

BOARD OF COUNTY COMMISSIONERS
REGULAR MEETING
5:00 PM, May 12, 2025
James S. Page Governmental Complex, 96135 Nassau Place
Yulee, FL 32097

D.

RESOLUTION 2025-_____

**A RESOLUTION UPDATING THE PURCHASING
POLICY SIGNATURE AUTHORITIES FOR THE
BOARD OF COUNTY COMMISSIONERS; PROVIDING
AN EFFECTIVE DATE**

WHEREAS, on April 13, 2009, the Board of County Commissioners adopted a Purchasing Policy, as amended, which governs the County's purchases of goods and services in order to provide a systematic approach to the process of buying required goods and services in proper quantities and qualities, from the right sources at the right times, and at fair prices; and

WHEREAS, the Board of County Commissioners has previously authorized personnel to approve invoices, requisitions and budget transfers through separate actions of the Board as part of individual Finance Packages; and

WHEREAS, the Board of County Commissioners previously adopted Resolution 2025-09 updating the purchasing policy signature authorities; and

WHEREAS, the County's Purchasing Policy currently requires signature authority for contracts, change orders, task orders, work authorizations, and amendments to be set by resolution; and

WHEREAS, the proposed signature authorities are provided as Exhibit "A" to this Resolution.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners, Nassau County, Florida in regular session duly assembled on the ____ day of _____ 2025, that Resolution 2025-09 shall be rescinded in its entirety and the signature authorities attached hereto as Exhibit "A" be effective upon adoption.

BOARD OF COUNTY COMMISSIONERS
NASSAU COUNTY, FLORIDA

A.M. Huppmann
Its: Chairman

ATTEST AS TO CHAIRMAN'S SIGNATURE

MITCH L. KEITER
Its: Ex-Officio Clerk

APPROVED AS TO FORM:

