Memorandum

MIAMI-DADE COUNTY

Date: April 2, 2013

To: Emilio T. Gonzalez, Director
Miami-Dade Aviation Department

From: Carlos A. Gimenez
Mayor

Subject: Signature Authority

In keeping with the Signature Authority given to me by the Board either by resolution or by ordinance (including but not limited to Section 2-285(7) of the Code of Miami-Dade County), effective immediately you are authorized to take the following actions and to sign the following items for Miami-Dade Aviation Department (MDAD):

1) Execution of tenant/user leases and permits to conduct business on County properties which are within the delegated authority of the County Mayor and which do not require County Commission approval.

2) Reimbursement for construction and other costs under airport tenant leases relating to a tenant's relocation of all or a portion of its premises, preparation of premises for occupancy, or making emergency repairs, within the limitations provided in Section 2-285 of the County Code (County Mayor's authority as to contracts for the Aviation Department attached).

3) Standard form federal grant documents or state joint participation agreements, including acceptance of grant or joint participation commitments required to be imposed by federal or state law as a condition to the County's receiving grant or joint participation benefits, subject to ratification of the Board.

4) Execution of all documents that are (i) approved by the Board under a resolution or other document that authorizes the Mayor or designee to execute the documents, and (ii) a direct consequence of Board approvals of underlying documents, such as applications for permits or approvals pertaining to construction or development contracts, extension of leases or acknowledgement of option or renewal periods set forth in lease or other contract documents, estoppel certificates and memorandums of leases under development lease agreements or financing agreements, and other like actions that are a direct consequence of Board approval of an underlying document.

5) Travel authorizations for MDAD staff and members of the Police and Fire Departments serving MDAD, but such authority does not extend to the following: (i) international travel, (ii) travel for 3 or more persons attending one function, (iii) domestic or international travel for federal or state legislative activities, and (iv) travel of any sort for you as the Aviation Director.

6) Re-delegation of the foregoing authorizations to a Deputy Director of the Aviation Department, except for travel authorizations under Paragraph 5.

Please use your judgment when reviewing items for signature, and please require any senior executive of your staff who has been provided with any re-delegated authority to use their judgment when reviewing items for signature. If an item is controversial, sensitive or otherwise significant, please forward it to my attention or discuss it with me personally.

Attachments

c: Jack Osterholt, Deputy Mayor/Director
R. A. Cuevas, Jr., County Attorney
Harvey Ruvin, Clerk of the Board
Office of the Mayor Senior Staff

Memorandum

MIAMI-DADE COUNTY

Date: February 2, 2012

To: José Abreu, P.E.
Director, Miami-Dade Aviation Department

From: Carlos A. Gimenez
Mayor

Subject: Signature Authority

In keeping with the Signature Authority given to me by the Board either by resolution or by ordinance (including but not limited to Section 2-285(7) of the Code of Miami-Dade County), effective immediately you are authorized to take the following actions and to sign the following items for Miami-Dade County's Aviation Department:

1) Execution of tenant/user leases and permits to conduct business on County properties which are within the delegated authority of the County Mayor and which do not require County Commission approval.

2) Reimbursement for construction and other costs under airport tenant leases relating to a tenant's relocation of all or a portion of its premises, preparation of premises for occupancy, or making emergency repairs, within the limitations provided in Section 2-285 of the County Code (County Mayor's authority as to contracts for the Aviation Department attached).

3) Standard form federal grant documents or state joint participation agreements, including acceptance of grant or joint participation commitments required to be imposed by federal or state law as a condition to the County's receiving grant or joint participation benefits, subject to ratification of the Board.

4) Execution of all documents that are (i) approved by the Board under a resolution or other document that authorizes the Mayor or designee to execute the approved document, and (ii) a direct consequence of Board approvals of underlying documents, such as applications for permits or approvals pertaining to construction or development contracts, extension of leases or acknowledgement of option or renewal periods set forth in lease or other contract documents, estoppel certificates and memorandums of leases under development lease agreements or financing agreements, and other like actions that are a direct consequence of Board approval of an underlying document.

5) Travel authorizations for MDAD staff and members of the Police and Fire Departments serving MDAD, but such authority does not extend to the following: (i) international travel, (ii) travel for 3 or more persons attending one function, (iii) domestic or international travel for federal or state legislative activities, and (iv) travel of any sort for you as the Aviation Director.

6) Re-delegation of the foregoing authorizations to a Deputy Director of the Aviation Department, except for travel authorizations under Paragraph 5. Deputy Directors shall not have the authority to re-delegate their authorizations. You may further delegate to any Deputy Director the authority provided by state law for the Aviation Director to take certain actions.

Please use your judgment when reviewing items for signature, and please require any senior executive of your staff who has been provided with any re-delegated authority to use their judgment when reviewing items for signature. If an item is controversial, sensitive or otherwise significant, please forward it to my attention or discuss it with me personally.

