator shall establish an insurance program to protect the County's assets in case of physical loss. Property insurance other than that provided through self-insurance funding shall be procured through competitive bidding.

308.03 THEFT POLICY. Thefts of County property shall be reported to the local law enforcement agency, the County Administrator or designee, and the Office of the Inspector General. Members of the Board of County Commissioners shall also be informed if the theft loss is greater than \$500 in the case of cash and \$2,500 for other property.

308.04 INVENTORY OF PARTS AND SUPPLIES. Departments with inventories of materials and supplies having an average total value of \$10,000 or more shall establish appropriate inventory records and conduct a physical inventory at least annually.

309.00 GRANTS. Grant applications require approval of the Board of County Commissioners in instances where the signature of the Mayor is required on the application or if the application financially binds the County upon grant approval. In the event of an emergency, grant applications or related award agreements requiring Board approval may be signed by the Mayor and submitted by the County Administrator, or designee, prior to Board approval provided, however, that the Board of County Commissioners shall ratify such application or related award within sixty (60) days of application submission. In the event of the absence or unavailability of the Mayor, the Vice-Mayor may sign the grant application or related award agreement. In the event of the absence or unavailability of the Mayor and Vice-Mayor, any Commissioner may sign the grant application or related award agreement when time is of the essence. The Mayor, Vice-Mayor or delegated Commissioners may provide electronic signatures for grant submittal when permitted by the Grantor. Grant awards (contracts) may be approved and executed by the County Administrator or designee provided that the amount is less than \$300,000, approval by the Board is not required by the grantor, and the contract does not require a local match. In the event the Board of County Commissioners determines that special circumstances exist or it is more efficient to delegate additional authority to the County Administrator for the application and execution of certain types of grants, the Board may provide such authority through the normal agenda item approval process. The County Administrator shall establish policies and procedures relating to grant applications and related award agreements, accounting, indirect costs, Single Audit requirements, and Rules of the Auditor General. The Board of County Commissioners must approve the payback of grant funds to the grantor upon a finding of ineligible or unallowable expenses, or in the event there are unexpended grant funds that must be returned pursuant to the terms of the grant agreement, and the amount being returned exceeds \$25,000. Any unused local match funds shall be returned to the fund from which they originated. A copy of all grant audits and monitoring reports shall be provided to the Office of Financial Management & Budget (OFMB) and the Internal Auditor's Office.

310.00 INTERNAL AUDITS. The functions and responsibilities of the Internal Auditor shall be governed by all applicable laws, including, but not limited to, the Palm Beach County Internal Auditor Ordinance (Palm Beach County Code Section, 2-461, et seq.), as may be amended. Corrective action to internal audits is the responsibility of the audited agency. The Internal Auditor shall conduct appropriate follow-up reviews or re-audits to insure that corrective action has been taken.

311.00 FINANCIAL REPORTING.

311.01 CAPITAL PROJECTS REPORT. The County Administrator shall provide a capital projects status report at least annually to the members of the Board of County Commissioners. This report shall summarize financial and performance data for capital projects and shall include detailed information on the status of all projects estimated to cost \$500,000 or more.

311.02 MANAGEMENT LETTER. The County Administrator shall provide a report on the status of corrective action to the external auditors' Management Letter to the members of the Internal Audit Committee and to the members of the Board of County Commissioners no later

than six months after receipt of the Management Letter.

311.03 FIDUCIARY FUNDS. The establishment of any fiduciary fund requires the approval of the Board of County Commissioners by resolution or ordinance, which shall clearly describe the receipts to be deposited and their authorized uses. The County Administrator shall provide financial information for each fiduciary fund to the members of the Board at least annually, if applicable.

311.04 YEAR-END. Departments and offices under the control of the Board of County Commissioners shall respond to year-end information requests from the Finance Department within the time frames established by the Finance Department in order to close the accounting records in an orderly and timely manner.

312.00 REFUNDING OF LONG-TERM DEBT. Under certain circumstances, refunding bonds may be issued in order to: 1) achieve interest rate savings, 2) remove or change burdensome bond covenants or 3) restructure the stream of debt service payments. Except as provided below, the County will not consider refunding long-term debt unless the net present value savings on debt service cost on the proposed new bonds is at least 5%. In addition, the maximum term of the new bonds will not exceed the remaining life of the bonds to be refunded. The following are circumstances where a lower net present value savings (i.e. less than 5%) may be justified:

1. The refunding is being done for reasons other than economic savings (e.g. unnecessarily restrictive bond covenants).
2. Interest rates are at historically low levels and future opportunities to achieve more savings are not likely to occur.

313.00 FORMS. In order to insure consistency, prevent duplication, and strengthen controls, any forms designed for interdepartmental use or for use outside County government must be reviewed and approved by the County Administrator or designee.

314.00 INTERNAL SERVICE AND ENTERPRISE FUNDS. The County Administrator is hereby authorized to establish internal service funds or enterprise funds without further approval of the Board of County Commissioners. The transfer of any initial cash or other capital from other funds to the newly established fund must be approved by the Board of County Commissioners and will be treated as a loan to the new fund unless otherwise approved by the Board.

315.00 TOURIST DEVELOPMENT. Tourist Development activities and expenditures shall be in accordance with all County policies and procedures except where they may conflict with Section 125.0104, Florida Statutes, in which case the Statute shall apply. The County Administrator shall establish procedures regulating and limiting entertainment expenses to an appropriate amount.

316.00 LAW ENFORCEMENT TRUST FUND. All transaction activity within the County's Law Enforcement Trust Fund (LETF) shall comply with the requirements of Sections 895.09 and 932.704, Florida Statutes. Expenditures from the fund must be appropriated to the Sheriff by the Board of County Commissioners. LETF expenditures, which have been appropriated and drawn but not incurred, must be returned to the Board as year-end surplus in accordance with Chapter

30, Florida Statutes. Re- appropriation must be requested in the new year for lapsed or unexpended appropriations.

400.00 GENERAL POLICIES AND REGULATIONS.

401.00 PRIVATE ACTIVITY BONDS. The Department of Housing and Economic Development shall be responsible for coordinating applications for Industrial Development and other Private Activity Bonds, in conjunction with the County Attorney's Office.

402.00 SMALL BUSINESS DEVELOPMENT (SBD). The Board of County Commissioners is committed to ensuring full and equitable participation by small business enterprises (SBEs) in the provision of goods and services to the County. The objective is to increase the use of SBEs to a level comparable to the availability of SBEs which are capable of providing goods and services to the County. The County shall take all necessary, reasonable, and legal action to prevent discrimination, to ensure that all businesses, including SBEs, are afforded the maximum opportunity to participate in the County's competitive procurement process and to establish a record-keeping procedure whereby the County can monitor the participation of SBEs in its competitive procurement process. The County Administrator shall ensure that all employees involved in the procurement process are familiar with the requirements of the SBD Ordinance, and shall issue any additional procedures which may be necessary to ensure compliance with the program objectives and requirements.

403.00 TECHNOLOGY SECURITY. The County Administrator shall establish policies for the identification and mitigation of risks to the County's shared information resources and data. Per PPM CE-O-059, the goal is to minimize opportunities where information resources will be destroyed, lost, improperly accessed, incorrectly modified, or not readily available for their intended purposes.

404.00 ADDITIONAL AUTHORITY OF THE COUNTY ADMINISTRATOR. The County Administrator, or designee, is hereby authorized to sign right-of-way permit applications, to apply for and consent to all development approvals for County projects, to execute utility relocation agreements for utilities in the County right-of-way, to designate speed limits on County roads and to install traffic lights in accordance with Florida Department of Transportation (FDOT) standards and Florida Statutes, to accept right-of-way warranty deeds and to authorize payment when consideration for such deeds is at or below appraised value, and to execute release of surety upon completion of the project and the expiration of the one-year warranty period.

405.00 RECORDS MANAGEMENT. The County Administrator shall establish a Records Management program to insure that the filing, storage, and destruction of public records is in compliance with State statutes. Departments having confidential records exempt from public disclosure shall establish written procedures to insure that required confidentiality is maintained.

406.00 ADJUSTMENT OF SALARY RANGES. The County Administrator may approve adjustments to the salary ranges of existing personnel classifications based on a review of the personnel market and similar positions in the private and public sector. The County Administrator may also approve adjustments to salary ranges based on cost of living or other across-the-board

increases.

407.00 LAYOFFS. The County Administrator shall establish policies and procedures to provide for employee layoffs in the event that positions are eliminated and employees cannot be placed in other available positions.

408.00 NEW OR TRANSFERRED POSITIONS. The County Administrator may fill any new positions authorized in the budget process and may transfer positions between departments. Any new positions, which exceed the total personnel complement as authorized in the approved budget, must be approved by the Board of County Commissioners.

409.00 SOUND WALLS AND EARTHEN BERMS. Where no additional right-of-way is necessary to accomplish thoroughfare improvements, including multi-laning, the County shall not make any expenditures related to construction of any berm, sound wall, landscaping, retaining wall, gravity wall, fence or wall material, or for any other barrier, within or outside of the County right-of-way limits. Where additional right-of-way must be acquired to accommodate thoroughfare improvements, including multi-laning, consideration shall be given for installation of landscaping, construction of retaining walls, gravity walls, or fence and wall materials, and/or modification of existing improvements on private property, any of which may mitigate the need for the County to acquire private property. In no event shall the County make any expenditure for design or installation of any sound wall or sound barrier of any kind. Nothing herein is intended to preclude or conflict with the appropriate application of highway design standards or temporary construction easements

410.00 DISPLAY OF FLAGS. In all County-owned buildings and on all County-owned property, as deemed appropriate by the County Administrator, the United States flag and the State of Florida flag shall be prominently displayed on such property and in such buildings upon a suitable flagstaff so that such flags are visible to all members of the public utilizing such facilities and such property. Flags shall be placed in such manner and such locations and at such times as are in accordance with federal and state laws governing these flags. Where such flags are determined by the County Administrator to be appropriately attached as fixtures to such building and property, such shall be done so that they may be permanently displayed for all members of the public to honor in the patriotic tradition that these flags have served this nation and this state so well throughout our history. Any other flags to be flown on County-owned property shall be approved by the County Administrator.

411.00 COMMISSION REPRESENTATION ON BOARDS. If there is a formal Board directive or position on a specific issue, each Commissioner appointee, serving as a representative of the Board of County Commissioners on a board or commission, should represent the Board's position. Absent a formal Board directive or position, or when Commissioners are not serving as an appointed representative of the Board of County Commissioners, Commissioners are free to represent their positions as they deem appropriate.