DENISE C. MAY
Its: County Attorney

EXHIBIT A – Signature Authority

Name	Department/Division	Signing Authority: Contracts	Signing Authority: Invoices, Requisitions, Budget Transfers	Account Code
Albury, Raymond	Capital Projects	\$ -	\$5,000.00	3420541
Backe, Elizabeth	Planning	\$ -	\$5,000.00	042475
Batson, Kathryn	Building	\$ -	\$1,000.00	Fund 145
Cannavino, Julie	Library	\$ -	\$5,000.00	Libraries 711-716
Carter, Dawn	State Attorney's Office	\$ -	\$5,000.00	20164602, 49172713-SA164, 01164602
Carvalho, Brandy	Strategic Advancement & Economic Resources	\$ -	\$5,000.00	015515*, 011245*
Clem, Taylor	Extension	\$ -	\$5,000.00	01371537
Companion, Robert	County Manager	\$ -	Unlimited	All Orgs
Cornellier, Donna	State Attorney's Office	\$ -	\$5,000.00	20164602, 49172713-SA164, 01164602
Crawford, John A.	County Clerk	\$ -	Unlimited	ALL ACCOUNTS
Diden, Becky	Public Works	\$ -	\$1,000.00	013405*, 013445*, 013575*, 013615*, 013625*, 013635*, 013645*, 013695*
Diden, Edward Lynn	Solid Waste	\$ -	\$4,999.00	Solid Waste - all accounts including grants
Drawdy, Margie	OMB	\$ -	\$1,500.00	01262526-549009/01262526-342600/71000000-115010/220500
Ellis, Keith	Building	\$ -	\$5,000.00	042435* all orgs under 145 fund
Eyerman, Marshall	County Manager	\$ -	Unlimited	All Orgs
Fahlgren, Judge Steve	Court	\$ -	Unlimited	Fund 118 ***18160712 W/ OMB APPROVAL***, 119, 120 & 49172713
Fort, Felicia	Code	\$ -	\$1,000.00	042435*
Gilbert, Susan	Planning	\$ -	\$2,500.00	042475*, 042435*
Gilmore, Lanaee	Purchasing	\$ -	\$5,000.00	All Orgs
Givens, Tabitha	Capital Projects	\$ -	\$1,000.00	3420541
Goletz, Laurie	Planning	\$ -	\$2,500.00	042475*, 042435*
Hearn, David	Public Works	\$ -	\$5,000.00	034005*, 034045*, 034065*, 034915*, 034935*, 034025*, 010725*, 010735*, 010745*, 010755*, 010765*, 010775*, 01400519
Hurst, Caleb	Development Services, Code	\$ -	\$5,000.00	034205* 034025* 034055* 033355* 043355* 04243524
Jorandby, Abigail	County Attorney	\$ -	\$5000/unlim	01141514 unlimited 01250515 \$5000.00
Keiter, Mitch L.	County Clerk	\$ -	Unlimited	ALL ACCOUNTS
Keiter, Tina	Human Resources	\$ -	\$1,000.00	01122513, 01291519. Any Human Resources & Risk Mgmt related expenditures
Kelly, Ashley	Building	\$ -	\$2,500.00	Fund 145
Kennedy, Norman F.	Technology	\$ -	\$5,000.00	01252525, 01132516, 49255525
Kirkland, Jennifer	Road	\$ -	\$2,500.00	034005* 034045* 034065* 034915* 034935* 034025* 03000000-115493
Lacambra, Christopher	OMB	\$ -	\$100,000.00	All Orgs
Langley, Charles	TDC	\$ -	1) \$30,000) \$5,000	1) Fund 137 - 523 Marketing (Excluding Account(s) 548350 Sponsorships) 2) 524 Trade Shows/Travel
Lettsome, Raymond	Code	\$ -	\$1,000.00	04243524
Liddell, Becky	Development Services	\$ -	\$1,000.00	034205*, 0433555*
Lindsay, Derrick	Technology	\$ -	\$5,000.00	01252525, 01132516, 49255525
Little, Jeffrey	Public Works	\$ -	\$5,000.00	017* Various Fac Maint, 013* Various Solid Waste, 034* Various R&B
Lunt, Heather	OMB	\$ -	\$1,500.00	01262526 01000000-115100
Maguire, Timothy	Animal Services	\$ -	\$5,000.00	046215*, 04005562
Marsh, Darren	Road	\$ -	\$2,500.00	034005*, 034045*, 034055*, 034065*, 034915*, 034935*
Mason, Brian	Fleet	\$ -	\$2,499.00	03491549, 03493549
May, Denise	County Attorney	\$ -	\$5000/unlim	01141514 unlimited 01250515 \$5000.00
Mitchell, Kelly	Development Services	\$ -	\$1,000.00	043355* 033355*
Metz, Ashley	Human Resources	\$ -	\$5000/unlim	011225*, 012915*: All Funds Object 531031, 531035, 549081, 549002 (position advertising); Insurance premiums - unlimited\$
Murray, George	Capital Projects	\$ -	\$5,000.00	County Transportation - Capital Projects – 03420541
Peay, Katie	Stormwatre/Drainage	\$ -	\$5,000.00	043365*, 033365*
Pedigo, Scott	Capital Projects	\$ -	\$5,000.00	County Transportation - Capital Projects – 03420541
Podiak, Douglas	Public Works	\$ -	\$5,000.00	017025, 010735, 010747, 010755, 010765, 010775, 013405, 013445, 013575, 013615, 013625, 013635, 013645, 013695, 01400519, 034005, 034045, 034065, 034915, 034935, 034025, 03000000-115493 DOCUMENTS UP TO \$5000 FOR CIP OR PROIECTS FM OVERSEES
Poore, Corey	Technology	\$ -	\$5,000.00	01252525, 01132516, 49255525
Pope, Taco	County Manager	\$ 100,000.00	Unlimited	All Orgs
Reynolds, Allan H	Sheriff	\$ -	Unlimited	All Sheriff items
Rigdon, Brady	Fire	\$ -	\$10,000.00	01251529, 01261526, 04222522, 04223522
Robertson, Jay	Parks & Rec.	\$ -	\$5,000.00	010755*
Roland, Billy G.	Fire	\$ -	\$2,499.99	01251529, 01261526, 04222522, 04223522
Siegel, Stephen	State Attorney Office	\$ -	\$5,000.00	20164602, 49172713-SA164
Simpson, Elisa	Risk	\$ -	\$5,000.00	012915*, all items related to insurance
Townsend, Thomas E JR	Public Defender	\$ -	\$2,000.00	49172713-PD165, 20165603, 01165603
Watson, Michelle	Court	\$ -	\$2,500.00	49172713, funds 118, 120, 119
Wilson, Mitch	Tax Collector	\$ -	\$5,000.00	01252525-5* *Technical Services/PS Communication System Invoices/Req's*
Wood, Tonya	Technology	\$ -	\$1,000.00	01252525 01132516 FS Special Rev 49255525