Attachments

c: Jack Osterholt, Deputy Mayor
R. A. Cuevas, Jr., County Attorney
Harvey Ruvin, Clerk of the Board

Memorandum

MIAMI-DADE COUNTY

Date: FEB 0 8 2010

To: Jose Abreu, P.E.
Director, Miami-Dade Aviation

From: George M. Burgess
County Manager

Subject: Revised Signature Authority

This memorandum supplements my earlier Signature Authority memorandums dated June 26, 2006 and July 27, 2005.

In keeping with the Signature Authority given to me by the Board either by resolution or by ordinance (including Section 2-286(7) of the Code of Miami-Dade County) and the Mayor's Delegation of Authority (Revised) memorandum dated February 23rd, 2007), effective immediately you are authorized to re-delegate signature authority to the two Aviation Deputy Directors on the items listed below for the Miami-Dade Aviation Department:

1) Execution of tenant/user leases, licenses, and permits to conduct business on County properties, which are within the delegated authority of the County Manager and which do not require County Commission approval.

2) Reimbursement for construction and other costs under airport tenant leases relating to a tenant's relocation of all or a portion of its premises, preparation of premises for occupancy, or making emergency repairs, within the limitations provided in Section 2-285 of the County Code (County Manager's Authority as to contracts for the Aviation Department attached).

3) Standard form federal grant documents or state joint participation agreements including acceptance of grant or joint participation commitments required to be imposed by federal or state law as a condition to the County's receiving grant or joint participation benefits, subject to ratification of the Board.

Please confirm all re-delegation of signature authority in writing, and provide my office with a current copy of all such re-delegation of signature authority memorandums.

You are not to re-delegate signature authority issued to you on the June 26, 2006 memorandum, copy attached, with regards to the Resolution No. R-224-06 issued by the Board, which requires the Mayor and you personally to negotiate and settle North Terminal Development claims at Miami International Airport in an amount not to exceed $1 million for any individual claim. All settlement documents signed by you need to be approved for form and legal sufficiency by the County Attorney.

I expect you and the Deputy Directors to use your and their judgment when reviewing items for signature. If an item is controversial, sensitive or otherwise significant, please forward it to my attention or discuss with me personally.

Attachments

c: Ysela Llort, Assistant County Manager

log out original to Barbara

Memorandum

MIAMI-DADE COUNTY

Date: OCT 12 2007

To: José Abreu, P.E.
Director, Miami-Dade Aviation Department

From: George M. Burgess
County Manager

Subject: Revised Signature Authority

This memorandum supplements my earlier Signature Authority memorandum dated July 27, 2005, copy attached.

In keeping with the Signature Authority delegations given to me by the Board either by resolution or by ordinance (particularly Section 2-285(7) of the Code of Miami-Dade County), your Signature Authority is supplemented in the following manner, effective immediately, for the following item relating to the Miami-Dade County Aviation Department:

4) Execution of all documents that are a direct consequence of Board approvals of underlying documents, such as applications for permits or approvals pertaining to construction or development contracts, extension of leases or acknowledgment of option or renewal periods set forth in lease or other contract documents, estoppel certificates and memorandums of lease under development lease agreements or financing agreements, and other like actions that are a direct consequence of Board approval of an underlying document.

All other terms of my Signature Authority memorandum dated July 27, 2005, remain in full force and effect.

Attachments

Memorandum

MIAMI-DADE COUNTY

Date: June 26, 2006

To: José Abreu, P.E.
Director, Miami-Dade Aviation Department

From: George M. Burgess
County Manager

Subject: Revised Signature Authority

This memorandum supplements my earlier Signature Authority memorandum dated July 27, 2005, copy attached.

In keeping with the Signature Authority delegations given to me by the Board either by resolution or by ordinance (particularly Section 2-285(7) of the Code of Miami-Dade County), your Signature Authority is supplemented in the following manner, effective immediately, for the following item relating to the Miami-Dade County Aviation Department:

4). To the extent authorized by Resolution No. R-224-06 and by any other action of the Board of County Commissioners taken from time to time, you are hereby authorized to negotiate and settle North Terminal Development claims at Miami International Airport in an amount not to exceed $1 million for any individual claim. All settlement documents signed by you need to be approved for form and legal sufficiency by the County Attorney.

All other terms of my Signature Authority memorandum dated July 27, 2005, remain in full force and effect.

Attachments

Memorandum

MIAMI-DADE COUNTY

Date: July 27, 2005

To: Jose Abreu, P.E.
Director, Miami-Dade Aviation Department

From: George M. Burgess
County Manager

Subject: Signature Authority

Effective immediately, you are authorized to sign the following items for the Miami-Dade Aviation Department:

1) Execution of tenant/user leases and permits to conduct business on County property which are within the delegated authority of the County Manager and which do not require County Commission approval.

2) Reimbursement for construction and other costs under airport tenant leases relating to a tenant's relocation of all or a portion of its premises, preparation of premises for occupancy, or making emergency repairs, within the limitations provided in Section 2-285 of the County Code (County Manager's authority as to contracts for the Aviation Department attached).

