

RESOLUTION NO. 11-01

A RESOLUTION AUTHORIZING THE CITY MANAGER TO IMPLEMENT A SIGNATURE AUTHORITY MATRIX TO IDENTIFY PARAMETERS FOR APPROVAL OF CITY EXPENDITURES, CONTRACTS, LEGAL AND REGULATORY DOCUMENTS, AND PERSONNEL MATTERS; AUTHORIZING SIGNATORIES AND LIMITS OF AUTHORITY; AUTHORIZING EVALUATIONS AND ADJUSTMENTS; PROVIDING FOR INCORPORATION, CONFLICT AND SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council has requested that a mechanism be adopted to establish criteria as to who may have the authority to approve expenditures and at what level, execute contracts, legal and regulatory documents, personnel matters, and other matters as may be necessary; and

WHEREAS, City Council authorizes the City Manager to create a matrix to be used to determine such authority and to evaluate and adjust said matrix as required.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Marco Island, Florida:

Section 1 The Signature Authority Matrix for the City of Marco Island, Florida is hereby approved with the text and authority levels contained in "Exhibit A" attached.

Section 2. The City Manager is hereby authorized to implement the approved Matrix as soon as practical, to maintain the Matrix, and review with City Council no less than annually.

Section 3. Effective Date. This Resolution shall take effect immediately upon adoption.

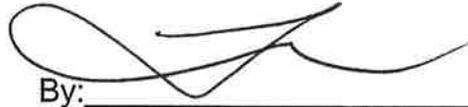
Passed in open and regular session of the City Council of the City of Marco Island, Florida, this 7th day of February 2011.

ATTEST:



Laura Litzan, City Clerk

CITY OF MARCO ISLAND, FLORIDA



By: _____

Frank R. Recker, Chairman

Reviewed for legal sufficiency:



Alan L. Gabriel, City Attorney

SIGNATURE AUTHORITY MATRIX

Effective: February 7, 2011

EXHIBIT "A"

	City Council	City Manager	City Clerk	Purchasing Mar.	HR Admin.	Finance Director	Water/Sewer GM	Dept. Directors	City Attorney
1									
Contracts / Agreements									
Change Orders	X	X							
Consulting Agreements approval	X	X				X			
Interlocal Agreements	X	X							
2									
Finance Related / Utilities									
Approve use of City Credit Cards		X				X	X	X	
Banking Agreement		X				X			
Bank Signature Cards		X	X			X			
Budgeted Supplies		X	X	X		X			
Budget Amendments	X	X				X			
Budget Transfers		X				X			
Expend Donated Funds		X				X			
Invoices/utility bills		X				X			
3									
Human Resources / Personnel									
Approve cash in exchange for leave		X			X				
Compensation Change		X			X				
Employee Reclassification		X			X				
Employee Termination - Involuntary		X			X				
Employee Termination - Voluntary		X			X				
Employment Offer		X			X				
Leave Requests for Directors		X			X				
Travel Expense Reports		X			X				
Travel Orders		X		X		X	X	X	
Time Cards		X							
4									
Legal - State / Local Regulatory									
Grant Applications		X					X	X	X
Ordinances	X	X	X			X			X
Process Service (Complaints)	X	X	X			X	X	X	
Regulatory Permits		X				X	X	X	
Regulatory Reports		X							X
Resolutions	X	X	X						X
Settlement Agreements	X	X							X
Vegetation Removal Permits		X							
5									
Purchasing / Leasing									
Approve Purchase Orders	X	\$50,000.00	\$1,000.00	\$10,000.00	\$1,000.00	\$10,000.00	\$1,000.00	\$1,000.00	
Approve releases against Blanket Orders		X	X				X	X	
Blanket Order Agreements-Approve	X	X	X	X			X	X	
Equipment Leases execute	X	X	X				X	X	X
Equipment Purchases approval	X	X	X	X			X	X	
Facility Leases, execute	X	X	X				X	X	X
Purchase Requisitions		X	X		X			X	X