

RESOLUTION 14- 49

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF ALACHUA COUNTY, FLORIDA;; ADOPTING REVISED SIGNATURE GUIDELINES; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners (Board) adopted Guidelines for signature of contract and grant documents at it regularly scheduled meeting of December 12, 2000, and;

WHEREAS , the Board at its regularly scheduled meeting on July 10, 2012 the Board adopted modifications to the guidelines; and,

WHEREAS, additional changes in the signature authority guidelines are needed to reflect reassignment of duties within the County.

NOW, THEREFORE, BE IT RESOLVED BY THE ALACHUA COUNTY BOARD OF COUNTY COMMISSIONERS, OF ALACHUA COUNTY FLORIDA THAT:

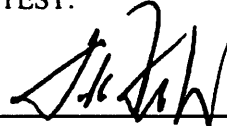
SECTION 1. Guidelines for Signature of Contracts and Grants by the County Manager and Staff as detailed in Exhibit "A" are hereby adopted.

SECTION 2. That this resolution shall take effect immediately upon its adoption.

DULY ADOPTED in regular session, this 8th day of July, 2014.

BOARD OF COUNTY COMMISSIONERS
OF ALACHUA COUNTY, FLORIDA

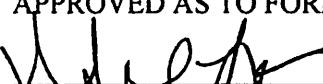
ATTEST:



J. K. Irby, Clerk
(SEAL)

By: 

Lee Pinkoson, Chair

APPROVED AS TO FORM


Alachua County Attorney

EXHIBIT A:

A. EXECUTION OF CONTRACTS BY COUNTY MANAGER AND COUNTY STAFF

a. Guidelines for Execution of Contracts by County Manager

- i. In accordance with Section 21.30, Alachua County Code, the Board of County Commissioners ("Board") establishes the following guidelines for execution of contracts by the County Manager:
- ii. The County Manager is authorized to execute contracts when the monetary amount of the contract, including amendments, is fifty thousand dollars (\$50,000.00) or less annually. This includes contracts which receive or expend funds or state no monetary amount. If no maximum amount is stated in the contract (such as a per unit cost contract), the limiting amount will be the amount budgeted annually for the contract.
- iii. All contracts approved by the County Manager or his designees shall be identified in a report which will be placed on the Board of County Commissioners agenda at least monthly. A copy of the contracts will be attached to the Clerk's copy of the agenda for inclusion into the minutes.
- iv. Contract includes memoranda of understanding, Interlocal agreements, license agreements, grant applications and any other document creating an obligation to perform or not to perform a particular act. Contracts for the sale or acceptance of real property, granting or accepting of easements, and granting of leases of a term greater than one year are excluded.
- v. All contracts will be reviewed and approved prior to execution. The review process will include the Office of Management and Budget, the County Attorney and, where appropriate, Finance and Accounting, Risk Management or Equal Opportunity.
- vi. The Board may specially authorize the County Manager to execute specific contracts that exceed the authority of these guidelines.
- vii. These guidelines do not apply to the execution process for Purchase Orders, which is addressed in the Purchasing Policies and Procedures, or for construction change orders, as set forth in Section 22.09(i) of the Purchasing Code.
- viii. Grant applications that result in the award of a contract without further action by the County shall be governed by these guidelines. If the submission deadline for such a grant application does not allow for timely execution by the Board, then the County Manager may execute the application, regardless of the amount of the grant. Grant applications that result in the award of a contract that require further action by the County may be executed by the County Manager regardless of the amount of the grant.
- ix. These guidelines supercede all previous authorizations regarding signature authority for contracts.

b. Guidelines for Execution of Contracts by County Staff

- i. In accordance with Section 21.30, Alachua County Code, the Board of County Commissioners "Board" establishes the following guidelines for execution of contracts by County staff.
- ii. County staff includes only those employees in positions listed on Exhibit "A".
- iii. Contract includes all agreements, memoranda of understanding, licenses and any other document creating an obligation to perform or not to perform a particular act.

- Contracts for the sale or acceptance of real property, granting or acceptance of easements and granting of leases are excluded. Interlocal agreements, grant applications, and agreements resulting from grant applications are excluded, unless specifically identified herein.
- iv. Only the following contracts, including agreements with other public entities, may be executed by specific County staff:
 - v. Agreements for facility rental, when the cost is five hundred dollars (\$1000.00) or less and the term is sixty (60) days or less. Authority: County staff.
 - vi. Memoranda of Understanding for Community Services. Authority: Director of Court Services.
 - vii. Memoranda of Understanding relating to the Foster Grandparent and RSVP program. Authority: Director of Community Support Services.
 - viii. Grant Network User Memorandum of Understanding License. Authority: Director of Community Support Services Management and Budget or designee
 - ix. Subordination agreements and satisfaction of liens for mortgages for Alachua County Housing Programs may be executed by the Director of Growth Management or his designee if they are in the form approved by the Board. Subordination agreements and satisfaction of liens for mortgages not in the form approved by the Board are subject to the review and signature guidelines of this policy.
 - x. All Subordination agreements and satisfaction of liens for mortgages executed by the County will be recorded by the Department of Growth Management in the official records of Alachua County and are not subject to the reporting requirements contained herein.
 - xi. County Attorney or designee may sign satisfaction of lien for any Housing Programs secondary mortgage in the event of a foreclosure or a deed in lieu of foreclosure by the First Mortgage holder. Growth Management will record any such documents in Official Records.
 - xii. All contracts approved by County staff will be identified in a report which will be placed on the Board of County Commissioners agenda at least monthly. A copy of all contracts will be attached to the Clerk's copy of the agenda for inclusion into the minutes.
 - xiii. All contracts shall be reviewed and approved prior to execution. The review process will include the originating department, the Office of Management and Budget, the County Attorney and, where appropriate, Finance and Accounting, Risk Management or Equal Opportunity.
 - xiv. County Staff is authorized to accept End-User License Agreements (EULA) for subscriptions or software approved by Information Technology Services, or terms of use for websites that do not require signature by the County, such as click and accept websites. The requirement that the Board approve indemnification language that may be included in such EULA's is specifically waived by Resolution 14-33.
 - xv. These guidelines do not apply to the execution of Purchase Orders or change orders for capital improvement projects.

~~xiv-xvi.~~ These guidelines supercede all previous authorizations regarding signature authority for contracts.

Exhibit A:

Deputy County Manager
Assistant County Manager
Public Information Officer
Director of Management and Budget
Director of Tourist Development
Director of Administrative Services
Director of Community Support Services
Director of Court Services
Director of Environmental Protection
Director of Emergency Services
Director of Growth Management
Director of Public Works
Director of Information Services