A. Motion and Title: Staff recommends adoption of a resolution adopting a revised Administrative Code to codify various Board policies and to delegate certain authority to implement such policies.

B. Summary: The County's Administrative Code, adopted on April 25, 1989, requires extensive revisions. The attached revised Code incorporates various Board policies and delegates certain authority in various areas. Countywide policies and procedures required by the revised Code have been developed and approved.

C. Background and Justification: Section 125.87, Florida Statutes, requires the County to adopt an Administrative Code. The County's Charter requires that the Administrative Code contain the Rules of Procedure adopted by the Board, the organization of County departments, statements of established County policy, and administrative regulations. The Charter also requires that the Administrative Code include the Merit Rules and an Affirmative Action Plan. Staff has determined that the current Administrative Code (approved on April 25, 1989) contains many detailed procedures of an administrative nature which should be delegated. If approved, the policy section of the Administrative Code would be reduced from approximately 150 pages to 13 pages. The Countywide PPM's necessary to implement the revised Code have been developed by OFMB and approved by the County Administrator. The County Attorney and Internal Auditor concur with the proposed revisions. Significant changes in the revised Code are as follows:

1. Section 200 establishes the County departments and Separate Offices which cannot be changed without Board approval.
2. Section 304.02 requires a quarterly analysis of reserves.
3. Section 304.032 requires that capital projects with multiple funding sources utilize the most restricted funds first.
4. Section 305.04 delegates authority to the County Attorney to approve outside counsel contracts up to $50,000.
5. Section 305.08 increases the authority to settle claims from $5,000 to $50,000.
6. Section 309.00 delegates additional authority to the County Administrator relating to grants.

D. Attachments:

1. Resolution adopting revised Administrative Code.
RESOLUTION NO. R-94-1758

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, RESCINDING THE PALM BEACH COUNTY ADMINISTRATIVE CODE AND ALL AMENDMENTS THERETO AND ADOPTING A REVISED ADMINISTRATIVE CODE TO REVISE AND CODIFY VARIOUS BOARD POLICIES AND DELEGATE CERTAIN AUTHORITY TO THE COUNTY ADMINISTRATOR AND THE COUNTY ATTORNEY.

Whereas, Section 125.87, Florida Statutes, requires the County to adopt an Administrative Code, and

Whereas, the Board of County Commissioners has previously adopted an Administrative Code on April 25, 1989, which has, from time to time, been amended by resolution, and

Whereas, the Board of County Commissioners desires to establish and revise certain policies of an administrative and financial nature, and

Whereas, the Board of County Commissioners has determined that the existing Administrative Code contains matters of a procedural nature which can be more efficiently delegated to the County Administrator and the County Attorney, and

Whereas, the Board of County Commissioners has determined that the County Administrator and the County Attorney have promulgated written policies and procedures to effectively discharge the responsibilities delegated herein,

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

Section 1. The Palm Beach County Administrative Code, adopted by the Board of County Commissioners on April 25, 1989, and all subsequent amendments thereto are hereby rescinded.

Section 2. The attached revised Administrative Code is hereby approved and adopted.

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

Commissioner Karen T. Marcus - Aye
Commissioner Carol A. Roberts - Aye
Commissioner Warren H. Newell - Aye
Commissioner Mary McCarty - Aye
Commissioner Burt Aaronson - Aye
Commissioner Ken L. Foster - Aye
Commissioner Maude Ford Lee - Aye

The Chair thereupon declared the resolution duly passed and adopted

this 6th day of December, 1994.

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

Palm Beach County, Florida, by
its Board of County Commissioners

Dorothy H. Wilken, Clerk

By: [Signature]
Deputy Clerk