

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA ITEM SUMMARY

Meeting Date:	February 11, 2025	<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Regular
		<input type="checkbox"/> Workshop	<input type="checkbox"/> Public Hearing
Department:	Fire Rescue		

I. EXECUTIVE BRIEF




Motion and Title: Staff recommends motion to receive and file: a Public Emergency Medical Transportation (PEMT) Letter of Agreement (LOA) with the State of Florida, Agency for Health Care Administration (AHCA) relating to intergovernmental transfers to the State of Florida for the supplemental payment program for Medicaid managed care patients for State Fiscal Year (SFY) 2024-2025.

Summary: In the fall of 2019, AHCA established the Florida Medicaid Managed Care Supplemental Payment Program (MCO), which allows qualifying government-owned ambulance providers to receive supplemental payments for emergency transports of Medicaid managed care patients. In order to guarantee Federal share funding, intergovernmental transfers (IGT) from PEMT providers are required to cover the State’s share of the MCO. The County’s IGT for SFY 2024-2025 is \$2,695,710, and the County is expected to receive \$6,293,976 in supplemental payments, for an estimated net revenue of \$3,598,266. The Board of County Commissioners (BCC) delegated authority (R2019-1462) to the County Administrator or designee to execute LOAs with the State of Florida relating to IGTs for the PEMT program; and the County Administrator has designated the Fire Rescue Administrator to execute such LOAs. Pursuant to Countywide PPM CW-O-051 this LOA is being submitted as a receive and file agenda item. **Countywide (SB)**

Background and Justification: Palm Beach County Fire Rescue transports over 80,000 patients annually to local hospital emergency rooms, of which approximately 10% are Medicaid patients. In 2016, the State of Florida authorized the creation of a PEMT Certified Public Expenditure (CPE) program. This program provides supplemental payments to public emergency medical transportation providers for Medicaid fees for service patients transported to hospitals. The PEMT CPE program helps to close the gaps between actual costs incurred and revenue received for each emergency medical transport.

Attachments:

1. PEMT LOA SFY 2024-2025
2. Year 6 SFY 2024-2025 PEMT MCO Allotments
3. PPM CW-O-051

Recommended by:		1-10-2025
	Assistant Fire Chief	Date
Approved by:		1-10-2025
	Fire Rescue Administrator	Date
Approved by:		1/15/2025
	Assistant County Administrator	Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2025	2026	2027	2028	2029
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	2,695,710	_____	_____	_____	_____
External Revenues	(6,293,976)	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	*(3,598,266)	_____	_____	_____	_____
# ADDITIONAL FTE POSITIONS (Cumulative)	0	_____	_____	_____	_____

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

Budget Account No.: Fund 1300 Dept 440 Unit 4210 Rev Source 4261
 Budget Account No.: Fund 1300 Dept 440 Unit 4209 Object 3401

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

For SFY 2024-2025 the County will provide \$2,695,710 from MSTU ad valorem (non-Federal) funds for the State's share for this Medicaid managed care supplemental payment program through an IGT in order to receive an estimated \$6,293,976 for an estimated net revenue of \$3,598,266. This additional revenue will be used to offset actual expenditures for emergency transports.

*The estimated allotment and net revenue are provided by AHCA prior to the execution of the LOA. The final amounts are subject to the LOAs executed by qualified participants.

C. Departmental Fiscal Review: Ramon Magienumbi 1/7/25

III. REVIEW COMMENTS

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

Luz Mante 1/14/2025
 OFMB
 QA 113
 VS 113

Arundis Brackels 1/14/25
 Contract Development and Control
 267 1.14.25

B. Legal Sufficiency

Rue Ben 1/15/25
 Assistant County Attorney

C. Other Department Review:

 Department Director

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

Public Emergency Medical Transportation Letter of Agreement

THIS LETTER OF AGREEMENT (LOA) is made and entered into in duplicate on the 5th day of September 2024, by and between **Palm Beach County** (the "IGT Provider") on behalf of **Palm Beach County Fire Rescue**, and the State of Florida, **Agency for Health Care Administration** (the "Agency"), for good and valuable consideration, the receipt and sufficiency of which is acknowledged.

