

**TO: ALL COUNTY PERSONNEL**

**FROM: VERDENIA C. BAKER  
COUNTY ADMINISTRATOR**

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

**SUBJECT: CAPITAL PROJECT FUND MANAGEMENT FOR IMPACT FEE  
FUNDING OF CAPITAL PROJECTS**

**PPM #: CW-F-032**

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**ISSUE DATE**  
**April 29, 2025**

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**EFFECTIVE DATE**  
**April 29, 2025**

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**PURPOSE:**

To establish guidelines that ensure compliance with the budgets approved by the Board of County Commissioners (BCC).

**UPDATES:**

Future updates to this PPM are the responsibility of the Director of OFMB.

**AUTHORITY:**

- Florida Statutes, Section 163.31801, as may be amended
- Palm Beach County Unified Land Development Code, Article 13, as may be amended
- Palm Beach County Charter, Section 1.3, as may be amended

**POLICY:**

OFMB has overall responsibility for developing, monitoring and measuring the fiscal health of the Palm Beach County impact fee system.

OFMB must ensure the collections and expenditures of impact fees meet the intent and legal requirements outlined in the County budget, supporting County ordinances, and Florida Statutes.

Connection fees for water and wastewater activity administered by the Water Utilities Department of the County or municipality are not considered impact fees, and therefore are excluded from this PPM.


### Guidelines:

1. Annually, the BCC will approve a capital projects budget which includes revenue projections of the various impact fees and the respective areas where those fees are projected to be collected.
2. As part of the budget development process, the impact fee recipient agencies will develop proposed projects to be funded based on the projected and collected impact fee revenues.
3. Impact fee funds shall be expended out of the impact fee trust funds and shall not be transferred to other capital project funds.
4. Project expenditures that are capitalizable under Generally Accepted Accounting Principles are eligible for impact fee funding.
5. No other revenue shall be posted in Impact Fee Funds (i.e. grants, misc. revenue, etc.).

### PROCEDURE:

#### Procedures for Capital Project Budgeting

1. Each year, by March 1, the Impact Fee Manager will submit to each recipient agency, and to the Budget Division of OFMB, the impact fee revenue projections which are to be used to develop the Five-Year Capital Improvements Program (CIP).
2. The recipient agencies shall, within the time frame stated in the Budget Instructions Manual, provide to the Budget Division a list of proposed projects to be funded from impact fee revenues carried forward from the previous period and projected to be collected in the next five-year period.
3. The Impact Fee Manager shall review projects entered into the CIP system and notify departments and the Budget Division of any objections by April 15 of each year.
4. The Budget Division will ensure that the correct revenue and expenditure line items appear in the proposed budget document for all impact fee items.
5. Proposed expenditures for impact fees, yet to be collected, shall be listed in the County budget as a reserve for future projects. No capital project line item shall be set up in the budget until sufficient impact fees have been collected to fund the item.
6. At such time as sufficient impact fee funds have been collected to fund all or part of a capital project, the recipient department shall prepare a budget transfer in accordance with procedures established by the Budget Division, to transfer budget from the reserved for future projects into a line item for the capital project in the appropriate impact fee trust fund.

  
**VERDENIA C. BAKER**  
**COUNTY ADMINISTRATOR**

**Supersession History**

1. PPM # CW-F-032, effective 01/03/1992
2. PPM # CW-F-032, effective 05/01/1993
3. PPM # CW-F-032, effective 05/01/2006
4. PPM # CW-F-032, effective 08/15/2007
5. PPM # CW-F-032, effective 04/16/2013
6. PPM # CW-F-032, effective 03/30/2018