

ALACHUA COUNTY  
BOARD OF COUNTY COMMISSIONERS

**RESOLUTION NO. 2025 - \_\_**

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF ALACHUA COUNTY, FLORIDA; ADOPTING GUIDELINES ON SIGNATURE AUTHORITY AND FOR EXECUTION OF CONTRACTS AND AGREEMENTS FOR OR ON BEHALF OF ALACHUA COUNTY; REPEALING PREVIOUSLY ADOPTED GUIDELINES; PROVIDING AUTHORITIES; PROVIDING FOR REPORTING; PROVIDING FOR AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

**WHEREAS**, in Alachua County Code, Section 21.30, the Alachua County Manager has the power, duties and responsibilities to execute on behalf of the Board those contracts, bonds, or other instruments designated in the Guidelines adopted by the Board, and to delegate contract, bonds, or other instruments execution authority to department and office directors pursuant to Guidelines adopted by the Board; and

**WHEREAS**, in 2014, the Board of County Commissioners of Alachua County, Florida (“Board”) adopted Resolution 14-49 delegating to the County Manager and County staff authority to approve and sign certain types of contracts and setting forth guidelines regarding the exercise of said delegated authority; and

**WHEREAS**, in 2020, the Board adopted Ordinance 2020-01 updating the portion of the Alachua County Code, known as the Alachua County Procurement Code, including Section 22.2-203, which provide a delegation of authority to the County Manager, or their designee, to award certain types of procurements and approve and execute certain types of purchase orders, contracts, contract renewals, and contract amendments; and

**WHEREAS**, in 2022, the Board found that, from time-to-time, Alachua County needs to obtain permits for the construction and operation of various types of projects approved by the Board, and further found that it would be in the best interest of Alachua County to authorize certain Alachua County staff members to prepare, sign and submit permit applications on behalf of Alachua County; and

**WHEREAS**, in 2022, the Board adopted Resolution 2022-62 delegating to the County Manager, the Director of Public Works, and the County Engineer the authority to prepare, sign and submit permit applications from local, state and federal agencies for the construction and operation of transportation, structures, and stormwater projects; and

**WHEREAS**, in 2022, the Board found that Alachua County regularly enters into agreements with the Florida Department of Transportation (“FDOT”) for the planning, design, construction, inspection, and maintenance of transportation and stormwater facilities, and further

found that it would be in the best interests of Alachua County to authorize certain Alachua County staff to approve and sign addendums, supplemental agreements, and other related amendments to said agreements on behalf of Alachua County; and

**WHEREAS**, in 2022, the Board adopted Resolution 2022-63 delegating to the County Manager, the Director of Public Works, and the County Engineer the authority to execute any subsequent agreements, supplemental agreements, construction and maintenance agreements, addendums and amendments with the Florida Department of Transportation (“FDOT”) for the planning, design, construction, inspection, and maintenance of transportation and stormwater facilities, provided said instruments do not increase the County’s obligation to fund the planning, design, construction or maintenance of the project; and

**WHEREAS**, the Board now desires to consolidate all procurement related delegations of signature authority and guidance into the Alachua County Procurement Code and all other types of signature authority delegation and guidance into this Resolution; and

**WHEREAS**, it is prudent for the Board to repeal Resolutions 14-49, 2022-62 and 2022-63, and replace them with this new Resolution.

**NOW, THEREFORE, BE RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ALACHUA COUNTY, FLORIDA, AS FOLLOWS:**

1. The above recitals are true and correct and incorporated herein.
2. Section 22.2-203, Alachua County Code, as may be amended by the Board, serves as and is adopted by the Board as the Guidelines on Signature Authorities for execution of contracts (“Guidelines”). For purposes of this Resolution, a “contract” is defined in Section 22-1.301(9), Alachua County Code, as may be amended.
3. The Board authorizes the County Manager, the Director of the Public Works Department, the County Engineer, the Director of the Facilities Management Department, and the Director of Parks and Open Spaces to prepare, sign and submit permit applications to local, state and federal agencies for permits required for the construction of transportation projects, improvements to real property projects, and stormwater projects and also hereby designates same as the authorized agent, designee, and representative of Alachua County and the Alachua County Board of County Commissioners for said permit applications.
4. The Board authorizes the County Manager, the Director of the Public Works Department, and the County Engineer the authority to execute any subsequent agreements, supplemental agreements, construction and maintenance agreements, addendums and amendments with FDOT for the planning, design, construction, inspection, and maintenance of transportation and stormwater facilities (hereinafter, collectively referred to as “Amendments”), provided said Amendments do not increase the County’s obligation to fund the planning, design, construction or maintenance of the project.
5. The Board authorizes the County Manager or their designee to execute an application for