500.00 RULES OF PROCEDURE. The County's Rules of Procedure are hereby included in this Administrative Code by reference. Revisions to the County's Rules of Procedure shall be in the form of an amendment to the Administrative Code and approved in accordance with Section 103.00 herein.

600.00 MERIT RULES. The County's Merit System Rules are hereby included in this

Administrative Code by reference.

700.00 AFFIRMATIVE ACTION PLAN. The County's Affirmative Action Plan is hereby included in this Administrative Code by reference. Revisions to the County's Affirmative Action Plan shall be in the form of an amendment to the Administrative Code and approved in accordance with Section 103.00 herein.

HISTORY

Date Unknown – Original Code Adoption (Researching)

April 25, 1989 – Rescinded and Replaced (R89-787)

December 6, 1994 – Rescinded and Replaced (R94-1758)

December 18, 2012 – Amended to add new Rules of Procedure (R2012-1938)

January 15, 2013 – Amended to revise Rules of Procedure (R2013-0109)

March 10, 2015 – Codified and Reposted (footnoted reference)

March 1, 2016 – Amended to Revise Rules of Procedure (BCC approved motion with no agenda item)

June 20, 2017 – Amended to add Office of Resilience (R2017-0834)

September 12, 2017 – Amended to Change Name of Department of Economic Sustainability (R2017-1147)

March 13, 2018 – Amended to revise Rules of Procedure (R2018-0218)

June 8, 2021 – Amended to update various sections, add the Office of Diversity, Equity and Inclusion, and change name of Department of Housing and Economic Sustainability (R2021-0764)

June 3, 2025 – Delete the Office of Diversity, Equity, and Inclusion (R2025-0749)

February 3, 2026 – Amended to update for changes to Procurement Ordinance, Small Business Ordinance, various organizational changes, and grants language.

March 10, 2026 – Amended to add the offices of Cost Compliance and Control and Emergency Management

PALM BEACH COUNTY ADMINISTRATIVE CODE

100.00 GENERAL PROVISIONS.

101.00 PURPOSE AND AUTHORITY. The County Charter provides that the Administrative Code shall contain the rules of procedure adopted by the Board of County Commissioners, the organization of the County departments, statements of established County policy, and administrative regulations. The Charter also provides that the Administrative Code shall include a personnel system based on the merit system principle and an affirmative action plan. The purposes of this Administrative Code are to codify policies of the Board of County Commissioners, to establish responsibilities for compliance, and to delegate authority for day-to-day operations of the County. It shall be the duty of the County Administrator, the County Attorney, and the Internal Auditor to insure that their employees are familiar with the requirements of these policies, to provide appropriate training, and to promulgate additional policies and procedures in their areas of responsibility which may be necessary to implement the provisions of this Administrative Code and conduct the general business of the County. Countywide policies and procedures (PPMs) adopted by the County Administrator, as may be amended, are incorporated herein by reference.

102.00 CONFLICT AND WAIVER. If any provision of the Administrative Code is found to be in conflict with federal law, state law, or County Ordinance, the provisions of the federal law, state law, or County ordinance shall prevail over the conflicting provision in the Administrative Code, and the County Administrator shall recommend appropriate changes to the Administrative Code to remove the conflict. Any waiver of the provisions of the Administrative Code requires an affirmative vote of a majority of the members of the Board of County Commissioners. In the event of a declared State of Local Emergency, the provisions of this Code shall be automatically waived, and the County Administrator shall be empowered to take any and all actions authorized by Chapter 252, Florida Statutes, and Section 9-35 of the Palm Beach County Code of Ordinances.

103.00 AMENDMENTS TO THE ADMINISTRATIVE CODE. Changes to the Administrative Code shall be by resolution approved by a majority of the members of the Board of County Commissioners. The County Administrator shall be responsible for codifying in this Administrative Code any future statements of policy by the Board of County Commissioners.

104.00 SEPARATION OF POWERS. Pursuant to the Charter, the County Attorney and the Internal Auditor shall not report to the County Administrator, but shall be responsible only to the Board of County Commissioners. Accordingly, and unless otherwise directed by the Board of County Commissioners, the members of the Board of County Commissioners, the County Attorney, the Internal Auditor, and their respective staffs shall not be subject to policies, procedures, reporting requirements, approval processes, or other directives promulgated by the County Administrator. However, the members of the Board of County Commissioners, the County Attorney, and the Internal Auditor are encouraged to adopt the County Administrator's policies and procedures for their respective offices for the sake of uniformity and efficiency.

200.00 ORGANIZATION. The Charter provides that County department heads, with the exception of the County Attorney and the Internal Auditor, shall be appointed by the County Administrator, with the advice and consent of the Board of County Commissioners. The following departments and separate offices under the authority of the County Administrator are hereby approved, and no departments or separate offices may be added or deleted without approval of the Board of County Commissioners.

201.00 DEPARTMENTS

201.01 ADMINISTRATION

201.02 PUBLIC AFFAIRS

201.03 OFFICE OF FINANCIAL MANAGEMENT AND BUDGET

201.04 ENGINEERING AND PUBLIC WORKS

201.05 FACILITIES DEVELOPMENT & OPERATIONS

201.06 PLANNING ZONING AND BUILDING

201.07 PUBLIC SAFETY

201.08 PARKS AND RECREATION

201.09 LIBRARY

201.10 COMMUNITY SERVICES

201.11 COUNTY COOPERATIVE EXTENSION SERVICES

201.12 AIRPORTS

201.13 PALM TRAN

201.14 ENVIRONMENTAL RESOURCES MANAGEMENT

201.15 HUMAN RESOURCES

201.16 MEDICAL EXAMINER

201.17 RISK MANAGEMENT

201.18 FIRE RESCUE

201.19 WATER UTILITIES

201.20 PROCUREMENT

201.21 HOUSING AND ECONOMIC DEVELOPMENT

201.22 OFFICE OF TECHNOLOGY AND INNOVATION

201.23 YOUTH SERVICES

202.00 SEPARATE OFFICES

202.01 OFFICE OF EQUAL OPPORTUNITY

202.02 TOURIST DEVELOPMENT COUNCIL

202.03 OFFICE OF COMMUNITY REVITALIZATION

202.04 INTERGOVERNMENTAL AFFAIRS & COMMUNITY ENGAGEMENT

202.05 OMBUDSMAN AND STRATEGIC PLANNING

202.06 COST COMPLIANCE AND CONTROL

202.07 EMERGENCY MANAGEMENT

203.00 SUBORGANIZATIONS. The County Administrator is hereby authorized to organize departments and separate offices into divisions, sections, or other suborganization elements, which may be necessary to effectively and efficiently manage County government functions.

300.00 FISCAL POLICIES AND REGULATIONS.

301.00 GENERAL. The County's official financial records shall be maintained in the Finance Department of the Clerk and Comptroller of the Board of County Commissioners (Finance Department). Transactions shall be recorded in accordance with the laws of the State of Florida and Generally Accepted Accounting Principles (GAAP). Departments, which maintain separate or subsidiary accounting records, shall reconcile their records to the official accounting records on a regular basis.

302.00 FIDUCIARY RESPONSIBILITY. All County employees have a fiduciary responsibility to the citizens of Palm Beach County to safeguard the County's assets. The County Administrator shall establish sufficient controls to protect public funds and property from theft, damage, misuse, or other potential loss.

303.00 STATUTORY COMPLIANCE. It shall be the duty of the County Administrator to insure that employees are aware of and comply with the provisions of federal laws and Florida Statutes. The County Administrator shall assign responsibility for monitoring changes in the law and for developing or amending countywide procedures to effect compliance.

304.00 BUDGETS. The County's budget shall conform to the requirements of Chapter 129, Florida Statutes.

304.01 BUDGET CHANGE AUTHORITY. Budget changes other than those required by statute to be approved by the Board of County Commissioners may be approved by the County Administrator or the County Administrator's designee.

304.02 BUDGETED RESERVES. An analysis of all reserve accounts in excess of \$50,000 shall be reported at least annually to the members of the Board of County Commissioners. This requirement shall not be applicable to debt service reserves, reserves for balances forward, or reserves for donations. The analysis shall indicate the purpose of the reserve, changes in the reserve since the last report, and any anticipated use of the reserved funds. Future projects to be funded by each reserve must be separately identified in the report.

304.03 CAPITAL BUDGETING. The County Administrator shall insure that adequate systems are provided to record the costs of constructing or improving tangible fixed assets. Capital project budget and accounting data shall be maintained and reported on an inception-to-date and year-to-date basis.

304.03.1 PROJECT INITIATION. The County Administrator shall establish policies and procedures for review of capital project requests as may be required to determine project feasibility and to prioritize projects for submission to the Board of County Commissioners as part of the annual budget process.

304.03.2 FUNDING FROM MULTIPLE SOURCES. Capital projects funded from more than one source shall be budgeted and accounted for in a manner, which gives the greatest flexibility to the Board of County Commissioners in prioritizing projects. For such projects, funding sources having the most restrictions, such as impact fees and grants, shall be budgeted and

expended first; ad valorem funding shall be budgeted and expended last.

304.03.3 PROJECT CLOSEOUT. The County Administrator shall insure that completed projects are closed out on a timely basis.

304.03.4 CAPITAL EXPENDITURES. Capital expenditures for machinery, equipment, land, buildings, or other fixed assets, which are not project-related, shall be governed by the accounting requirements of Florida Statutes and subject to normal budgetary controls and guidelines.

304.04 DEBT SERVICE BUDGETS. Debt service payments due on October 1st of any year shall be budgeted and expended in the fiscal year immediately preceding the October 1st payment date.

305.00 EXPENDITURES.

305.01 COUNTY PURPOSE AND AUTHORITY. All expenditures shall be for a County purpose. The use of County funds, equipment, supplies, or staff time for personal, political, or other non-County purposes is prohibited. All purchases of goods or services shall conform to the requirements of the County's Procurement Ordinance. Occasional use of a County telephone for local, personal calls is permitted, and limited use of the Internet for non-business purposes may be permitted in accordance with requirements outlined in PPM# CW-R-008.

305.02 ADVANCE PAYMENTS. In general, payments in advance are prohibited. Advance payments preclude the required pre-audit process and subject the County to risk of loss in the event that the goods or services are not subsequently received. Exceptions to this prohibition include lease payments, artwork, professional memberships, employee travel advances, subscriptions, trade show registrations, and any other expenses deemed necessary for County business.