3) Standard form federal grant documents or state joint participation agreements, including acceptance of grant or joint participation commitments required to be imposed by federal or state law as a condition to the County's receiving grant or joint participation benefits, subject to ratification of the Board.

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

Letters to the general public, and memos to the Mayor, members of the Board of County Commissioners and departments must be processed through Susy Torriente for my signature.

Attachments

Sec. 2-285. County Manager's authority as to contracts for the Aviation Department. Notwithstanding any other provision of the Miami-Dade County Code to the contrary, the County Manager shall have the following authority:

(1) As to any Aviation Department contract to which Sections 2-8.2, 2-8.2.3 or 2-8.2.4 are applicable, the County Manager may advertise any competitive contract in which appropriate contract measures as provided in Sections 2-8.2(3)(c), 2-8.2.3(3)(c), and 2-8.2.4(3)(c) have been specified; issue bid and proposal documents including addenda thereto; receive, open and review bids and proposals; issue notices to proceed after award; advertise, select committees for, and negotiate professional services agreements under Section 2-10.4 of the Code; issue amendments to any professional services agreement after award by the Board, including any professional services agreement that relates to a construction or project contract which has been increased in scope hereunder or by approval by the Board (subject, however, to any limitations on such authority as may be contained in the statutory and code provisions applicable to competitive selection of professional services); and perform all the foregoing for professional services agreements not subject to Section 2-10.4; provided however, that the authority in this subsection (1) is subject subsection (4) of this section.

(2) The County Manager may provide in the bid specifications and contract documents that the contract time may be extended and that liquidated damages for failure to comply therewith may be waived before or after the specified date for completion of the contract;

(3) The County Manager may negotiate and settle contractor claims, and issue change orders for additional work under contracts and amendments for professional services agreements; as to any specific contract or agreement, change orders or amendments thereto shall not exceed five hundred thousand dollars ($500,000.00) in cumulative dollar amount and shall not exceed fifteen (15) percent of the contract price in cumulative percentage amount; provided however, that the foregoing limitation shall not apply to any change order or amendment related to environmental remediation or health requirements, and the foregoing change orders and amendments shall require ratification by the Board; provided further, that the County Manager may reduce in any amount the scope and compensation payable under any contract and grant compensable and non-compensable time extensions thereunder.

(3.1) The provisions of subsection (3) above notwithstanding, the County Manager shall have the authority to issue change orders or amendments provided that the cumulative effect of any such change orders and amendments to a specific contract or agreement does not exceed twenty (20) percent of the original amount of such contract or amendment, and further provided that the consulting engineer (under the existing trust indenture), the Aviation Director, and the Miami-Dade Aviation Consultants (DAC) concur in such action, that the change order or amendment is submitted to the County Commission for ratification within one hundred eighty (180) days. The County Manager shall report on a monthly basis to the Aviation Operations Committee of the County Commission on his actions taken in exercising the authority delegated to him hereunder. the County Manager shall not have delegated authority hereunder to issue any change order or amendment that is the result of design errors or omissions, and any such change order or amendment shall require prior County Commission approval.

Note-- Ord. No. 95-210, amended § 2-285 by the addition of subsection (3.1) and § 3 of said ordinance provided sunset provisions which provided that the provisions of

subsection (3.1) of Section 2-285 shall stand repealed twelve (12) months from its effective date (adopted Nov. 21, 1995, effective 10 days after the date of enactment.)

(4). All actions taken by the County Manager under this section shall not require review by any Committee, but the County Manager shall obtain approval of the Board to execute any contract or agreement submitted under subsection (1);

(5). For any lease with an airport tenant, the County Manager may authorize reimbursement for construction and other costs for the tenant's relocation of all or a portion of its premises, preparation of premises for occupancy, or making emergency repairs, provided the tenant obtains competitive bids for construction work, follows the procedures in Section 2-10.4 for obtaining professional services covered therein, complies with contract measures as approved by the County Manager, and complies with direction otherwise provided by the Aviation Department;

(6) Subject to ratification of the Board, the County Manager may execute all standard form federal grant documents or state joint participation agreements, including acceptance of grant or joint participation commitments required to be imposed by federal or state law as a condition to the County's receiving grant or joint participation benefits;

(7) The County Manager may delegate authority for execution by the Aviation Director or his immediate designee of actions and authorizations permitted hereunder; and

(8) For all Aviation Department contracts subject to Section 2-8.3 of the Code, the County Manager may waive the provisions of Section 2-8.3 to the extent provided in the solicitation documents.

(9) The County Manager shall prepare and submit to the County Commission for approval, an Administrative Order which shall establish procedures to expedite the review and approval of change orders, including total quality management techniques and concurrent review by departmental and consultant staff.

(Ord. No. 95-64, § 2, 4-6-95; Ord. No. 95-210, §§ 1—3, 11-21-95)

Cross references: Aviation Department rules and regulations, Ch. 25.

Administrative Order

MIAMI-DADE

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