a grant. Grant applications that result in the award of a contract must be approved by the Board, unless the awarded contract does not allow for timely approval by the Board. If the County risks losing the grant award because there is insufficient time to obtain Board approval, then the County Manager or their designee may approve and execute the grant award contract provided that the contract and budget appropriation of all County expenditures are presented at the next BOCC regular meeting. .

6. The Board authorizes the County Manager or their designee to approve and sign the following types of agreements, provided the total expenditure by Alachua County under said agreement does not exceed \$250,000.00: (i) license agreements related to the use of real property; (ii) option contracts to purchase real property; (iii) the lease of real property that is needed for a county purpose, provided that lease term is one year or less; and (iv) any other document creating an obligation to perform or not perform a particular act. The following types of agreements require Board approval: (v) the sale of real property owned by the County; (vi) the County's purchase of real property; (vii) the acceptance of real property donated to the County; (viii) the granting or acceptance of easements; (ix) the lease of real property to Alachua County for a term greater than one year; and (x) the lease of real property owned by Alachua County.
7. The Board authorizes the County Manager or their designee to accept End-User License Agreements ("EULA") for subscription or software approved by the Alachua County Information and Telecommunications Services Department, or terms of use for websites that do not require signature by Alachua County, such as click and accept websites. The requirement that the Board must approve indemnification language that may be included in a EULA is hereby waived by the Board.
8. The Board authorizes the County Manager or their designee to approve and execute facility use agreements where the use of the Alachua County-owned facility is for sixty calendar days or less, provided that the amount charged for the use of the County-owned facility is in compliance with the then-current fee schedule approved by the Board.
9. The Board authorizes the County Manger or their designee to approve, execute and record subordination agreements and satisfaction of liens of mortgages for the Alachua County housing programs. Said subordination agreements and satisfactions of lien are not subject to the reporting requirements of this Resolution.
10. The Board authorizes the County Attorney or designee to sign satisfaction of lien for any Alachua County housing program secondary mortgage in the event of a foreclosure or a deed in lieu of foreclosure by the First Mortgage holder. The Community Support Services Department will record such documents in the Official Records of Alachua County.
11. All contracts and agreements must be reviewed and approved prior to execution by the County Manager or designee. The review process will include the Office of Management and Budget and the County Attorney's Office and, where appropriate, Finance and Accounting, Risk Management and/or Equal Opportunity, prior to execution pursuant to

- the authority granted under this Resolution.
12. All contracts, agreements, and Amendments signed by the County Manager or the County Manager’s designee will be identified in a report which will be placed on the Board’s agenda quarterly.
  13. In consultation with the Alachua County Attorney and so no long as not in conflict with the Guidelines, the Alachua County Manager may issue administrative orders, procedures, and other guidelines, as the Manager deems necessary, regarding the signature and execution of contracts, agreements, and other instruments, including delegation of the County Manager’s execution authority to department and office directors.
  14. Upon the Effective Date of this Resolution, Resolutions 14-49, 2022-62 and 2022-63, including the exhibits attached thereto, are hereby repealed and is no longer in effect. Contracts, grant documents, and other instruments signed prior to the Effective Date of this Resolution are not impacted and remain duly approved and executed.
  15. The Board may, by simple majority vote, specifically authorize the County Manager to approve and/or execute specific contracts that exceed the authority of the Guidelines.
  16. This Resolution may only be amended by the Board.
  17. This Resolution shall take effect immediately upon its adoption by the Board (“Effective Date”).

DULY ADOPTED in regular session on this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**BOARD OF COUNTY COMMISSIONERS OF  
ALACHUA COUNTY, FLORIDA**

ATTEST:

\_\_\_\_\_  
J.K. “Jess” Irby, Esq.  
Clerk of Court

BY: \_\_\_\_\_  
\_\_\_\_\_, Chair  
Board of County Commissioners

APPROVED AS TO FORM

\_\_\_\_\_  
Alachua County Attorney