305.03 PETTY CASH AND CHANGE FUNDS. The County Administrator or designee, is hereby authorized to establish and dissolve petty cash and change funds up to \$1000, appoint and change custodians, and increase single purchase limits up to \$150. Petty cash (up to \$150) may also be used in connection with the employee recognition program. The County Administrator shall establish appropriate Countywide procedures for administering these funds including provisions for safeguarding the funds and establishing responsibility in case of loss or shortage. In the event of an impending State of Local Emergency, whether declared or undeclared, the limits imposed by this section shall not apply, and the County Administrator may establish or increase petty cash funds in any amount deemed necessary under the circumstances.

305.04 OUTSIDE ATTORNEY SERVICES. The use of special counsel shall be limited to assistance to the County on matters requiring special expertise or the inability to undertake, or to continue, the representation in a case because of a shortage of resources. Special counsel shall not be used to provide general legal advice that the County Attorney's staff could otherwise provide, within the normal parameters of work reasonably expected of County employees. A competitive selection process shall be utilized by the County Attorney's Office to select and hire special counsel, provided, however, that such procedure need not be utilized when the County Attorney determines

that an emergency situation exists or that required special counsel is sole-source. Special counsel contracts must include a not-to-exceed dollar provision, exclusive of costs, and must be approved by the Board of County Commissioners if the not-to-exceed amount is greater than \$50,000.

305.05 OUTSIDE COUNSEL CONFLICT OF INTEREST. Outside counsel for Palm Beach County who wish to represent clients whose interests are adverse to Palm Beach County may obtain the consent of the County if the lawyer's responsibility or relationship to the County will not be affected. The County Administrator and the County Attorney are authorized to consent to such representation on behalf of Palm Beach County. If the County Administrator and the County Attorney do not agree that consent should be given in a particular situation, then the matter may be brought to the Board of County Commissioners for its consideration and determination.

305.06 REFRESHMENTS AND AWARDS. Expenditures for refreshments, meals, and awards for volunteers, employees, and guests for meetings, training, orientation, or special events shall be in accordance with Ordinance 86-19, as amended, and PPM #CW-F-019.

305.07 PAYMENTS TO FINANCIALLY-ASSISTED AGENCIES. Non-profit agencies seeking County assistance (financially assisted agencies) must be chartered or registered with the Florida Department of State, have been incorporated for at least one agency fiscal year and have provided services for at least six months. County assistance shall not exceed 25% of the agency's total operating budget, unless otherwise approved by the Board of County Commissioners. If approved for funding, a formal agreement shall be executed, and payment will be made by reimbursement of documented expenses. The County Administrator shall establish additional procedures to clearly describe the application, prioritization, approval, contracting, payment, audit, and monitoring requirements.

305.08 SETTLEMENT OF CLAIMS AGAINST THE COUNTY. The County Administrator shall establish policies and procedures for settling and paying claims by or against the County. The County Administrator or designee, with the concurrence of the County Attorney's Office, may authorize the settlement of claims in an amount of \$50,000 or less, without approval of the Board of County Commissioners.

305.08.1 SETTLEMENT OF EMINENT DOMAIN CASES. The County Administrator shall establish policies and procedures for settling and paying eminent domain cases, including condemnation cases, by and against the County. The County Administrator or designee, with the concurrence of the County Attorney's Office, may authorize settlement of these claims in an amount of \$250,000 or less without approval of the Board of County Commissioners. For properties that exceed \$50,000 in price, the County Administrator or designee is authorized to pay up to 25% above the appraised value of the property, but not to exceed a total amount of \$250,000 inclusive of all aspects of damages, including business damages.

305.09 TRAVEL AND MILEAGE. All travel and mileage shall conform to the requirements of Section 112.061, Florida Statutes. The County Administrator shall promulgate additional policies and procedures to control travel costs and to provide for travel advances and reimbursement, required approvals, and documentation requirements.

305.10 INTERVIEW EXPENSES. Upon approval of the County Administrator, applicants for executive, administrative and professional positions may be reimbursed for travel expenses for interviews. Costs will be reimbursed in accordance with existing travel policies.

305.11 MOVING EXPENSES. Upon approval of the County Administrator, new employees selected for positions with salary ranges equal to Pay Grade 46 or higher may be reimbursed up to 75% of their moving expenses, not to exceed \$5,000. Payment approval by the Board of County Commissioners is not required. Employees receiving reimbursement for moving expenses who, for any reason other than layoff, terminate within one year of employment must reimburse the full amount of the moving expenses paid by the County.

305.12 AUTO ALLOWANCE. It is the policy of the Board of County Commissioners to provide a salary supplement in lieu of a 24-hour vehicle assignment to full-time employees eligible for this benefit. A monthly auto allowance not to exceed \$550 may be paid to each County Commissioner, County Commissioner Administrative Assistants, and contractual employees of the Board if included in their employment agreements. The County Administrator is authorized to designate eligible employees to be granted a monthly auto allowance in an amount not to exceed \$550. Other County employees currently receiving a monthly auto allowance under the provisions of PPM #CW-F-008 may continue to receive their current allowance until vacating their positions. Subsequent employees in those positions (excluding County Commissioners and their staff) and any employee in an "acting" capacity will not be eligible to receive the auto allowance. Persons receiving the auto allowance and Department Directors and positions above Department Directors are not eligible for mileage reimbursement except for travel in the performance of official duties to locations outside of Palm Beach County. Reimbursement for out-of-county travel shall be credited for the entire mileage of that trip in accordance with Section 112.061, Florida Statutes. Persons receiving the auto allowance and the aforementioned senior management personnel may also be reimbursed for the reasonable cost of a rental vehicle for official duty travel to a location outside of Palm Beach County, after showing that such rental vehicle expense is less than the cost of air travel to the same location.

305.13 CONTINUING PROFESSIONAL DEVELOPMENT. The Board of County Commissioners encourages employees to seek and maintain professional certifications relative to their employment. Within budgetary constraints, the County may pay the cost of license renewals, seminars, courses, and other activities, which provide credit toward maintaining such certifications. Courses with subject matter not directly related to the employee's County duties may be paid by the County provided that certification credit is earned.

305.14 OVERNIGHT AND SUBPOOL VEHICLES. The County Administrator shall establish criteria for the assignment of overnight and subpool vehicles and develop procedures for monitoring their usage.

305.15 SEVERANCE PAY. Severance pay included in contract or employment agreements may be provided in accordance with Section 215.425(4) (a), Florida Statutes. Severance pay may also be provided as part of a settlement of an employment dispute in accordance with Section 215.425(4)(b), Florida Statutes.

305.16 DIRECT PAYMENTS BY FINANCE. The County Administrator shall establish policies and procedures authorizing the Finance Department to make payments for goods and services exempt from the Procurement Ordinance.

306.00 REVENUE.

306.01 SAFEGUARDING AND DEPOSIT. It is the responsibility of each department or office, which handles County funds to properly safeguard the funds and insure timely deposit.

306.02 BILLINGS FOR COUNTY SERVICES. The County Administrator shall establish written policies and procedures for determining the amount to be charged for County services provided to other departments, other governmental agencies, or other entities. Such procedures shall require that the services be billed and that the resulting receivables are properly recorded in the County's official accounting records. The department initiating the billing shall take follow-up action to insure that the revenue represented by the billing is collected.

306.03 WARRANTY CLAIMS. The County Administrator shall establish procedures to insure that the County receives the benefit of all warranties or other guarantees provided by vendors or contractors.

306.04 DONATIONS. The County Administrator or designee is hereby authorized to accept donations on behalf of the County. For donations restricted to a particular purpose, appropriate accounts or other procedures shall be established in order to demonstrate compliance with the restrictions.

306.05 REVENUE-PRODUCING CONTRACTS AND ORDINANCES. The County Administrator shall establish policies and procedures for the development and administration of contracts or ordinances, which provide revenue to the County.

306.06 CLAIMS FOR DAMAGE TO COUNTY PROPERTY. The County Administrator, with the concurrence of the County Attorney's Office, shall establish policies and procedures for settling claims for damage to County property. Procedures shall include provisions for recording any receivables on the County's accounting system.

306.07 WRITE-OFF OF ACCOUNTS RECEIVABLES. Appropriate accounting entries may be made to record a provision for bad debt expense and an allowance for doubtful accounts, associated with accounts receivable which are determined to be uncollectible. However, the receivables shall not be removed from the County's records until efforts to collect have been exhausted and approval is obtained from the Board of County Commissioners. The County Administrator shall promulgate procedures to establish criteria for an annual write-off and to provide for aging and follow-up, including the use of collection agencies.

307.00 CONTRACTS.

307.01 CONTRACT POLICIES AND PROCEDURES. The County Administrator shall establish policies and procedures for the development, review, and

administration of contracts. Such policies and procedures shall fix accountability for insuring compliance with contract terms.

307.02 CONTRACT EXECUTION. Unless delegated by separate Board policies, resolutions, or ordinances, County staff has no authority to execute contracts on behalf of the County or otherwise obligate the County in any manner.

307.03 BUDGET SUFFICIENCY. For construction contracts, sufficient appropriations must be available at the time of execution to encumber the entire contract amount. For professional and non-professional service contracts, leases, and other similar contracts with extended terms, sufficient appropriations for the current fiscal year must be available at the time of execution and subsequent annual appropriations must be available for continuation or renewal beyond the year of execution. Contracts providing for automatic renewal at the end of the initial term and multi-year service contracts must include a clause stating that the renewal or continuation is subject to available funding at the time of renewal.

307.04 CONSTRUCTION, ENGINEERING AND ARCHITECTURAL CONTRACT CHANGE ORDERS. The approval of routine change orders with a cumulative value of less than \$300,000 is hereby delegated to the County Administrator. This authority may be further delegated within limits specified in writing by the County Administrator to a designated committee or department heads. All such approved change orders must be reported monthly to the Board of County Commissioners.

307.05 PROCUREMENT DIRECTOR EXPENDITURE AND CONTRACT CHANGE AUTHORITY. The Director of Procurement may authorize decreases or increases to the authorized expenditure amount of a contract within the limits established in the Procurement Ordinance. The Director of Procurement is also authorized to make changes to the contract if considered minor or non-material in nature.

