

Memorandum



Date: February 6, 2012
To: Jennifer Moon, Budget Director
Lester Sola, Director, Internal Services Department
From: Carlos A. Gimenez
Mayor
Subject: 2012 Signature Authority

Effective immediately, you are authorized to sign the following items for your respective department on my behalf:

Director, Office of Management and Budget:

- Contracts or Grant agreements and subsequent amendments, which have been reviewed by the County Attorney as to form and legal sufficiency, and approved by official action of the Board of County Commissioners (Board).

Director, Internal Services Department:

- Final authorization of Professional Service Agreements (PSA) under the Equal Distribution Program (EDP) and any modifications or extensions, which have been reviewed by the County Attorney as to form and legal sufficiency.
- Lease agreements and subsequent amendments, which have been reviewed by the County Attorney as to form and legal sufficiency, and approved by official action of the Board

Your judgment is crucial when reviewing items for signature. If an item is controversial, sensitive or otherwise significant, please forward to my attention or discuss it with me personally.

Thank you for your cooperation.

c: Office of the Mayor Senior Staff