DEFINITIONS

"Intergovernmental Transfers (IGTs)" means transfers of funds from a non-Medicaid governmental entity (e.g., counties, hospital taxing districts, providers operated by state or local government) to the Medicaid agency. IGTs must be compliant with 42 CFR Part 433 Subpart B.

"Medicaid" means the medical assistance program authorized by Title XIX of the Social Security Act, 42 U.S.C. §§ 1396 et seq., and regulations thereunder, as administered in Florida by the Agency.

"Public Emergency Medical Transportation (PEMT)," pursuant to the General Appropriation Act, Laws of Florida 2024-231 is the program that provides supplemental payments for eligible Public Emergency Medical Transportation (PEMT) entities that meet specified requirements and provide emergency medical transportation services to Medicaid beneficiaries.

A. GENERAL PROVISIONS

1. Per House Bill 5001, the General Appropriations Act of State Fiscal Year 2024-2025, passed by the 2024 Florida Legislature, the IGT Provider and the Agency agree that the IGT Provider will remit IGT funds to the Agency in an amount not to exceed the total of **\$2,695,710.09**. The IGT Provider and the Agency have agreed that these IGT funds will only be used for the PEMT program.
2. The IGT Provider will return the signed LOA to the Agency.
3. The IGT Provider will pay IGT funds to the Agency in an amount not to exceed the total of **\$2,695,710.09**. The IGT Provider will transfer payments to the Agency in the following manner:
 - a. Per Florida Statute 409.908, annual payments for the months of July 2024 through June 2025 are due to the Agency no later than October 31, 2024, unless an alternative plan is specifically approved by the agency.
 - b. The Agency will bill the IGT Provider when payment is due.
4. The IGT Provider and the Agency agree that the Agency will maintain necessary records and supporting documentation applicable to health services covered by this LOA in accordance with public records laws and established retention schedules.

a. AUDITS AND RECORDS

- i. The IGT Provider agrees to maintain books, records, and documents (including electronic storage media) pertinent to performance under this LOA in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided.
- ii. The IGT Provider agrees to assure that these records shall be subject at all reasonable times to inspection, review, or audit by state personnel and other personnel duly authorized by the Agency, as well as by federal personnel.
- iii. The IGT Provider agrees to comply with public record laws as outlined in section 119.0701, Florida Statutes.

b. RETENTION OF RECORDS

- i. The IGT Provider agrees to retain all financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to performance under this LOA for a period of six (6) years after termination of this LOA, or if an audit has been initiated and audit findings have not been resolved at the end of six (6) years, the records shall be retained until resolution of the audit findings.
- ii. Persons duly authorized by the Agency and federal auditors shall have full access to and the right to examine any of said records and documents.
- iii. The rights of access in this section must not be limited to the required retention period but shall last as long as the records are retained.

c. MONITORING

- i. The IGT Provider agrees to permit persons duly authorized by the Agency to inspect any records, papers, and documents of the IGT Provider which are relevant to this LOA.

d. ASSIGNMENT AND SUBCONTRACTS

- i. The IGT Provider agrees to neither assign the responsibility of this LOA to another party nor subcontract for any of the work contemplated under this LOA without prior written approval of the Agency. No such approval by the Agency of any assignment or subcontract shall be deemed in any event or in any manner to provide for the incurrence of any obligation of the Agency in addition to the total dollar amount agreed upon in this LOA. All such assignments or subcontracts shall be subject to the conditions of this LOA and to any conditions of approval that the Agency shall deem necessary.

5. This LOA may only be amended upon written agreement signed by both parties. The IGT Provider and the Agency agree that any modifications to this LOA shall be in the same form, namely the exchange of signed copies of a revised LOA.
6. The IGT Provider confirms that there are no pre-arranged agreements (contractual or otherwise) between the respective counties, taxing districts, and/or the providers to re-

direct any portion of these aforementioned supplemental payments in order to satisfy non-Medicaid, non-uninsured, and non-underinsured activities.

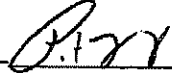
7. The IGT Provider agrees the following provision shall be included in any agreements between IGT Provider and local providers where IGT funding is provided pursuant to this LOA. Funding provided in this agreement shall be prioritized so that designated IGT funding shall first be used to fund the Medicaid program and used secondarily for other purposes.
8. This LOA covers the period of July 1, 2024, through June 30, 2025, and shall be terminated September 30, 2025, which includes the state's certified forward period.
9. This LOA may be executed in multiple counterparts, each of which shall constitute an original, and each of which shall be fully binding on any party signing at least one counterpart.


