

## City Commission Policy 116 - Document Signature Policy

DEPARTMENT: Treasurer-Clerk

DATE ADOPTED: November 24, 1992

DATE OF LAST REVISION: July 12, 2000

**116.01 Authority:** City Commission

**116.02 Purpose:** The purpose of this policy is to identify documents that must be executed by the Mayor, appointed officials, department heads, and/or their designees.

**116.03 Definitions:**

**Agency:** Any outside person or group who executes any contract or agreement.

**Appointed Official:** The City Manager, City Attorney, City Treasurer-Clerk and City Auditor or their designees.

**Contract:** A written agreement, regardless of its title, which is signed by the City and one or more other parties and which sets forth specific terms and conditions.

**Documents:** Any type of information referenced on the list contained in this policy.

**Internal Control:** The process effected by the City Commission or other personnel which is desired to provide reasonable assurance regarding the achievement of objectives in one of more of the following categories:

- effectiveness and efficiency of operations
- reliance on financial information
- compliance with applicable laws and regulations

**Mayor:** The Mayor of the City of Tallahassee, or the Mayor Pro-Tem of the City of Tallahassee acting in the Mayor's absence.

**Official File:** The permanent files located in the City Treasurer-Clerk's Office, either in the executive offices or any off-site locations.

**116.04 General Statement:** Documents that must be executed on behalf of the City of Tallahassee will be identified and evaluated as to the signature(s) needed, based on criteria included in this policy. Documents will be executed by the appropriate persons in compliance with the classification. Any new documents not previously identified and classified will be reviewed by the City Attorney and executed by the persons he/she recommends until such time as a formal policy amendment is approved by the City Commission.

Documents will be evaluated and classified according to the following criteria.

1. Legal requirements
2. Agency requirements
3. Control purposes
4. Ceremonial
5. Other

**116.05 Scope and Applicability:** This policy will be applicable to all documents required to be formally executed by officials and employees of the City of Tallahassee.

**116.06 Guidelines (also reflected in Execution Grid attachment)**

1. The following documents will be executed by the Mayor and/or the appropriate appointed official (as desired or requested):
  - Certificates of Appreciation
  - Proclamations
  - Various Reports to Other Governmental Agencies
2. The following documents will be executed by the City Treasurer-Clerk:
  - Cemetery Deeds
  - Certificates of Election
  - Certifications of the Minutes
  - Minutes
3. The following documents will be executed by the Mayor, City Treasurer-Clerk and City Attorney:
  - Bond Closing Papers
  - Deeds (real estate transactions and easements)
  - Development Agreements
  - DRI Development Orders
  - Interlocal Agreements
  - Ordinances
  - Plats
  - Resolutions
4. The following documents will be executed by the City Manager, City Treasurer-Clerk and City Attorney (or their designees):
  - Assignment of Utility Refund Agreements
  - Disclaimers of Easements
  - Grant Applications and Acceptances (Mayor may be required to execute based on individual agency requirements)
  - Standard Mutual Aid Agreements
  - Urban Services Agreements
5. The following document will be executed by the City Manager and the City Attorney or their designee.
  - Standard Utility Refund Letters of Agreement
6. The following documents will be executed by the Director of the appropriate department or his/her designee:
  - Liens
  - Release of Liens
  - Standard Utility Permits
  - Subordination of Liens
  - Vehicle Titles
7. The Procurement Services Manager shall execute all contracts, contract amendments, contract extensions, and purchase orders that originate through the procurement cycle as provided for in Procurement Policy #242.

**116.07 Amendments:** Amendments to this policy will be presented by the City Treasurer-Clerk, after consultation with all other appointed officials.

**116.08 Effective Date:** This policy will become effective immediately upon adoption of the City Commission and will expire five (5) years after this date unless previously revised or reviewed by the City Commission.

<b>Execution Grid</b>	<b>Mayor</b>	<b>Manager</b>	<b>Attorney</b>	<b>Treasurer-Clerk</b>	<b>Dept. Dir. (or designee)</b>
Bond Closing Documents	yes	n	yes	yes	n
Cemetery Deed	n	n	n	yes	n
Certificates of Appreciation (1)	optional	optional	optional	optional	n
Certificates of Election	n	n	n	yes	n
Deeds and Easements	yes	n	yes	yes	n
Development Agreements	yes	n	yes	yes	n
DRI Development Orders	yes	n	yes	yes	n
Easement Disclaimers	n	yes	yes	yes	n
Grant Acceptances (2)	possible	yes	yes	yes	n
Grant Applications (2)	possible	yes	yes	yes	n
Interlocal Agreements	yes	n	yes	yes	n
Liens	n	n	n	n	yes
Liens - Release of	n	n	n	n	yes
Liens - Subordination of	n	n	n	yes	n
Minutes	n	n	yes	n	n
Minutes - Certification of	n	n	yes	n	n
Ordinances	yes	n	yes	yes	n
Plats	yes	n	yes	yes	n
Proclamations (1)	optional	optional	optional	optional	n
Reports to Government Agencies (1)	optional	optional	optional	optional	n
Resolutions	yes	n	yes	yes	n
Standard Mutual Aid Agreements	n	yes	yes	yes	n
Urban Service Agreements	n	yes	yes	yes	n
Utility Permits - Standard	n	n	n	n	yes

Utility Refund Agreements	n	yes	yes	n	n
Utility Refunds - Assignment of	n	yes	yes	yes	n
Vehicle Titles	n	n	n	n	yes

(1) One or more of these must execute. It is optional as to which.

(2) Mayor may be required to execute based on Grantor requirements.