



OFFICE OF THE COUNTY ADMINISTRATOR M E M O R A N D U M

TO: Department Directors

FROM: Barry A. Burton, County Administrator

SUBJECT: Delegation of Authority to the Director of the Office of Management and Budget for Approval of Contracts Involving Expenditures of \$25,000 or Less and Purchasing Contracts up to \$150,000

DATE: November 6, 2025

Pursuant to Section 2-62(a)(1) ("Approval Authority") of the Pinellas County Code (the "Code"), the County Administrator or his/her designee is authorized to execute "all contracts... that involve the receipt or payment by the County of not to exceed \$250,000 in a fiscal, contract, or calendar year." To improve efficiency and expedite the contract review process, I delegate authority, pursuant to Section 1-2 of the Code, to the Director of the Office of Management and Budget, as designee under Section 2-62 to execute contracts that involve the receipt or payment by the County of a cumulative amount of \$25,000 or less. My signature below evidences such delegation.

In accordance with Section 2-62(d) of the Code, all contracts executed by the Director of the Office of Management and Budget pursuant to the authority delegated hereunder must still be subject to County contract review procedures and placed on the Purchasing receipt and file report on the Board of County Commissioners' consent agenda.

The authority delegated hereunder of up to \$25,000 applies to the contracts, documents and instruments that are approved and executed by the County Administrator pursuant to Section 2-62(a)(1) of the Code. Examples of which include but are not limited to temporary use permits; rentals of facilities; interlocal agreements; access agreements; permits for rights-of-way; licenses, leases of real and personal property, extensions, amendments, etc.

The Director of the Office of Management and Budget will also have the delegated authority to approve procurement related documents and instruments articulated in section 2-62 up to \$150,000, pursuant to Section 2-188 of the Code.

Please reach out to your respective Assistant County Administrator with any questions.

Barry Burton
County Administrator