308.00 COUNTY ASSETS.

308.01 ACCOUNTING AND SURPLUSING. The County Administrator shall establish procedures for tagging and accounting for fixed assets in accordance with State law and the Rules of the Auditor General. The County Administrator shall also establish a Surplus Asset Program to dispose of obsolete, non-functional, unusable, or scrap assets. In accordance with State law, no fixed assets shall be removed from the County's records unless approved by the Board of County Commissioners.

308.02 PROPERTY INSURANCE. The County Administrator shall establish an insurance program to protect the County's assets in case of physical loss. Property insurance other than that provided through self-insurance funding shall be procured through competitive bidding.

308.03 THEFT POLICY. Thefts of County property shall be reported to the local law enforcement agency, the County Administrator or designee, and the Office of the Inspector General. Members of the Board of County Commissioners shall also be informed if the theft loss is greater than \$500 in the case of cash and \$2,500 for other property.

308.04 INVENTORY OF PARTS AND SUPPLIES. Departments with inventories of materials and supplies having an average total value of \$10,000 or more shall establish appropriate inventory records and conduct a physical inventory at least annually.

309.00 GRANTS. Grant applications require approval of the Board of County Commissioners in instances where the signature of the Mayor is required on the application or if the application financially binds the County upon grant approval. In the event of an emergency, grant applications or related award agreements requiring Board approval may be signed by the Mayor and submitted by the County Administrator, or designee, prior to Board approval provided, however, that the Board of County Commissioners shall ratify such application or related award within sixty (60) days of application submission. In the event of the absence or unavailability of the Mayor, the Vice-Mayor may sign the grant application or related award agreement. In the event of the absence or unavailability of the Mayor and Vice-Mayor, any Commissioner may sign the grant application or related award agreement when time is of the essence. The Mayor, Vice-Mayor or delegated Commissioners may provide electronic signatures for grant submittal when permitted by the Grantor. Grant awards (contracts) may be approved and executed by the County Administrator or designee provided that the amount is less than \$300,000, approval by the Board is not required by the grantor, and the contract does not require a local match. In the event the Board of County Commissioners determines that special circumstances exist or it is more efficient to delegate additional authority to the County Administrator for the application and execution of certain types of grants, the Board may provide such authority through the normal agenda item approval process. The County Administrator shall establish policies and procedures relating to grant applications and related award agreements, accounting, indirect costs, Single Audit requirements, and Rules of the Auditor General. The Board of County Commissioners must approve the payback of grant funds to the grantor upon a finding of ineligible or unallowable expenses, or in the event there are unexpended grant funds that must be returned pursuant to the terms of the grant agreement, and the amount being returned exceeds \$25,000. Any unused local match funds shall be returned to the fund from which they originated. A copy of all grant audits and monitoring reports shall be provided to the Office of Financial Management & Budget (OFMB) and the Internal Auditor's Office.

310.00 INTERNAL AUDITS. The functions and responsibilities of the Internal Auditor shall be governed by all applicable laws, including, but not limited to, the Palm Beach County Internal Auditor Ordinance (Palm Beach County Code Section, 2-461, et seq.), as may be amended. Corrective action to internal audits is the responsibility of the audited agency. The Internal Auditor shall conduct appropriate follow-up reviews or re-audits to insure that corrective action has been taken.

311.00 FINANCIAL REPORTING.

311.01 CAPITAL PROJECTS REPORT. The County Administrator shall provide a capital projects status report at least annually to the members of the Board of County Commissioners. This report shall summarize financial and performance data for capital projects and shall include detailed information on the status of all projects estimated to cost \$500,000 or more.

311.02 MANAGEMENT LETTER. The County Administrator shall provide a report on the status of corrective action to the external auditors' Management Letter to the members of the Internal Audit Committee and to the members of the Board of County Commissioners no later

than six months after receipt of the Management Letter.

311.03 FIDUCIARY FUNDS. The establishment of any fiduciary fund requires the approval of the Board of County Commissioners by resolution or ordinance, which shall clearly describe the receipts to be deposited and their authorized uses. The County Administrator shall provide financial information for each fiduciary fund to the members of the Board at least annually, if applicable.

311.04 YEAR-END. Departments and offices under the control of the Board of County Commissioners shall respond to year-end information requests from the Finance Department within the time frames established by the Finance Department in order to close the accounting records in an orderly and timely manner.

312.00 REFUNDING OF LONG-TERM DEBT. Under certain circumstances, refunding bonds may be issued in order to: 1) achieve interest rate savings, 2) remove or change burdensome bond covenants or 3) restructure the stream of debt service payments. Except as provided below, the County will not consider refunding long-term debt unless the net present value savings on debt service cost on the proposed new bonds is at least 5%. In addition, the maximum term of the new bonds will not exceed the remaining life of the bonds to be refunded. The following are circumstances where a lower net present value savings (i.e. less than 5%) may be justified:

1. The refunding is being done for reasons other than economic savings (e.g. unnecessarily restrictive bond covenants).
2. Interest rates are at historically low levels and future opportunities to achieve more savings are not likely to occur.

313.00 FORMS. In order to insure consistency, prevent duplication, and strengthen controls, any forms designed for interdepartmental use or for use outside County government must be reviewed and approved by the County Administrator or designee.

314.00 INTERNAL SERVICE AND ENTERPRISE FUNDS. The County Administrator is hereby authorized to establish internal service funds or enterprise funds without further approval of the Board of County Commissioners. The transfer of any initial cash or other capital from other funds to the newly established fund must be approved by the Board of County Commissioners and will be treated as a loan to the new fund unless otherwise approved by the Board.

315.00 TOURIST DEVELOPMENT. Tourist Development activities and expenditures shall be in accordance with all County policies and procedures except where they may conflict with Section 125.0104, Florida Statutes, in which case the Statute shall apply. The County Administrator shall establish procedures regulating and limiting entertainment expenses to an appropriate amount.

316.00 LAW ENFORCEMENT TRUST FUND. All transaction activity within the County's Law Enforcement Trust Fund (LETF) shall comply with the requirements of Sections 895.09 and 932.704, Florida Statutes. Expenditures from the fund must be appropriated to the Sheriff by the Board of County Commissioners. LETF expenditures, which have been appropriated and drawn but not incurred, must be returned to the Board as year-end surplus in accordance with Chapter

30, Florida Statutes. Re- appropriation must be requested in the new year for lapsed or unexpended appropriations.

400.00 GENERAL POLICIES AND REGULATIONS.

401.00 PRIVATE ACTIVITY BONDS. The Department of Housing and Economic Development shall be responsible for coordinating applications for Industrial Development and other Private Activity Bonds, in conjunction with the County Attorney’s Office.

402.00 SMALL BUSINESS DEVELOPMENT (SBD). The Board of County Commissioners is committed to ensuring full and equitable participation by small business enterprises (SBEs) in the provision of goods and services to the County. The objective is to increase the use of SBEs to a level comparable to the availability of SBEs which are capable of providing goods and services to the County. The County shall take all necessary, reasonable, and legal action to prevent discrimination, to ensure that all businesses, including SBEs, are afforded the maximum opportunity to participate in the County's competitive procurement process and to establish a record-keeping procedure whereby the County can monitor the participation of SBEs in its competitive procurement process. The County Administrator shall ensure that all employees involved in the procurement process are familiar with the requirements of the SBD Ordinance, and shall issue any additional procedures which may be necessary to ensure compliance with the program objectives and requirements.

403.00 TECHNOLOGY SECURITY. The County Administrator shall establish policies for the identification and mitigation of risks to the County’s shared information resources and data. Per PPM CE-O-059, the goal is to minimize opportunities where information resources will be destroyed, lost, improperly accessed, incorrectly modified, or not readily available for their intended purposes.

404.00 ADDITIONAL AUTHORITY OF THE COUNTY ADMINISTRATOR. The County Administrator, or designee, is hereby authorized to sign right-of-way permit applications, to apply for and consent to all development approvals for County projects, to execute utility relocation agreements for utilities in the County right-of-way, to designate speed limits on County roads and to install traffic lights in accordance with Florida Department of Transportation (FDOT) standards and Florida Statutes, to accept right-of-way warranty deeds and to authorize payment when consideration for such deeds is at or below appraised value, and to execute release of surety upon completion of the project and the expiration of the one-year warranty period.

405.00 RECORDS MANAGEMENT. The County Administrator shall establish a Records Management program to insure that the filing, storage, and destruction of public records is in compliance with State statutes. Departments having confidential records exempt from public disclosure shall establish written procedures to insure that required confidentiality is maintained.

406.00 ADJUSTMENT OF SALARY RANGES. The County Administrator may approve adjustments to the salary ranges of existing personnel classifications based on a review of the personnel market and similar positions in the private and public sector. The County Administrator may also approve adjustments to salary ranges based on cost of living or other across-the-board

increases.

407.00 LAYOFFS. The County Administrator shall establish policies and procedures to provide for employee layoffs in the event that positions are eliminated and employees cannot be placed in other available positions.

408.00 NEW OR TRANSFERRED POSITIONS. The County Administrator may fill any new positions authorized in the budget process and may transfer positions between departments. Any new positions, which exceed the total personnel complement as authorized in the approved budget, must be approved by the Board of County Commissioners.

409.00 SOUND WALLS AND EARTHEN BERMS. Where no additional right-of-way is necessary to accomplish thoroughfare improvements, including multi-laning, the County shall not make any expenditures related to construction of any berm, sound wall, landscaping, retaining wall, gravity wall, fence or wall material, or for any other barrier, within or outside of the County right-of-way limits. Where additional right-of-way must be acquired to accommodate thoroughfare improvements, including multi-laning, consideration shall be given for installation of landscaping, construction of retaining walls, gravity walls, or fence and wall materials, and/or modification of existing improvements on private property, any of which may mitigate the need for the County to acquire private property. In no event shall the County make any expenditure for design or installation of any sound wall or sound barrier of any kind. Nothing herein is intended to preclude or conflict with the appropriate application of highway design standards or temporary construction easements

410.00 DISPLAY OF FLAGS. In all County-owned buildings and on all County-owned property, as deemed appropriate by the County Administrator, the United States flag and the State of Florida flag shall be prominently displayed on such property and in such buildings upon a suitable flagstaff so that such flags are visible to all members of the public utilizing such facilities and such property. Flags shall be placed in such manner and such locations and at such times as are in accordance with federal and state laws governing these flags. Where such flags are determined by the County Administrator to be appropriately attached as fixtures to such building and property, such shall be done so that they may be permanently displayed for all members of the public to honor in the patriotic tradition that these flags have served this nation and this state so well throughout our history. Any other flags to be flown on County-owned property shall be approved by the County Administrator.