PEMT Local Intergovernmental Transfers	
Program / Amount	State Fiscal Year 2024-2025
Estimated IGTs	\$2,695,710.09
Total Funding Not to Exceed	\$2,695,710.09

IN WITNESS WHEREOF, the parties have caused this page Letter of Agreement to be executed by their undersigned officials as duly authorized.

PALM BEACH COUNTY

STATE OF FLORIDA, AGENCY FOR HEALTH CARE ADMINISTRATION

SIGNED BY: 
 NAME: Patrick J. Kennedy
 TITLE: Fire Rescue Administrator
 DATE: 9.4.2024

SIGNED BY: 
 NAME: Staci Griffis
 TITLE: Acting Chief-Medicaid Program Finance
 DATE: 12/2/2024

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

APPROVED AS TO TERMS AND CONDITIONS

Sharon Burrows G.
Digitally signed by Sharon Burrows G.
 DN: DC=org, DC=pbcgov, OU=Emergency, OU=CATT, OU=Team, CN=Sharon Burrows G., E=SBurrows@pbc.gov
 Date: 2024.09.04 10:12:46-0400
 COUNTY ATTORNEY

Natalia Restrepo
Digitally signed by Natalia Restrepo
 DN: DC=org, DC=pbcgov, OU=Subgroups, OU=HR, OU=Users, CN=Natalia Restrepo, CN=Restrepo, cn=pbcgov
 Reason: I have reviewed this document
 Location:
 Date: 2024.09.03 16:02:51-0400
 File: SP DF Editor Ver. 1.1.0
 For Lauren Magierowski, Finance Director
 Palm Beach County Fire Rescue

