

TO: ALL COUNTY PERSONNEL
FROM: VERDENIA C. BAKER
COUNTY ADMINISTRATOR
PREPARED BY: OFFICE OF FINANCIAL MANAGEMENT & BUDGET
(OFMB)
SUBJECT: REVENUE-PRODUCING CONTRACTS AND ORDINANCES
PPM #: CW-F-047

ISSUE DATE
October 25, 2021

EFFECTIVE DATE
October 25, 2021

PURPOSE:

To establish policies and procedures for the development and administration of contracts or ordinances which provide revenue to the County.

UPDATES:

Future updates to this PPM are the responsibility of the Director of Financial Management & Budget Department.

AUTHORITY:

Palm Beach County Administrative Code, Section 306.05, as may be amended.
Countywide PPM CW-F-049, as may be amended.

POLICY:

Contracts or ordinances which generate non-departmental revenue on a countywide basis will be developed, administered and updated by OFMB.

Contracts or ordinances which generate department-specific revenue will be developed, administered and updated by the appropriate department.

PROCEDURES:

The following steps shall be taken in developing and administering revenue-producing contracts and ordinances:

1. Developing the Content of the Contract or Ordinance

The development of the content of a contract or an ordinance is the responsibility of OFMB (non-departmental revenue) or the appropriate department (department-specific revenue). The development stage must include coordination with the County attorney's office, with emphasis on the determination of the legal sufficiency of the proposed revenue source.

2. Establishing the Basis for the Revenue

The contract or ordinance must establish the basis for the revenue. This may include reference to a Florida Statute permitting the revenue or include the basis for charges for other revenue producing items.

3. Accounting and Budgeting for the Revenue

The originating department must use the appropriate accounting and revenue source classification.

4. Administering the Contract or Ordinance

The Department or Division Director will have primary responsibility for the administration of a contract or ordinance. A staff member may be assigned for oversight or contract management.

Responsibilities will include, but not be limited to, ensuring compliance by the parties with the terms of the contract or ordinance, observance of expiration dates and related options for renewal, and the implementation of revenue increases permitted by the contract or ordinance.

5. Collecting the Revenue

The originating department will be responsible for coordinating with the Finance Department (Clerk & Comptroller's Office) to establish procedures and controls for the collection of the revenue.



VERDENIA C. BAKER
COUNTY ADMINISTRATOR

Supersession History:

1. PPM #CW-F-047, dated 12/6/94
2. PPM #CW-F-047, dated 5/13/11
3. PPM #CW-F-047, dated 4/8/16