411.00 COMMISSION REPRESENTATION ON BOARDS. If there is a formal Board directive or position on a specific issue, each Commissioner appointee, serving as a representative of the Board of County Commissioners on a board or commission, should represent the Board's position. Absent a formal Board directive or position, or when Commissioners are not serving as an appointed representative of the Board of County Commissioners, Commissioners are free to represent their positions as they deem appropriate.

500.00 RULES OF PROCEDURE. The County's Rules of Procedure are hereby included in this Administrative Code by reference. Revisions to the County's Rules of Procedure shall be in the form of an amendment to the Administrative Code and approved in accordance with Section 103.00 herein.

600.00 MERIT RULES. The County's Merit System Rules are hereby included in this

Administrative Code by reference.

700.00 AFFIRMATIVE ACTION PLAN. The County's Affirmative Action Plan is hereby included in this Administrative Code by reference. Revisions to the County's Affirmative Action Plan shall be in the form of an amendment to the Administrative Code and approved in accordance with Section 103.00 herein.

HISTORY

Date Unknown – Original Code Adoption (Researching)

April 25, 1989 – Rescinded and Replaced (R89-787)

December 6, 1994 – Rescinded and Replaced (R94-1758)

December 18, 2012 – Amended to add new Rules of Procedure (R2012-1938)

January 15, 2013 – Amended to revise Rules of Procedure (R2013-0109)

March 10, 2015 – Codified and Reposted (footnoted reference)

March 1, 2016 – Amended to Revise Rules of Procedure (BCC approved motion with no agenda item)

June 20, 2017 – Amended to add Office of Resilience (R2017-0834)

September 12, 2017 – Amended to Change Name of Department of Economic Sustainability (R2017-1147)

March 13, 2018 – Amended to revise Rules of Procedure (R2018-0218)

June 8, 2021 – Amended to update various sections, add the Office of Diversity, Equity and Inclusion, and change name of Department of Housing and Economic Sustainability (R2021-0764)

June 3, 2025 – Delete the Office of Diversity, Equity, and Inclusion (R2025-0749)

February 3, 2026 – Amended to update for changes to Procurement Ordinance, Small Business Ordinance, various organizational changes, and grants language.

March 10, 2026 – Amended to add the offices of Cost Compliance and Control and Emergency Management

26-0592

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET TRANSFER

BGEX 030426*1144

FUND 0001 - General Fund

ACCOUNT NUMBER	ACCOUNT NAME	UNIT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED as of 02/27/2026	REMAINING BALANCE
EXPENDITURES									
430-2200-1201	Salaries & Wages Regular	Cost Compliance and Control	0	0	505,001	0	505,001		505,001
430-2200-2101	Fico-Taxes	Cost Compliance and Control	0	0	31,310	0	31,310		31,310
430-2200-2105	Fico Medicare	Cost Compliance and Control	0	0	7,323	0	7,323		7,323
430-2200-2201	Retirement Contributions-Frs	Cost Compliance and Control	0	0	70,296	0	70,296		70,296
430-2200-2301	Insurance-Life & Health	Cost Compliance and Control	0	0	60,000	0	60,000		60,000
430-2200-3401	Other Contractual Services *	Cost Compliance and Control	0	0	8,177	0	8,177		8,177
430-2200-4001	Travel And Per Diem	Cost Compliance and Control	0	0	6,000	0	6,000		6,000
430-2200-4007	Travel-Mileage	Cost Compliance and Control	0	0	1,500	0	1,500		1,500
430-2200-4909	Licenses & Permits	Cost Compliance and Control	0	0	1,000	0	1,000		1,000
430-2200-4941	Registration Fees	Cost Compliance and Control	0	0	2,500	0	2,500		2,500
430-2200-5101	Office Supplies	Cost Compliance and Control	0	0	500	0	500		500
430-2200-5111	Office Furniture And Equipment	Cost Compliance and Control	0	0	11,400	0	11,400		11,400
430-2200-5201	Materials/Supplies Operating	Cost Compliance and Control	0	0	500	0	500		500
430-2200-5412	Dues & Memberships	Cost Compliance and Control	0	0	500	0	500		500
820-9900-9901	Contingency Reserves	Reserves	20,000,000	20,976,229		706,007	20,270,222		20,270,222
Total Fund Expenditures						706,007	706,007		

SIGNATURES _____ DATES _____
 Initiating Department/Division *Marc Capp* 3/6/26
 Administration/Budget Department Approval *Lisa Mart* 3/6/26
 OFMB Department - Posted _____

BY BOARD OF COUNTY COMMISSIONERS

At Meeting of: March 10, 2026

Deputy Clerk to the Board of County Commissioners

**BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
REVENUE/EXPENDITURE BUDGET TRANSFER**

BGRV 030526*455

BGEX 030526*1153

FUND 0001 - General Fund

ACCOUNT NUMBER	ACCOUNT NAME	UNIT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED as of 02/19/2026	REMAINING BALANCE
REVENUE									
650-7110-2900	Other Permits, Fees, & Special Assmts	Emergency Management	0	0	45,000		45,000		45,000
650-7110-4295	EMS Inspection Fees	Emergency Management	0	0	20,000		20,000		20,000
660-7110-2900	Other Permits, Fees, & Special Assmts	Emergency Management	45,000	45,000		45,000	0		0
660-7110-4295	EMS Inspection Fees	Emergency Management	20,000	20,000		20,000	0		0
	Total Revenue				65,000	65,000			
EXPENDITURES									
650-7110-1201	Salaries & Wages Regular	Emergency Management	0	0	1,305,474		1,305,474		1,305,474
650-7110-1301	Sal & Wages Non-Frs Employees	Emergency Management	0	0	1		1		1
650-7110-1401	Salaries & Wages Overtime	Emergency Management	0	0	50,000		50,000		50,000
650-7110-1501	Wages-Special-No Frs Contrib	Emergency Management	0	0	2,820		2,820		2,820
650-7110-1504	Wages-Union Sick-No Frs Cntrb	Emergency Management	0	0	1		1		1
650-7110-2101	Fica-Taxes	Emergency Management	0	0	84,214		84,214		84,214
650-7110-2105	Fica Medicare	Emergency Management	0	0	19,695		19,695		19,695
650-7110-2201	Retirement Contributions-Frs	Emergency Management	0	0	188,682		188,682		188,682
650-7110-2301	Insurance-Life & Health	Emergency Management	0	0	250,009		250,009		250,009
650-7110-2401	Workers' Compensation	Emergency Management	0	0	2,799		2,799		2,799
650-7110-3070	Operating Expense-Charge Off	Emergency Management	0	0	0	65,344	(65,344)		(65,344)
650-7110-3401	Other Contractual Services *	Emergency Management	0	0	4,679		4,679		4,679
650-7110-3404	Temp Serv/Contracted Salaries	Emergency Management	0	0	10,090		10,090		10,090
650-7110-4001	Travel And Per Diem	Emergency Management	0	0	14,000		14,000		14,000
650-7110-4007	Travel-Mileage	Emergency Management	0	0	446		446		446
650-7110-4101	Communication Services	Emergency Management	0	0	11,000		11,000		11,000
650-7110-4205	Postage	Emergency Management	0	0	3,000		3,000		3,000
650-7110-4310	Utilities/Waste Disposal	Emergency Management	0	0	6,000		6,000		6,000
650-7110-4401	Rent	Emergency Management	0	0	5,000		5,000		5,000
650-7110-4406	Rent-Office Equipment	Emergency Management	0	0	15,000		15,000		15,000
650-7110-4412	Rent-Storage/Warehouse Space *	Emergency Management	0	0	515		515		515
650-7110-4420	Rent-Motor Pool Vehicles	Emergency Management	0	0	48,511		48,511		48,511
650-7110-4502	Casualty Self Ins Premiums	Emergency Management	0	0	44,553		44,553		44,553
650-7110-4610	Repair/Maint-Buildings	Emergency Management	0	0	64,700		64,700		64,700
650-7110-4620	Rep/Maint-Equipment	Emergency Management	0	0	13,000		13,000		13,000
650-7110-4623	Rep/Maint-Radio	Emergency Management	0	0	8,500		8,500		8,500
650-7110-4625	Rep/Maint-Motor Pool Vehicles	Emergency Management	0	0	43,624		43,624		43,624

