



CITY COMMISSION POLICY MANUAL

Document Signature Policy

Department:

City Treasurer-Clerk's Office

Date Adopted:

November 24, 1992

Last Revised Date:

July 12, 2000

116.01 AUTHORITY:

City Commission

116.02 SCOPE AND APPLICABILITY:

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 ADMINISTRATION:

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

116.08 SUNSET REVIEW:

This policy is subject to sunset review by the City Commission no later than five (5) years from the date of adoption. Subsequent reviews by the City Commission are to occur no later than five (5) years from the date of the prior review. Revisions will become effective immediately upon City Commission approval.

Execution Grid	Mayor	Manager	Attorney	Treasurer Clerk	Dept. Director (or designee)
Bond Closing Documents	yes	no	yes	yes	no
Cemetery Deed	no	no	no	yes	no
Certificates of Appreciation (1)	optional	optional	optional	optional	no
Certificated of Election	no	no	no	yes	no
Deeds and Easements	yes	no	yes	yes	no
Development Agreements	yes	no	yes	yes	no
DRI Development Orders	yes	no	yes	yes	no
Easement Disclaimers	no	yes	yes	yes	no
Grant Acceptances (2)	possible	yes	yes	yes	no
Grant Applications (2)	possible	yes	yes	yes	no
Interlocal Agreements	yes	no	yes	yes	no
Liens	no	no	no	no	yes
Liens – Release of	no	no	no	no	yes
Liens – Subordination of	no	no	no	yes	no
Minutes	no	no	yes	no	no
Minutes – Certification of	no	no	yes	no	no
Ordinances	yes	no	yes	yes	no
Plats	yes	no	yes	yes	no
Proclamations (1)	optional	optional	optional	optional	no
Reports to Government Agencies (1)	optional	optional	optional	optional	no
Resolutions	yes	no	yes	yes	no
Standard Mutual Aid Agreements	no	yes	yes	yes	no
Urban Service Agreements	no	yes	yes	yes	no
Utility Permits – Standard	no	no	no	no	yes
Utility Refund Agreements	no	yes	yes	no	no
Utility Refund – Assignments of	no	yes	yes	yes	no
Vehicle Titles	no	no	no	no	yes

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

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