

NOV 17 1986

RESOLUTION NO. 86-M-48

A RESOLUTION REGARDING THE COUNTY ADMINISTRATOR'S OFFICE; PROVIDING REVIEW AND APPROVAL OF ENUMERATED ITEMS BY THE COUNTY ADMINISTRATOR OR HIS DESIGNEE WITHOUT ACTION BY THE BOARD OF COUNTY COMMISSIONERS; STATING GUIDELINES AND REQUIREMENTS; PROVIDING AN EFFECTIVE DATE.

PREMISES

1. Orange County has adopted the County Administrator system authorized by statute.

2. Numerous items are brought before the Board of County Commissioners for consideration that are administrative or ministerial in nature and do not require the exercise of the governmental power of the Board of County Commissioners.

3. It is desirable to place responsibility in the County Administrator or his designee for many of the details which arise from the operation of the County.

4. The items enumerated below can be handled by the County Administrator or his designee, thereby freeing the County Commission for its policy-making function and facilitating the economic and efficient provision of services to the citizens of Orange County and coordinated administration of County departments.

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ORANGE COUNTY:

Section 1. Travel Requests.

The County Administrator or his designee may approve travel requests for County personnel. In doing so, the Administrator or his designee shall:

(a) Confirm that travel has been budgeted and that sufficient funds are in the budget from which the travel expenditure will be paid.

(b) Determine compliance with statutory requirements pertaining to travel by county personnel.

Section 2. Progress Payments or Final Payments.

The County Administrator or his designee may approve the processing of any progress or final payment to the point of issuance of warrants for Board signature. In doing so, the Administrator or his designee shall:

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- (a) Determine that the progress payment is due.
- (b) Determine that all provisions in the contract precedent to entitlement to such progress payment have been satisfied.

Section 3. Deletions from County Property Records.

The County Administrator or his designee may approve deletions from the County property records. In doing so, the Administrator or his designee shall:

- (a) Determine that the item to be deleted cannot be located or is no longer useful.
- (b) Determine that deletion satisfies generally accepted government accounting principles and rules of fixed asset accounting.

Section 4. Authorizations to Receive Bids.

The County Administrator or his designee may approve the advertisement for and receipt of bids for purchases by the County. In doing so, the Administrator or his designee shall:

- (a) Determine that the item or items for which bids are to be received were included in the budget approved by the Board for the fiscal year in which bids will be received.
- (b) Require compliance with statutes and regular County practice pertaining to bidding procedures.

Section 5. Retainer Agreements.

The County Administrator or his designee may approve retainer agreements, which in this context shall mean contracts with independent contractors to perform services for the County. In doing so, the Administrator or his designee shall:

- (a) Determine that such expenditure has been budgeted.
- (b) Determine that the independent contractor is not related to any member of the Board of County Commissioners.

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(c) Determine that such contract is for a period not in excess of one year.

Section 6. Sale of Surplus Property.

The County Administrator or his designee may approve the sale of surplus County property. In doing so, the Administrator or his designee shall:

(a) Determine that the property to be sold is not needed for any County purpose.

(b) Determine that the estimated salvage value of any single item or items to be sold together as single items does not exceed \$5,000.00.

(c) Delete sold items from county property records.

Section 7. Administrative Procedures.

The County Administrator may prescribe procedures to accomplish the matters set forth above and to assure compliance with the requirements set forth above.

Section 8. Effective Date.

This resolution shall be effective upon its adoption.

ADOPTED this 17th day of Nov., 1986.

ORANGE COUNTY, FLORIDA

Sam Derman
Chairman, Board of County Commissioners

ATTEST:
THOMAS H. LOCKER, CLERK
BOARD OF COUNTY COMMISSIONERS
Mary J. Harrison
Clerk to Board of County Commissioners

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