26-0589

**BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
REVENUE/EXPENDITURE BUDGET TRANSFER**

BGRV 030526*455

BGEX 030526*1153

FUND 0001 - General Fund

ACCOUNT NUMBER	ACCOUNT NAME	UNIT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED as of 02/19/2026	REMAINING BALANCE
650-7110-4674	Rep/Maint-Dp Equip & Software	Emergency Management	0	0	8,001		8,001		8,001
650-7110-4801	Promotl Activities (Ord 86-19)	Emergency Management	0	0	945		945		945
650-7110-4811	Promotional Items	Emergency Management	0	0	1,500		1,500		1,500
650-7110-4909	Licenses & Permits	Emergency Management	0	0	2,000		2,000		2,000
650-7110-4941	Registration Fees	Emergency Management	0	0	2,700		2,700		2,700
650-7110-4946	Advertising including Legal	Emergency Management	0	0	800		800		800
650-7110-5101	Office Supplies	Emergency Management	0	0	12,120		12,120		12,120
650-7110-5111	Office Furniture And Equipment	Emergency Management	0	0	8,000		8,000		8,000
650-7110-5112	Telephone Equipment/Install	Emergency Management	0	0	2,002		2,002		2,002
650-7110-5121	Data Procssng Sftwre/Accessres	Emergency Management	0	0	13,000		13,000		13,000
650-7110-5201	Materials/Supplies Operating	Emergency Management	0	0	6,000		6,000		6,000
650-7110-5212	Safety Supplies	Emergency Management	0	0	2,233		2,233		2,233
650-7110-5214	Diesel Fuel *Sobj	Emergency Management	0	0	4,044		4,044		4,044
650-7110-5215	Gasoline	Emergency Management	0	0	2,590		2,590		2,590
650-7110-5248	Clothing & Wearing Apparel	Emergency Management	0	0	4,500		4,500		4,500
650-7110-5401	Books, Publicatns & Subscrptns	Emergency Management	0	0	200		200		200
650-7110-5402	Educational Training Materials	Emergency Management	0	0	400		400		400
650-7110-5412	Dues & Memberships	Emergency Management	0	0	2,000		2,000		2,000
650-7180-1201	Salaries & Wages Regular	Emergency Management-County Warning Point	0	0	512,342		512,342		512,342
650-7180-1301	Sal & Wages Non-Frs Employees	Emergency Management-County Warning Point	0	0	1		1		1
650-7180-1401	Salaries & Wages Overtime	Emergency Management-County Warning Point	0	0	30,000		30,000		30,000
650-7180-1501	Wages-Special-No Frs Contrib	Emergency Management-County Warning Point	0	0	6,373		6,373		6,373
650-7180-1504	Wages-Union Sick-No Frs Cntrb	Emergency Management-County Warning Point	0	0	1		1		1
650-7180-2101	Fica-Taxes	Emergency Management-County Warning Point	0	0	33,659		33,659		33,659
650-7180-2105	Fica Medicare	Emergency Management-County Warning Point	0	0	7,872		7,872		7,872
650-7180-2201	Retirement Contributions-Frs	Emergency Management-County Warning Point	0	0	79,822		79,822		79,822
650-7180-2301	Insurance-Life & Health	Emergency Management-County Warning Point	0	0	157,992		157,992		157,992
650-7180-2401	Workers' Compensation	Emergency Management-County Warning Point	0	0	538		538		538
650-7180-3080	Operating Expense-Indirect	Emergency Management-County Warning Point	0	0	65,344		65,344		65,344
650-7180-4502	Casualty Self Ins Premiums	Emergency Management-County Warning Point	0	0	1,952		1,952		1,952
660-7110-1201	Salaries & Wages Regular	Emergency Management	1,305,474	1,305,474		1,305,474	0		0
660-7110-1301	Sal & Wages Non-Frs Employees	Emergency Management	1	1		1	0		0
660-7110-1401	Salaries & Wages Overtime	Emergency Management	50,000	50,000		50,000	0		0
660-7110-1501	Wages-Special-No Frs Contrib	Emergency Management	2,820	2,820		2,820	0		0

**BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
REVENUE/EXPENDITURE BUDGET TRANSFER**

BGRV 030526*455

BGEX 030526*1153

FUND 0001 - General Fund

ACCOUNT NUMBER	ACCOUNT NAME	UNIT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED as of 02/19/2026	REMAINING BALANCE
660-7110-1504	Wages-Union Sick-No Frs Cntrb	Emergency Management	1	1		1	0		0
660-7110-2101	Fica-Taxes	Emergency Management	84,214	84,214		84,214	0		0
660-7110-2105	Fica Medicare	Emergency Management	19,695	19,695		19,695	0		0
660-7110-2201	Retirement Contributions-Frs	Emergency Management	188,682	188,682		188,682	0		0
660-7110-2301	Insurance-Life & Health	Emergency Management	250,009	250,009		250,009	0		0
660-7110-2401	Workers' Compensation	Emergency Management	2,799	2,799		2,799	0		0
660-7110-3070	Operating Expense-Charge Off	Emergency Management	(65,344)	(65,344)	65,344		0		0
660-7110-3401	Other Contractual Services *	Emergency Management	4,679	4,679		4,679	0		0
660-7110-3404	Temp Serv/Contracted Salaries	Emergency Management	10,090	10,090		10,090	0		0
660-7110-4001	Travel And Per Diem	Emergency Management	14,000	14,000		14,000	0		0
660-7110-4007	Travel-Mileage	Emergency Management	446	446		446	0		0
660-7110-4101	Communication Services	Emergency Management	11,000	11,000		11,000	0		0
660-7110-4205	Postage	Emergency Management	3,000	3,000		3,000	0		0
660-7110-4310	Utilities/Waste Disposal	Emergency Management	6,000	6,000		6,000	0		0
660-7110-4401	Rent	Emergency Management	5,000	5,000		5,000	0		0
660-7110-4406	Rent-Office Equipment	Emergency Management	15,000	15,000		15,000	0		0
660-7110-4412	Rent-Storage/Warehouse Space *	Emergency Management	515	515		515	0		0
660-7110-4420	Rent-Motor Pool Vehicles	Emergency Management	48,511	48,511		48,511	0		0
660-7110-4502	Casualty Self Ins Premiums	Emergency Management	44,553	44,553		44,553	0		0
660-7110-4610	Repair/Maint-Buildings	Emergency Management	64,700	64,700		64,700	0		0
660-7110-4620	Rep/Maint-Equipment	Emergency Management	13,000	13,000		13,000	0		0
660-7110-4623	Rep/Maint-Radio	Emergency Management	8,500	8,500		8,500	0		0
660-7110-4625	Rep/Maint-Motor Pool Vehicles	Emergency Management	43,624	43,624		43,624	0		0
660-7110-4674	Rep/Maint-Dp Equip & Software	Emergency Management	8,001	8,001		8,001	0		0
660-7110-4801	Promotl Activities (Ord 86-19)	Emergency Management	945	945		945	0		0
660-7110-4811	Promotional Items	Emergency Management	1,500	1,500		1,500	0		0
660-7110-4909	Licenses & Permits	Emergency Management	2,000	2,000		2,000	0		0
660-7110-4941	Registration Fees	Emergency Management	2,700	2,700		2,700	0		0
660-7110-4946	Advertising Including Legal	Emergency Management	800	800		800	0		0
660-7110-5101	Office Supplies	Emergency Management	12,120	12,120		12,120	0		0
660-7110-5111	Office Furniture And Equipment	Emergency Management	8,000	8,000		8,000	0		0
660-7110-5112	Telephone Equipment/Install	Emergency Management	2,002	2,002		2,002	0		0
660-7110-5121	Data Procssng Sftwre/Accessres	Emergency Management	13,000	13,000		13,000	0		0
660-7110-5201	Materials/Supplies Operating	Emergency Management	6,000	6,000		6,000	0		0

26-0589

**BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
REVENUE/EXPENDITURE BUDGET TRANSFER**

BGRV 030526*455
BGEX 030526*1153

FUND 0001 - General Fund

ACCOUNT NUMBER	ACCOUNT NAME	UNIT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED as of 02/19/2026	REMAINING BALANCE
660-7110-5212	Safety Supplies	Emergency Management	2,233	2,233		2,233	0		0
660-7110-5214	Diesel Fuel *Sobj	Emergency Management	4,044	4,044		4,044	0		0
660-7110-5215	Gasoline	Emergency Management	2,590	2,590		2,590	0		0
660-7110-5248	Clothing & Wearing Apparel	Emergency Management	4,500	4,500		4,500	0		0
660-7110-5401	Books, Publicatns & Subscrptns	Emergency Management	200	200		200	0		0
660-7110-5402	Educational Training Materials	Emergency Management	400	400		400	0		0
660-7110-5412	Dues & Memberships	Emergency Management	2,000	2,000		2,000	0		0
660-7180-1201	Salaries & Wages Regular	Emergency Management-County Warning Point	512,342	512,342		512,342	0		0
660-7180-1301	Sal & Wages Non-Frs Employees	Emergency Management-County Warning Point	1	1		1	0		0
660-7180-1401	Salaries & Wages Overtime	Emergency Management-County Warning Point	30,000	30,000		30,000	0		0
660-7180-1501	Wages-Special-No Frs Contrib	Emergency Management-County Warning Point	6,373	6,373		6,373	0		0
660-7180-1504	Wages-Union Sick-No Frs Cntrb	Emergency Management-County Warning Point	1	1		1	0		0
660-7180-2101	Fica-Taxes	Emergency Management-County Warning Point	33,659	33,659		33,659	0		0
660-7180-2105	Fica Medicare	Emergency Management-County Warning Point	7,872	7,872		7,872	0		0
660-7180-2201	Retirement Contributions-Frs	Emergency Management-County Warning Point	79,822	79,822		79,822	0		0
660-7180-2301	Insurance-Life & Health	Emergency Management-County Warning Point	157,992	157,992		157,992	0		0
660-7180-2401	Workers' Compensation	Emergency Management-County Warning Point	538	538		538	0		0
660-7180-3080	Operating Expense-Indirect	Emergency Management-County Warning Point	65,344	65,344		65,344	0		0
660-7180-4502	Casualty Self Ins Premiums	Emergency Management-County Warning Point	1,952	1,952		1,952	0		0
Total Expenditures					3,230,588	3,230,588			

SIGNATURES

DATES

Initiating Department/Division

Administration/Budget Department Approval

BY BOARD OF COUNTY COMMISSIONERS	
At Meeting of:	March 10, 2026
Board of County Commissioners	

26-0593

**BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
REVENUE/EXPENDITURE BUDGET TRANSFER**

BGRV 030426*450
BGEX 030426*1147

FUND 1425 EMS Award-Grant Program

ACCOUNT NUMBER	ACCOUNT NAME	UNIT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED as of 02/19/2026	REMAINING BALANCE
Revenue									
652-5230-3429	State Grnt Other Public Safety	Ems-Public Safety Grants	0	0	304,836		304,836		304,836
662-5230-3429	State Grnt Other Public Safety	Ems-Public Safety Grants	0	304,836		304,836	0		0
Total Revenue					304,836	304,836			
EXPENDITURES									
652-5230-5212	Safety Supplies	Ems-Public Safety Grants	0	0	31,635		31,635		31,635
652-5230-8101	Contributions Other Gvll Agency	Ems-Public Safety Grants	0	0	273,201		273,201		273,201
662-5230-5212	Safety Supplies	Ems-Public Safety Grants	9,552	31,635		31,635	0		0
662-5230-8101	Contributions Other Gvll Agency	Ems-Public Safety Grants	0	273,201		273,201	0		0
Total Expenditures					304,836	304,836			

