

## RESOLUTION 22-03

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARCO ISLAND, FLORIDA, APPROVING AN UPDATED SIGNATURE AUTHORITY MATRIX TO IDENTIFY PARAMETERS FOR APPROVAL OF CITY EXPENDITURES, CONTRACTS, LEGAL DOCUMENTS, AND PERSONNEL RELATED MATTERS; AUTHORIZING SIGNATORIES AND LIMITS OF AUTHORITY; PROVIDING FOR CONFLICTS, SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, on February 11, 2011, the City Council, through Resolution 11-01, authorized the City Manager to create a matrix establishing criteria as to who may have the authority to approve certain expenditures, execute contracts, legal documents, personnel related matters, and other matters as may be necessary (the "Matrix"); and

**WHEREAS**, Resolution 11-01 provides that the Matrix is to be reviewed with City Council; and

**WHEREAS**, the City Council desires to approve the updated Matrix, attached as Exhibit "A."

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARCO ISLAND, FLORIDA, THAT:**

**SECTION 1.** The above recitals are true and correct and incorporated herein.

**SECTION 2.** The updated Matrix for the City of Marco Island, Florida, attached as Exhibit "A," is hereby approved.

**SECTION 3.** The City Manager is hereby authorized to implement the updated Matrix as soon as practical, to maintain the Matrix, and review with City Council as deemed necessary.

**SECTION 4:** That all prior resolutions or parts of resolutions, insofar as they are inconsistent or in conflict with the provisions of this Resolution, are hereby repealed.

**SECTION 5:** If any clause, section, or other part of this Resolution shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part shall be considered eliminated and will in no way affect the validity of the other provisions of this Resolution.

**SECTION 6.** This Resolution shall take effect immediately upon adoption.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MARCO ISLAND, FLORIDA, THIS 22<sup>ND</sup> DAY OF FEBRUARY 2022.**


**ATTEST:**

  
\_\_\_\_\_  
Laura M. Litzan, City Clerk

**CITY OF MARCO ISLAND, FLORIDA**

By:   
\_\_\_\_\_  
Erik Brechnitz, Chairman

Approved as to form and legal sufficiency:

  
\_\_\_\_\_  
Alan L. Gabriel, City Attorney

**Exhibit "A"**

<b>Category</b>	<b>Amount</b>	<b>Approval/Authorization</b>	<b>Review</b>
Budget transfers	Any	Finance Director and City Manager	Directors
Budget amendment	Any	City Council	City Manager and Finance Director
Invoices	Any	Finance Director	Directors
Fixed asset disposal	Any	City Manager	Directors
Approve cash for leave	Any	Finance Director and City Manager	HR Manager and Directors
Compensation change	Any	City Manager	HR Manager and Directors
Travel requests	Any	City Manager	HR Manager and Directors
Interlocal agreements	Any	City Council	City Manager and City Attorney
Grant agreements	Over \$50,000	City Council	City Attorney and City Clerk
	Up to \$50,000	City Manager	
Settlement agreements	Over \$50,000	City Council	City Attorney and Finance Director
	\$10,000 - \$50,000	City Manager	
	Up to \$10,000	Risk Manager	
Purchase orders (per individual purchase or per year if annual)	Over \$50,000	City Council	City Manager and Finance Director and Purchasing Manager
	\$10,000 - \$50,000	City Manager	
	\$3,000 - \$10,000	Purchasing Manager	
	Up to \$3,000	Directors	
Contracts, Agreements, and Leases	Over \$50,000	City Council	City Manager and City Attorney and Finance Director
	\$10,000 - \$50,000	City Manager	
	\$3,000 - \$10,000	Purchasing Manager	
	Up to \$3,000	Directors	
Change orders	Over \$50,000	City Council	City Manager and Finance Director and Directors
	Up to \$50,000	City Manager	
City credit card spending limit (per single purchase)	Up to \$10,000	City Manager	Directors
	Up to \$3,000	Purchasing Manager	

