

**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**

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**ISSUE DATE**  
**April 23, 2021**

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**EFFECTIVE DATE**  
**April 23, 2021**

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**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.

  
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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