SIGNATURES

DATES

Initiating Department/Division

Administration/Budget Department Approval

OFMB Department - Posted

BY BOARD OF COUNTY COMMISSIONERS

At Meeting of: March 10, 2026

Deputy Clerk to the
Board of County Commissioners

26-0594

**BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
REVENUE/EXPENDITURE BUDGET TRANSFER**

BGRV 030426*451

BGEX 030426*1149

FUND 1427 - Emergency Management

ACCOUNT NUMBER	ACCOUNT NAME	UNIT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED as of 02/19/2026	REMAINING BALANCE
Revenue									
652-7107-3429	State Grnt Other Public Safety	SARA Hazardous Waste Grant 2018	0	0	9,177		9,177		9,177
662-7107-3429	State Grnt Other Public Safety	SARA Hazardous Waste Grant 2018	0	9,177		9,177	0		0
Total Revenue					9,177	9,177			
EXPENDITURES									
652-7107-3401	Other Contractual Services	SARA Hazardous Waste Grant 2018	0	0	9,177		9,177		9,177
652-7999-9902	Operating Reserves	Reserves	0	0	111,939		111,939		111,939
662-7107-3401	Other Contractual Services	SARA Hazardous Waste Grant 2018	0	9,177		9,177	0		0
662-7108-9902	Operating Reserves	SARA Hazardous Waste Fixed Costs Carryover	104,689	94,358		94,358	0		0
662-7999-9902	Operating Reserves	Reserves	17,581	17,581		17,581	0		0
Total Expenditures					121,116	121,116			

SIGNATURES

DATES

Initiating Department/Division

[Signature]

3/6/26

Administration/Budget Department Approval

[Signature]

3/6/2026

OFMB Department - Posted

BY BOARD OF COUNTY COMMISSIONERS

At Meeting of: March 10, 2026

Deputy Clerk to the
Board of County Commissioners

26-0595

**BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
REVENUE/EXPENDITURE BUDGET TRANSFER**

BGRV 030426*452

BGEX 030426*1150

FUND 1428 - Em Preparedness & Assistance

ACCOUNT NUMBER	ACCOUNT NAME	UNIT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED as of 02/19/2026	REMAINING BALANCE
Revenue									
652-5233-3429	State Grnt Other Public Safety	Em Preparedness & Assistance-State	0	0	105,806		105,806		105,806
652-5234-3128	Fed Grnt Indirect-Public Safety	Em Preparedness & Assistance-Federal	0	0	504,752	0	504,752		504,752
662-5233-3429	State Grnt Other Public Safety	Em Preparedness & Assistance-State	79,354	105,806		105,806	0		0
662-5234-3128	Fed Grnt Indirect-Public Safety	Em Preparedness & Assistance-Federal	334,967	504,752		504,752	0		0
	Total Revenue				610,558	610,558			
EXPENDITURES									
652-5233-3401	Other Contractual Services	Em Preparedness & Assistance-State	0	0	1		1		1
652-5233-3421	Contractual Services -Training	Em Preparedness & Assistance-State	0	0	10,000		10,000		10,000
652-5233-4601	Repair & Maintenance	Em Preparedness & Assistance-State	0	0	5,000		5,000		5,000
652-5233-4610	Repair/Maint-Buildings	Em Preparedness & Assistance-State	0	0	1		1		1
652-5233-4811	Promotional Items	Em Preparedness & Assistance-State	0	0	1		1		1
652-5233-4909	Licenses & Permits	Em Preparedness & Assistance-State	0	0	20,000		20,000		20,000
652-5233-5111	Office Furniture And Equipment	Em Preparedness & Assistance-State	0	0	6,000		6,000		6,000
652-5233-5121	Data Proccsng Sftwre/Accessres	Em Preparedness & Assistance-State	0	0	48,355		48,355		48,355
652-5233-5201	Materials/Supplies Operating	Em Preparedness & Assistance-State	0	0	5,000		5,000		5,000
652-5233-5212	Safety Supplies	Em Preparedness & Assistance-State	0	0	3,348		3,348		3,348
652-5233-5244	Food & Dietary	Em Preparedness & Assistance-State	0	0	1		1		1
652-5233-5248	Clothing & Wearing Apparel	Em Preparedness & Assistance-State	0	0	1		1		1
652-5233-5402	Educational Training Materials	Em Preparedness & Assistance-State	0	0	1		1		1
652-5233-6401	Machinery & Equipment	Em Preparedness & Assistance-State	0	0	28,097		28,097		28,097
652-5234-1201	Salaries & Wages Regular	Em Preparedness & Assistance-Federal	0	0	142,664		142,664		142,664
652-5234-1301	Sal & Wages Non-Frs Employees	Em Preparedness & Assistance-Federal	0	0	1		1		1
652-5234-1401	Salaries & Wages Overtime	Em Preparedness & Assistance-Federal	0	0	1		1		1
652-5234-1501	Wages-Special-No Frs Contrib	Em Preparedness & Assistance-Federal	0	0	1,080		1,080		1,080
652-5234-1504	Wages-Union Sick-No Frs Cntrb	Em Preparedness & Assistance-Federal	0	0	1		1		1
652-5234-2101	Fica-Taxes	Em Preparedness & Assistance-Federal	0	0	8,912		8,912		8,912
652-5234-2105	Fica Medicare	Em Preparedness & Assistance-Federal	0	0	2,084		2,084		2,084
652-5234-2201	Retirement Contributions-Frs	Em Preparedness & Assistance-Federal	0	0	19,859		19,859		19,859
652-5234-2301	Insurance-Life & Health	Em Preparedness & Assistance-Federal	0	0	30,000		30,000		30,000
652-5234-3401	Other Contractual Services	Em Preparedness & Assistance-Federal	0	0	152,641		152,641		152,641
652-5234-3421	Contractual Services -Training	Em Preparedness & Assistance-Federal	0	0	12,302		12,302		12,302

26-0595

BOARD OF COUNTY COMMISSIONERS
 PALM BEACH COUNTY, FLORIDA
 REVENUE/EXPENDITURE BUDGET TRANSFER

BGRV 030426*452

BGEX 030426*1150

FUND 1428 - Em Preparedness & Assistance

652-5234-5111	Office Furniture And Equipment	Em Preparedness & Assistance-Federal	0	0	15,000	15,000	15,000
652-5234-5121	Data Procssng Sftwre/Accessres	Em Preparedness & Assistance-Federal	0	0	20,515	20,515	20,515
652-5234-5201	Materials/Supplies Operating	Em Preparedness & Assistance-Federal	0	0	10,000	10,000	10,000
652-5234-5212	Safety Supplies	Em Preparedness & Assistance-Federal	0	0	1	1	1
652-5234-5256	Tools & Small Implements	Em Preparedness & Assistance-Federal	0	0	1	1	1
652-5235-5201	Materials/Supplies Operating	Emergency Management Preparedness	0	0	570	570	570
662-5233-3401	Other Contractual Services	Em Preparedness & Assistance-State	1	1		1	0
662-5233-3421	Contractual Services -Training	Em Preparedness & Assistance-State	10,000	10,000		10,000	0
662-5233-4601	Repair & Maintenance	Em Preparedness & Assistance-State	5,000	5,000		5,000	0
662-5233-4610	Repair/Maint-Buildings	Em Preparedness & Assistance-State	1	1		1	0
662-5233-4811	Promotional Items	Em Preparedness & Assistance-State	1	1		1	0
662-5233-4909	Licenses & Permits	Em Preparedness & Assistance-State	20,000	20,000		20,000	0
662-5233-5111	Office Furniture And Equipment	Em Preparedness & Assistance-State	6,000	6,000		6,000	0
662-5233-5121	Data Procssng Sftwre/Accessres	Em Preparedness & Assistance-State	30,000	48,355		48,355	0
662-5233-5201	Materials/Supplies Operating	Em Preparedness & Assistance-State	5,000	5,000		5,000	0
662-5233-5212	Safety Supplies	Em Preparedness & Assistance-State	3,348	3,348		3,348	0
662-5233-5244	Food & Dietary	Em Preparedness & Assistance-State	1	1		1	0
662-5233-5248	Clothing & Wearing Apparel	Em Preparedness & Assistance-State	1	1		1	0
662-5233-5402	Educational Training Materials	Em Preparedness & Assistance-State	1	1		1	0
662-5233-6401	Machinery & Equipment	Em Preparedness & Assistance-State	20,000	28,097		28,097	0
662-5234-1201	Salaries & Wages Regular	Em Preparedness & Assistance-Federal	142,664	142,664		142,664	0
662-5234-1301	Sal & Wages Non-Frs Employees	Em Preparedness & Assistance-Federal	1	1		1	0
662-5234-1401	Salaries & Wages Overtime	Em Preparedness & Assistance-Federal	1	1		1	0
662-5234-1501	Wages-Special-No Frs Contrib	Em Preparedness & Assistance-Federal	1,080	1,080		1,080	0
662-5234-1504	Wages-Union Sick-No Frs Cntrb	Em Preparedness & Assistance-Federal	1	1		1	0
662-5234-2101	Fica-Taxes	Em Preparedness & Assistance-Federal	8,912	8,912		8,912	0
662-5234-2105	Fica Medicare	Em Preparedness & Assistance-Federal	2,084	2,084		2,084	0
662-5234-2201	Retirement Contributions-Frs	Em Preparedness & Assistance-Federal	19,859	19,859		19,859	0
662-5234-2301	Insurance-Life & Health	Em Preparedness & Assistance-Federal	30,000	30,000		30,000	0
662-5234-3401	Other Contractual Services	Em Preparedness & Assistance-Federal	74,848	152,641		152,641	0
662-5234-3421	Contractual Services -Training	Em Preparedness & Assistance-Federal	10,000	12,302		12,302	0
662-5234-5111	Office Furniture And Equipment	Em Preparedness & Assistance-Federal	15,000	15,000		15,000	0
662-5234-5121	Data Procssng Sftwre/Accessres	Em Preparedness & Assistance-Federal	20,515	20,515		20,515	0
662-5234-5201	Materials/Supplies Operating	Em Preparedness & Assistance-Federal	10,000	10,000		10,000	0

26-0595

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
REVENUE/EXPENDITURE BUDGET TRANSFER

BGRV 030426*452

BGEX 030426*1150

FUND 1428 - Em Preparedness & Assistance

662-5234-5212	Safety Supplies	Em Preparedness & Assistance-Federal	1	1	1	0	0
662-5234-5256	Tools & Small Implements	Em Preparedness & Assistance-Federal	1	1	1	0	0
662-5235-5201	Materials/Supplies Operating	Emergency Management Preparedness	557	570	570	0	0
Total Expenditures					541,438	541,438	

SIGNATURES

DATES

Initiating Department/Division

Marc Goyt

3/6/26

Administration/Budget Department Approval

Jesse M...