SFY 2024-25 PEMT MCO Allotments

	Provider	Region	Total Allotment	LOA Amount (Total IGTs Needed)	Net New Federal Funding
1	Alachua County Fire Rescue	3	\$ 4,458,266.47	\$ 1,909,475.53	\$ 2,548,790.94
2	Baker County Fire Rescue	4	\$ 311,393.75	\$ 133,369.94	\$ 178,023.81
3	Bay County EMS Division	2	\$ 1,900,218.61	\$ 813,863.63	\$ 1,086,354.98
4	Boynton Beach Fire Rescue	9	\$ 804,367.48	\$ 344,510.59	\$ 459,856.89
5	Bradford County EMS	3	\$ 664,996.67	\$ 284,818.16	\$ 380,178.71
6	Brevard County Fire Rescue	7	\$ 4,666,577.34	\$ 1,955,865.07	\$ 2,610,712.27
7	Broward Sheriffs Fire Rescue	10	\$ 2,716,532.14	\$ 1,163,490.72	\$ 1,553,041.42
8	Charlotte County Fire & EMS Departme	8	\$ 1,580,064.43	\$ 676,741.59	\$ 903,322.84
9	Citrus County Fire Rescue	3	\$ 1,840,466.35	\$ 789,281.16	\$ 1,052,207.19
10	City of Coconut Creek - Fire Rescue	10	\$ 234,142.61	\$ 100,283.28	\$ 133,859.33
11	City of Coral Springs Fire Departmen	10	\$ 832,241.60	\$ 366,449.08	\$ 475,792.52
12	City of Fernandina Beach Fire Dept	4	\$ 97,161.22	\$ 41,614.13	\$ 55,547.07
13	City of Greenacres	9	\$ 359,974.36	\$ 154,177.02	\$ 205,797.34
14	City of Hialeah Fire Department	11	\$ 768,529.32	\$ 329,181.11	\$ 439,348.21
15	City of Jacksonville Fire and Rescue	4	\$ 12,642,108.24	\$ 5,414,614.96	\$ 7,227,493.28
16	City of Key West Fire Department	11	\$ 243,699.45	\$ 104,376.48	\$ 139,322.97
17	City of Lauderdale Fire Rescue Depar	10	\$ 1,118,150.43	\$ 478,993.83	\$ 639,246.60
18	City of Margate	10	\$ 290,687.26	\$ 124,501.35	\$ 166,185.91
19	City of Miami Fire Rescue Department	11	\$ 5,828,876.79	\$ 2,496,507.93	\$ 3,332,368.86
20	City of Miramar Fire Rescue	10	\$ 510,494.61	\$ 218,544.84	\$ 291,949.77
21	City of Ocoee Fire Department	7	\$ 373,513.21	\$ 159,975.71	\$ 213,537.50
22	City of Plantation	10	\$ 542,350.74	\$ 232,288.62	\$ 310,062.12
23	City of Stuart Fire Rescue	9	\$ 188,747.62	\$ 80,840.60	\$ 107,907.02
24	City of Sunrise Fire Rescue	10	\$ 816,313.53	\$ 349,627.08	\$ 466,686.45
25	City of Tamarac Fire Department	10	\$ 500,937.77	\$ 214,551.64	\$ 286,386.13
26	City of Tampa Fire Department	5	\$ 5,097,425.19	\$ 2,178,944.21	\$ 2,908,480.98
27	Clay CBOCC - Clay County Fire Rescue	4	\$ 1,310,880.07	\$ 561,449.93	\$ 749,430.14
28	Collier County EMS Department	8	\$ 1,868,362.48	\$ 800,219.65	\$ 1,068,142.83
29	County of Desoto BCC - Desoto County	8	\$ 374,309.62	\$ 160,316.81	\$ 213,992.81
30	County of Volusia	4	\$ 5,566,326.99	\$ 2,396,906.65	\$ 3,199,420.14
31	Delray Beach Fire Rescue	9	\$ 657,829.24	\$ 281,748.26	\$ 376,080.98
32	Dixie County BOC - Dixie County ES	3	\$ 196,711.65	\$ 84,251.60	\$ 112,460.05
33	Flagler County Fire Rescue Departmen	4	\$ 580,134.95	\$ 252,754.80	\$ 327,380.15
34	Fort Lauderdale Fire Department Resc	10	\$ 3,087,656.14	\$ 1,322,443.19	\$ 1,765,213.01
35	Fort Myers Beach Fire Department	8	\$ 41,412.98	\$ 17,737.15	\$ 23,675.80
36	Gadsden County EMS	2	\$ 1,459,011.11	\$ 624,894.48	\$ 834,116.63
37	Gilchrist County	3	\$ 316,172.17	\$ 135,416.54	\$ 180,755.63
38	Hamilton County Ambulance Service	3	\$ 200,693.67	\$ 85,957.10	\$ 114,736.57
39	Hardee County Board of County Commis	6	\$ 245,292.26	\$ 105,058.68	\$ 140,233.58
40	Hendry County	8	\$ 422,890.23	\$ 181,123.88	\$ 241,766.35
41	Hernando County and Fire Rescue Dist	3	\$ 2,414,695.24	\$ 1,034,213.97	\$ 1,380,481.27
42	Highlands County EMS	6	\$ 1,298,137.61	\$ 555,992.94	\$ 742,144.67
43	Hillsborough County Fire Rescue	6	\$ 8,034,117.92	\$ 3,441,012.71	\$ 4,593,105.21
44	Hollywood Fire Rescue & Beach Safety	10	\$ 1,193,808.76	\$ 511,308.29	\$ 682,500.47
45	Holmes County	2	\$ 296,531.82	\$ 101,906.58	\$ 194,625.24
46	Indian River County Department of Em	9	\$ 844,187.65	\$ 361,565.57	\$ 482,622.08
47	Jackson County Fire Rescue	2	\$ 807,553.09	\$ 345,874.99	\$ 461,678.10
48	Jefferson County Ambulance Service	2	\$ 384,662.86	\$ 164,751.10	\$ 219,911.76
49	Kissimmee Fire Department	7	\$ 1,438,304.62	\$ 616,025.87	\$ 822,278.75
50	Lake Emergency Medical Services	3	\$ 3,763,006.26	\$ 1,611,696.59	\$ 2,151,309.67
51	Lake Mary Fire Department	7	\$ 211,843.32	\$ 90,732.49	\$ 121,110.83
52	Lee County EMS	8	\$ 4,089,531.67	\$ 1,751,546.42	\$ 2,337,985.25
53	Lehigh Acres Fire Control and Rescue	8	\$ 1,240,000.16	\$ 531,092.07	\$ 708,908.09
54	Leon County EMS	2	\$ 4,811,073.19	\$ 2,060,582.65	\$ 2,750,490.54
55	Levy County Department of Public Saf	3	\$ 1,443,879.44	\$ 618,413.56	\$ 825,465.88
56	Lighthouse Point	10	\$ 8,750.44	\$ 3,752.10	\$ 5,008.34
57	Longwood Fire Department	7	\$ 221,400.16	\$ 94,826.69	\$ 126,573.47
58	Madison County	2	\$ 344,046.29	\$ 147,355.02	\$ 196,691.27
59	Maitland Fire Rescue Department	7	\$ 129,813.76	\$ 55,599.23	\$ 74,214.53
60	Manatee County Department of Public	6	\$ 2,876,609.23	\$ 1,232,051.73	\$ 1,644,557.50
61	Marion County Fire Rescue	3	\$ 5,854,361.70	\$ 2,607,423.12	\$ 3,246,938.58
62	Martin County Fire Rescue	9	\$ 1,017,007.20	\$ 435,584.18	\$ 581,423.02
63	Miami Beach Fire Rescue Department	11	\$ 488,195.31	\$ 209,094.05	\$ 279,101.26
64	Miami-Dade County Fire Rescue	11	\$ 9,880,181.10	\$ 4,231,681.57	\$ 5,648,499.53
65	Monroe County Fire Rescue (MCFR)	11	\$ 168,837.53	\$ 72,313.11	\$ 96,524.42
66	Nassau County Fire Rescue	4	\$ 589,691.79	\$ 256,847.99	\$ 332,843.80
67	North Lauderdale Fire Rescue	10	\$ 445,985.93	\$ 191,015.77	\$ 254,970.16
68	North Port Fire Rescue	8	\$ 473,063.64	\$ 202,613.16	\$ 270,450.48
69	Oakland Park Fire Rescue	10	\$ 459,524.79	\$ 196,814.47	\$ 262,710.32
70	Okaloosa County EMS	1	\$ 2,034,014.39	\$ 871,188.36	\$ 1,162,826.03
71	Okeechobee County Fire Rescue	9	\$ 609,248.63	\$ 260,941.19	\$ 348,307.44
72	Orange County Fire Rescue EMS Bureau	7	\$ 10,756,224.89	\$ 4,606,891.12	\$ 6,149,333.77
73	Orlando Fire Department	7	\$ 3,795,658.80	\$ 1,625,680.67	\$ 2,169,978.13
74	Osceola County Fire Dept	7	\$ 2,294,438.32	\$ 982,707.93	\$ 1,311,730.39
75	Oviedo Fire Department	7	\$ 156,891.48	\$ 67,196.62	\$ 89,694.86
76	Palm Beach County Fire Rescue	9	\$ 6,293,976.40	\$ 2,695,710.09	\$ 3,598,266.31
77	Palm Beach Gardens Fire Rescue	9	\$ 408,165.76	\$ 173,960.79	\$ 234,204.97
78	Pasco County Board of County Commiss	5	\$ 6,170,533.87	\$ 2,642,899.66	\$ 3,527,634.21
79	Pembroke Pines Fire Rescue	10	\$ 1,090,276.31	\$ 466,965.84	\$ 623,310.47
80	Pinellas County EMS Authority dba Su	5	\$ 16,191,678.38	\$ 6,934,895.85	\$ 9,256,782.53
81	Plant City Fire Rescue	6	\$ 408,554.97	\$ 174,984.09	\$ 233,570.88
82	Polk County Board of County Commissi	6	\$ 10,105,563.28	\$ 4,328,212.75	\$ 5,777,350.53
83	Pompano Beach Fire Rescue	10	\$ 1,866,769.67	\$ 799,537.45	\$ 1,067,232.22
84	Riviera Beach Fire Department	9	\$ 919,049.57	\$ 393,628.93	\$ 525,420.64
85	Sanford Fire Department	7	\$ 798,589.06	\$ 342,463.99	\$ 456,125.07
86	Sarasota County Fire Department	8	\$ 2,512,852.86	\$ 1,076,169.23	\$ 1,436,683.63

