

**RESOLUTION NO. 2026-\_\_\_\_\_**

**A RESOLUTION OF BOARD OF COUNTY COMMISSIONERS OF POLK COUNTY, FLORIDA, AMENDING AND RESTATING POLK COUNTY RESOLUTION 16-07, ESTABLISHING GUIDELINES FOR EXECUTION OF CONTRACTS BY THE COUNTY MANAGER; AMENDING AND RESTATING SECTION 1, GUIDELINES FOR EXECUTION OF CONTRACTS BY THE COUNTY MANAGER; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, pursuant to Chapter 125, Florida Statutes, Section 125.70, et eq., and Polk County Ordinance No. 96-01, the Board of County Commissioners of Polk County, Florida (the "Board") is authorized to delegate certain powers, duties, and responsibilities to the County Manager as the chief administrative officer of the County; and

**WHEREAS**, pursuant to Section 2.02.I of Polk County Ordinance No. 96-01, the County Manager is specifically authorized to negotiate, execute and administer compliance with all leases, contracts or other agreements on behalf of the County, subject to Board oversight and approval; and

**WHEREAS**, the Board authorized the County Manager to execute agreements in accordance with the guidelines in Resolution No. 2016-07; and

**WHEREAS**, The Board desires to increase the monetary amount the County Manager is authorized to execute in response to rising prices; and

**WHEREAS**, Resolution No. 2016-07(1)(F) provides that the Guidelines may be modified or amended at any time by the Board; and

**WHEREAS**, in order to provide for the economic and efficient conduct of County affairs, the Board has amended and restated, by this Resolution, the Guidelines for Execution of Contracts by the County Manager previously established in Resolution No. 2016-07, as further set forth below.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, POLK COUNTY, FLORIDA, THAT:**

**SECTION 1: GUIDELINES FOR COUNTY MANAGER CONTRACT.** In accordance with Polk County Ordinance No. 96-01, Section 2.02.I. the Board hereby authorizes the County Manager to execute on behalf of the County those contracts as set forth in the following Guidelines for Execution of Contracts by the County Manager (the "Guidelines").

**GUIDELINES FOR EXECUTION OF CONTRACTS BY THE COUNTY MANAGER**

- A. The County Manager is authorized to execute contracts when the monetary amount of the contract, including amendments, is two hundred thousand dollars (\$200,000.00) or less, annually. This includes contracts which receive or expend funds or state no monetary amount. If no maximum amount is stated in the contract (such as a per unit cost contract), the limiting amount will be the amount budgeted annually for the contract.
- B. The term "contract" as used herein shall include, without limitation, memoranda of understanding, interlocal agreements, license agreements, grant applications, rental agreements, real property agreements, easement agreements, and any other written instrument creating an obligation that is enforceable or otherwise recognizable at law.
- C. The terms and conditions of all contracts subject to these Guidelines shall be reviewed and approved by the County Attorney's Office and the Budget Office, where appropriate, and the funding must be duly appropriated by the Board.
- D. These Guidelines do not apply to the signature authority for contracts for the purchase or procurement of goods, services, materials, supplies or equipment, which authority is specifically addressed in Polk County Ordinance No. 2026-\_\_\_\_\_ and the Purchasing Procedures Manual.
- E. In the event that any term of these Guidelines is in conflict with any prior authorization or County policy regarding signature authority for contracts, these Guidelines shall control.
- F. These Guidelines may be modified or amended at any time by resolution of the Board.
- G. Nothing contained in these Guidelines shall be construed as: (i) a delegation of any policy-making authority; or (ii) precluding the Board from considering, approving or disapproving, or executing any contract binding or purporting to bind the County or otherwise creating an obligation to perform or not to perform a particular act.

**SECTION 2. SEVERABILITY.** If any clause, section or provision of this Resolution shall be declared unconstitutional or invalid for any reason or cause, the remaining portion of said Resolution shall remain in full force and effect and be valid as if such invalid portion thereof had not been incorporated herein.

**SECTION 3. EFFECTIVE DATE.** This Resolution shall take effect immediately upon its adoption.

**DULY ADOPTED** this 16<sup>th</sup> day of June, 2026.

ATTEST:

STACY M. BUTTERFIELD, CPA,  
CLERK

BOARD OF COUNTY COMMISSIONERS  
POLK COUNTY, FLORIDA

By \_\_\_\_\_  
Deputy Clerk

By \_\_\_\_\_  
Martha Santiago, Ed. D., Chair