

Administrative Order



Administrative Order No.: 2-3

Title: Facsimile Signatures

Ordered: 7/23/2002

Effective: 8/2/2002

AUTHORITY:

Section 4.02 of the Miami-Dade County Home Rule Amendment and Charter.

SUPERSEDES:

This administrative order supersedes previous Administrative Order 2-3, ordered and effective March 1, 1977.

POLICY:

It is apparent that the volume of documents which routinely flow to the County Manager for execution justifies delegation of portions of this responsibility. Many hours per week are required to sign papers which have been previously recommended by the County Manager, have received Board review and approval, bear the signature of the County Clerk and have been reviewed by the County Attorney.

PROCEDURE:

The County Manager may by written directive, empower members of his staff to execute documents and agreements which have been reviewed and approved by the County Attorney as to form and legal sufficiency, approved by official action of the Board of County Commissioners, and bear the signature of the Clerk of the Board. He may also empower, by written directive, members of his staff to executive any documents which do not require approval by the Board of County Commissioners.

FORM:

All contract agreements drawn to be executed by the County Manager for and on behalf of Miami-Dade County, Florida shall have signature lines for County execution on the last page as follows:

(OFFICIAL SEAL)

Miami-Dade County, Florida
By Its Board of
County Commissioners

ATTEST:

(CLERK'S NAME), CLERK

By:
Deputy Clerk

By:
County Manager

SIGNATURE:

The designated person signing the agreement shall sign his or her name on the line above printed County Manager and then the word "for" to the left of printed County Manager.

This Administrative Order is hereby submitted to the Board of County Commissioners of Miami-Dade County, Florida.

Steve Shiver
County Manager