	Provider	Region	Total Allotment	LOA Amount (Total IGTs Needed)	Net New Federal Funding
87	Seminole County EMS/Fire Rescue Divi	7	\$ 2,619,024.09	\$ 1,078,898.02	\$ 1,440,126.07
88	South Walton Fire District	1	\$ 133,795.78	\$ 57,304.73	\$ 76,491.05
89	St. Cloud Fire Rescue	7	\$ 561,464.43	\$ 240,475.21	\$ 320,989.22
90	St. Lucie County Fire District	9	\$ 4,449,506.03	\$ 1,505,723.43	\$ 2,543,782.60
91	Sumter County Fire & EMS	3	\$ 217,418.14	\$ 93,120.19	\$ 124,297.95
92	Suwannee County Fire Rescue	3	\$ 925,420.80	\$ 396,357.73	\$ 529,063.07
93	Temple Terrace Fire Department	6	\$ 290,687.26	\$ 124,501.35	\$ 166,185.91
94	The Town of Davie Fire Rescue	10	\$ 791,625.02	\$ 339,053.00	\$ 452,572.02
95	Union County Fire Rescue	3	\$ 162,465.30	\$ 69,584.92	\$ 92,880.38
96	Wakulla County Fire Rescue	2	\$ 335,285.85	\$ 143,602.93	\$ 191,682.92
97	Walton County Fire Rescue	1	\$ 733,487.57	\$ 314,152.73	\$ 419,334.84
98	West Palm Beach Fire Rescue	9	\$ 962,055.36	\$ 412,048.31	\$ 550,007.05
99	Winter Garden Fire Rescue Department	7	\$ 464,303.21	\$ 199,861.06	\$ 264,442.15
100	Winter Park Fire-Rescue	7	\$ 217,418.14	\$ 93,120.19	\$ 124,297.95
			\$ 200,000,000.00	\$ 85,659,995.98	\$ 114,340,004.02

