

**Lee County Board Of County Commissioners
Agenda Item Summary**

Blue Sheet No. 20070507

1. ACTION REQUESTED/PURPOSE: Adopt resolution to delete Administrative Code 3-1.

2. FUNDING SOURCE: None required.

3. WHAT ACTION ACCOMPLISHES: Deletes Administrative Code that is no longer applicable to County procedures.

4. MANAGEMENT RECOMMENDATION: Adopt resolution.

5. Departmental Category: 06

C12A

6. Meeting Date: APR 10 2007

7. Agenda:
 Consent
 Administrative
 Appeals
 Public
 Walk-On

8. Requirement/Purpose: (specify)
 Statute
 Ordinance
 Admin. Code 3-1
 Other

9. Request Initiated:
 Commissioner _____
 Department County Attorney
 Division _____
 By: Andrea R. Fraser
 Chief Assistant County Attorney

10. Background:

A review of Florida Statutes Section 136.06 by the Clerk of Court and County staff resulted in Commissioners not being required to sign the check registers. However, the Clerk will provide the Board with access to the registers for review.

As a result of this change in procedures, Administrative Code 3-1 is no longer applicable.

11. Review for Scheduling:

Department Director	Purchasing or Contracts	Human Resources	Other	County Attorney	Budget Services				County Manager/P.W. Director
					Analyst	Risk	Grants	Mgr	
				<i>Andrea Fraser</i>	<i>RK 3/29</i>	<i>MF 3/29/07</i>	<i>3/29/07</i>	<i>[Signature]</i>	<i>[Signature]</i>

12. Commission Action:

Approved
 Deferred
 Denied
 Other

CO. ATTY.
FORWARDED
TO CO. ADMIN.
3-29-07

RECEIVED BY:
COUNTY ADMIN: *RK*
3-29-07
4pm
COUNTY ADMIN
FORWARDED TO: *[Signature]*
3/30/07
9am

LEE COUNTY RESOLUTION NO. _____

A RESOLUTION OF THE LEE COUNTY BOARD OF COUNTY COMMISSIONERS RELATING TO AMENDMENTS TO THE LEE COUNTY ADMINISTRATIVE CODE AS ADOPTED BY LEE COUNTY ORDINANCE NO. 97-23; PROVIDING FOR APPROVAL OF CERTAIN AMENDMENTS TO THE LEE COUNTY ADMINISTRATIVE CODE; PROVIDING FOR DELETION OF ADMINISTRATIVE CODE 3-1; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners is the governing body in and for Lee County, a political subdivision of the State of Florida; and,

WHEREAS, the Board of County Commissioners has previously enacted Lee County Ordinance No. 96-01, creating a charter form of government for Lee County pursuant to Section 125.80 and ff., Florida Statutes, and which was approved and ratified by the Electorate of Lee County on November 5, 1996; and,

WHEREAS, the Board of County Commissioners has previously enacted Lee County Ordinance No. 97-23, which adopted the Lee County Administrative Code pursuant to Section 2.2.E. of Ordinance No. 96-01, the Lee County Charter; and,

WHEREAS, Lee County Ordinance No. 97-23 at Section III allows and provides for amendments to the Lee County Administrative Code to be made by Resolution of the Board of County Commissioners at a regularly scheduled Board of County Commissioners' meeting; and,

WHEREAS, certain amendments to the Lee County Administrative Code are now being proposed, and the Board of County Commissioners finds that such proposed amendments are acceptable, serve a public purpose and are consistent with the terms and conditions of Lee County Ordinance No. 96-01, the Lee County Charter.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS that:

1. The above preamble is hereby accepted and approved as being true and accurate, and is adopted and incorporated herein as if set out further at length.
2. Lee County Administrative Code 3-1, Signing of Invoice, Payroll Registers and Wire Authorization Forms (attached hereto as Exhibit "A"), is hereby deleted, and is hereby directed to be incorporated into the Lee County Administrative Code as indicated.
3. The provisions of this Resolution are severable, and it is the intention to confer to the whole or any part of this Resolution, the powers herein provided for. If any of the provisions of this Resolution shall be held unconstitutional by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the other remaining provisions of this Resolution. It is hereby declared to be the Board's legislative intent that this Resolution would have been adopted had such an unconstitutional provision not been included herein.
4. This Resolution shall become effective immediately upon its adoption by the Board of County Commissioners.

Commissioner _____ made a motion to adopt the foregoing resolution or ordinance, seconded by Commissioner _____. The vote was as follows:

ROBERT P. JANES	_____
BRIAN BIGELOW	_____
RAY JUDAH	_____
TAMMARA HALL	_____
FRANK MANN	_____

DULY PASSED AND ADOPTED THIS _____ day of _____, 2007.

ATTEST: CHARLIE GREEN
CLERK OF COURTS

BOARD OF COUNTY COMMISSIONERS
OF LEE COUNTY, FLORIDA

BY: _____
Deputy Clerk

BY: _____
Chair

APPROVED AS TO FORM:

BY: _____
Office of the County Attorney

ADMINISTRATIVE CODE
BOARD OF COUNTY COMMISSIONERS

CATEGORY:

Financial/Fiscal/Budget

CODE NUMBER:

AC-3-1

TITLE:

Signing of Invoice, Payroll Registers
and Wire Authorization Forms

ADOPTED:

7/18/85

AMENDED:

9/21/94

ORIGINATING DEPARTMENT:

County Administration

PURPOSE/SCOPE:

Procedure authorizing the County Administrator to sign payroll checks, vouchers and wire transfers in the absence of the requisite number of Board of County Commissioners.

POLICY/PROCEDURE:

In the absence of a requisite number of Board of County Commissioners, the County Administrator is authorized to sign the invoice, payroll registers and wire authorization forms to allow the timely release of payroll checks, vouchers and wire transfers until a sufficient number of County Commissioners' signatures are obtained.