3/6/2026

OFMB Department - Posted

BY BOARD OF COUNTY COMMISSIONERS

At Meeting of: March 10, 2026

Deputy Clerk to the
Board of County Commissioners

26-0591

**BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
REVENUE/EXPENDITURE BUDGET TRANSFER**

BGRV 030526*457

BGEX 030526*1155

FUND 1438 - Urban Areas Security Initiative Grant

ACCOUNT NUMBER	ACCOUNT NAME	UNIT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED as of 02/19/2026	REMAINING BALANCE
Revenue									
652-7363-3129	Fed Grnt Oth Public Safety	Urban Areas Security Initiative Grants	0	0	948,462		948,462		948,462
652-7363-8901	Balance Brought Forward	Urban Areas Security Initiative Grants	0	0	0	489,122	(489,122)		(489,122)
652-7354-8901	Balance Brought Forward	Urban Areas Security Initiative Grant 2010	0	0	3,064		3,064		3,064
652-7364-8901	Balance Brought Forward	Urban Areas Security Initiative Virtual CC Rebates	0	0	471		471		471
662-7363-3129	Fed Grnt Oth Public Safety	Urban Areas Security Initiative Grants	289,573	948,462		948,462	0		0
662-7363-8901	Balance Brought Forward	Urban Areas Security Initiative Grants	0	(489,122)	489,122		0		0
662-7354-8901	Balance Brought Forward	Urban Areas Security Initiative Grant 2010	3,064	3,064		3,064	0		0
662-7364-8901	Balance Brought Forward	Urban Areas Security Initiative Virtual CC Rebates	471	471		471	0		0
Total Revenue						1,441,119	1,441,119		
EXPENDITURES									
652-7363-3401	Other Contractual Services	Urban Areas Security Initiative Grants	0	0	1		1		1
652-7363-3421	Contractual Services -Training	Urban Areas Security Initiative Grants	0	0	99,999		99,999		99,999
652-7363-4001	Travel And Per Diem	Urban Areas Security Initiative Grants	0	0	1		1		1
652-7363-4620	Rep/Maint-Equipment	Urban Areas Security Initiative Grants	0	0	1		1		1
652-7363-4941	Registration Fees	Urban Areas Security Initiative Grants	0	0	1		1		1
652-7363-5121	Data Procssng Sftwre/Accessres	Urban Areas Security Initiative Grants	0	0	79,567		79,567		79,567
652-7363-5201	Materials/Supplies Operating	Urban Areas Security Initiative Grants	0	0	10,000		10,000		10,000
652-7363-5212	Safety Supplies	Urban Areas Security Initiative Grants	0	0	5,000		5,000		5,000
652-7363-5231	Medical-Surgicl Supplies	Urban Areas Security Initiative Grants	0	0	1		1		1
652-7363-5248	Clothing & Wearing Apparel	Urban Areas Security Initiative Grants	0	0	10,000		10,000		10,000
652-7363-5402	Educational Training Materials	Urban Areas Security Initiative Grants	0	0	10,000		10,000		10,000
652-7363-6401	Machinery & Equipment	Urban Areas Security Initiative Grants	0	0	244,768		244,768		244,768
652-7363-6405	Data Processing Equipment	Urban Areas Security Initiative Grants	0	0	1		1		1
652-7999-9902	Operating Reserves	Reserves	0	0	3,535		3,535		3,535
662-7363-3401	Other Contractual Services	Urban Areas Security Initiative Grants	1	1		1	0		0
662-7363-3421	Contractual Services -Training	Urban Areas Security Initiative Grants	100,000	99,999		99,999	0		0
662-7363-4001	Travel And Per Diem	Urban Areas Security Initiative Grants	1	1		1	0		0
662-7363-4620	Rep/Maint-Equipment	Urban Areas Security Initiative Grants	1	1		1	0		0
662-7363-4941	Registration Fees	Urban Areas Security Initiative Grants	1	1		1	0		0
662-7363-5121	Data Procssng Sftwre/Accessres	Urban Areas Security Initiative Grants	79,567	79,567		79,567	0		0
662-7363-5201	Materials/Supplies Operating	Urban Areas Security Initiative Grants	10,000	10,000		10,000	0		0
662-7363-5212	Safety Supplies	Urban Areas Security Initiative Grants	5,000	5,000		5,000	0		0
662-7363-5231	Medical-Surgicl Supplies	Urban Areas Security Initiative Grants	1	1		1	0		0
662-7363-5248	Clothing & Wearing Apparel	Urban Areas Security Initiative Grants	10,000	10,000		10,000	0		0
662-7363-5402	Educational Training Materials	Urban Areas Security Initiative Grants	10,000	10,000		10,000	0		0

Updated by OFMB 10/01/2025 0

26-0591

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
REVENUE/EXPENDITURE BUDGET TRANSFER

BGRV 030526*457

BGEX 030526*1155

FUND 1438 - Urban Areas Security Initiative Grant

662-7363-6401	Machinery & Equipment	Urban Areas Security Initiative Grants	75,000	244,768	244,768	0	0
662-7363-6405	Data Processing Equipment	Urban Areas Security Initiative Grants	1	1	1	0	0
662-7999-9902	Operating Reserves	Reserves	3,535	3,535	3,535	0	0
Total Expenditures					462,875	462,875	

SIGNATURES

DATES

Initiating Department/Division

Administration/Budget Department Approval

OFMB Department - Posted

BY BOARD OF COUNTY COMMISSIONERS

At Meeting of: March 10, 2026

Deputy Clerk to the
Board of County Commissioners

26-0590

**BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
REVENUE/EXPENDITURE BUDGET TRANSFER**

BGRV 030526*456

BGEX 30526*1154

FUND 1439 - Radiological Emergency Preparedness - FPL

ACCOUNT NUMBER	ACCOUNT NAME	UNIT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED as of 02/19/2026	REMAINING BALANCE
Revenue									
652-7180-6694	Grant From Oth Non-Govt	Radiological Emerg. Program	0	0	275,000		275,000		275,000
662-7180-6694	Grant From Oth Non-Govt	Radiological Emerg. Program	183,050	275,000		275,000	0		0
	Total Revenue				275,000		275,000		
EXPENDITURES									
652-7180-1201	Salaries & Wages Regular	Radiological Emerg. Program	0	0	109,278		109,278		109,278
652-7180-1301	Sal & Wages Non-Frs Employees	Radiological Emerg. Program	0	0	1		1		1
652-7180-1401	Salaries & Wages Overtime	Radiological Emerg. Program	0	0	1,500		1,500		1,500
652-7180-1501	Wages-Special-No Frs Contrib	Radiological Emerg. Program	0	0	660		660		660
652-7180-1504	Wages-Union Sick-No Frs Cntrb	Radiological Emerg. Program	0	0	1		1		1
652-7180-2101	Fica-Taxes	Radiological Emerg. Program	0	0	6,909		6,909		6,909
652-7180-2105	Fica Medicare	Radiological Emerg. Program	0	0	1,616		1,616		1,616
652-7180-2201	Retirement Contributions-Frs	Radiological Emerg. Program	0	0	15,421		15,421		15,421
652-7180-2301	Insurance-Life & Health	Radiological Emerg. Program	0	0	20,231		20,231		20,231
652-7180-3401	Other Contractual Services	Radiological Emerg. Program	0	0	44,371		44,371		44,371
652-7180-4001	Travel And Per Diem	Radiological Emerg. Program	0	0	1		1		1
652-7180-4205	Postage	Radiological Emerg. Program	0	0	1		1		1
652-7180-4941	Registration Fees	Radiological Emerg. Program	0	0	1		1		1
652-7180-5121	Data Procsgng Sftwre/Accessres	Radiological Emerg. Program	0	0	5,000		5,000		5,000
652-7180-5201	Materials/Supplies Operating	Radiological Emerg. Program	0	0	5,000		5,000		5,000
652-7180-5212	Safety Supplies	Radiological Emerg. Program	0	0	1		1		1
652-7180-5412	Dues & Memberships	Radiological Emerg. Program	0	0	200		200		200
652-7180-6401	Machinery & Equipment	Radiological Emerg. Program	0	0	20,000		20,000		20,000
662-7180-1201	Salaries & Wages Regular	Radiological Emerg. Program	109,278	109,278		109,278	0		0
662-7180-1301	Sal & Wages Non-Frs Employees	Radiological Emerg. Program	1	1		1	0		0
662-7180-1401	Salaries & Wages Overtime	Radiological Emerg. Program	1,500	1,500		1,500	0		0
662-7180-1501	Wages-Special-No Frs Contrib	Radiological Emerg. Program	660	660		660	0		0
662-7180-1504	Wages-Union Sick-No Frs Cntrb	Radiological Emerg. Program	1	1		1	0		0
662-7180-2101	Fica-Taxes	Radiological Emerg. Program	6,909	6,909		6,909	0		0
662-7180-2105	Fica Medicare	Radiological Emerg. Program	1,616	1,616		1,616	0		0
662-7180-2201	Retirement Contributions-Frs	Radiological Emerg. Program	15,421	15,421		15,421	0		0
662-7180-2301	Insurance-Life & Health	Radiological Emerg. Program	20,231	20,231		20,231	0		0
662-7180-3401	Other Contractual Services *	Radiological Emerg. Program	12,971	44,371		44,371	0		0
662-7180-4001	Travel And Per Diem	Radiological Emerg. Program	1	1		1	0		0
662-7180-4205	Postage	Radiological Emerg. Program	1	1		1	0		0
662-7180-4941	Registration Fees	Radiological Emerg. Program	1	1		1	0		0
662-7180-5121	Data Procsgng Sftwre/Accessres	Radiological Emerg. Program	5,000	5,000		5,000	0		0

26-0590

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
REVENUE/EXPENDITURE BUDGET TRANSFER

BGRV 030526*456

BGEX 30526*1154

FUND 1439 - Radiological Emergency Preparedness - FPL

662-7180-5201	Materials/Supplies Operating	Radiological Emerg. Program	5,000	5,000	5,000	0	0
662-7180-5212	Safety Supplies	Radiological Emerg. Program	1	1	1	0	0
662-7180-5412	Dues & Memberships	Radiological Emerg. Program	200	200	200	0	0
662-7180-6401	Machinery & Equipment	Radiological Emerg. Program	20,000	20,000	20,000	0	0
Total Expenditures					230,192	230,192	

SIGNATURES

Initiating Department/Division

Marc Camp

DATES

3/6/26

Administration/Budget Department Approval

Lisa Mank

3/6/2026

OFMB Department - Posted

BY BOARD OF COUNTY COMMISSIONERS

At Meeting of: March 10, 2026

Deputy Clerk to the
Board of County Commissioners