TO: ALL COUNTY PERSONNEL

FROM: VERDENIA C. BAKER
COUNTY ADMINISTRATOR

PREPARED BY: OFFICE OF FINANCIAL MANAGEMENT AND BUDGET (OFMB)

SUBJECT: DELEGATED AUTHORITY FOR EXECUTION OF COUNTY
CONTRACTS AND AGREEMENTS

PPM #: CW-O-051

ISSUE DATE
April 23, 2021

EFFECTIVE DATE
April 23, 2021

PURPOSE:

To establish procedures and policies for the authority to execute County contracts and agreements as delegated by the Board of County Commissioners (BCC) to authorized officials (delegates).

UPDATES:

Future updates to this PPM will be the responsibility of the Director of OFMB.

POLICY:

Following the specific delegation of authority by the BCC to authorized officials (delegates) to execute contracts and agreements all such items must be reviewed by the County Attorney's office prior to execution. No less than quarterly, all delegated contracts and agreements must be submitted by the initiating Department as a Receive and File consent agenda item. This PPM shall not apply to County procurement falling within the purview of Palm Beach County Code, Section 2-51, et al, as amended.

PROCEDURES:

1. All contracts and agreements that are not required to be presented to the BCC for execution must be reviewed by the County Attorney's office prior to execution by the delegatee.

The County Attorney's office shall review in accordance with the following procedures:

- A. The initiating Department shall provide the item to the County Attorney's office.

B. Upon review and approval, the County Attorney's office will notify the initiating Department of sign off.

If the County Attorney's office determines that a contract or agreement does not conform to the delegated authority given by the BCC, the Department will be notified of the inconsistency.

2. It shall be the responsibility of the delegatee to verify that the document being used is in an approved format. Documents that do not conform to a pre-approved format must be submitted to the BCC for approval.
3. No later than 90 days after execution, the initiating Department shall prepare a consent agenda item with the following title: "Staff recommends motion to receive and file: The executed documents received during the month(s) of _____." The executed original(s) shall be submitted with the agenda item, unless said document has already been recorded in the Public Records of Palm Beach County, in which case a brief description of the document and its Official Record Book/Page number shall be included in the agenda package.


VERDENIA C. BAKER
COUNTY ADMINISTRATOR

Supersession History:

1. PPM #CW-O-051, issued 8/1/1993
2. PPM #CW-O-051, issued 4/1/2005
3. PPM #CW-O-051, issued 4/25/11
4. PPM #CW-O-051, issued 6/13/2012
5. PPM #CW-O-051, issued 5/20/15
6. PPM #CW-O-051, issued 8/11/17