



ORDINANCE NO. 2004- 15

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF NASSAU COUNTY, FLORIDA, AMENDING ORDINANCE NO. 98-26, WHICH AMENDED ORDINANCE NO. 81-8, AS AMENDED, WHICH ADOPTED A PURCHASING POLICY FOR THE UNINCORPORATED AREAS OF NASSAU COUNTY; SPECIFICALLY CREATING A NEW SECTION 6, EMERGENCY PURCHASES FOR THE NASSAU AMELIA UTILITIES; RENUMBERING SECTION 6, PURCHASING AGENTS, TO SECTION 7; RENUMBERING SECTION 7, PROCESSING OF INVOICES FOR PAYMENT, TO SECTION 8; RENUMBERING SECTION 8, EFFECTIVE DATE, TO SECTION 9; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners acquired Florida Water, and it is now known as the Nassau Amelia Utilities; and

WHEREAS, the service provided by Nassau Amelia Utilities requires a specific section dealing with emergencies for the utility.

NOW, THEREFORE, BE IT ORDAINED this 12th day of April, 2004, by the Board of County Commissioners of Nassau County, Florida, that Ordinance No. 98-26, as amended, shall be further amended as follows:

1. SECTION 6 - EMERGENCY PURCHASES FOR THE NASSAU AMELIA UTILITIES

In the event of an emergency and the potential interruption of service to customers served by the Nassau Amelia Utilities, the Department Head for the Nassau Amelia Utilities shall have the authority to issue an emergency purchase order request for an amount up to \$15,000, subject to approval of the expenditure by the County Administrator or the Clerk.

For an emergency event with an estimated cost above \$15,000.00, the Department Head for the Nassau Amelia Utilities shall immediately notify the Clerk, who shall review the written statement certifying the conditions and circumstances requiring the emergency. The Clerk shall then submit the appropriate information for approval by the Board of County Commissioners and execution by the Chairman, in either a Regular or Special Meeting of the Board. If no Regular or Special Meeting is scheduled, the Clerk or his designee shall contact the Chairman, who shall call a Special Meeting to address the emergency event.

2. **SECTION 6 7 - PURCHASING AGENTS**

The purchasing agents shall be solely responsible for following all sections of this policy. The purchasing agents shall also be responsible for making sure that the best and most economical purchase is made.

3. **SECTION 7 8 - PROCESSING OF INVOICES FOR PAYMENT**

1. The Clerk in his capacity as pre-auditor of the Board of County Commissioners shall be responsible for the processing of invoices for payment. The Clerk or his authorized representatives shall process invoices for payment only if they are in accordance with the Board's purchasing policies. All invoices that do not comply with the Board's purchasing policies shall be submitted to the Board. The Board, if it so chooses, can approve payment of these invoices. Such approval shall be recorded in the Board's minutes and be made a part of the

financial records. The Clerk shall then pay these invoices provided that payment of such invoices does not conflict with his constitutional responsibilities as pre-auditor of the Board.


2. The Clerk in his capacity as pre-auditor shall from time to time development policies for the day to day operation and processing of the invoices for payment.

3. All processing and payment of invoices shall be made in accordance with Florida Statutes.

3. **SECTION 8 9 - EFFECTIVE DATE**

This Ordinance takes effect immediately upon its being filed in the Office of the Secretary of the State.

BOARD OF COUNTY COMMISSIONERS
NASSAU COUNTY, FLORIDA



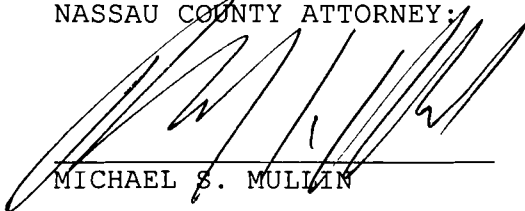
FLOYD L. VANZANT
Its: Chairman

ATTEST:



J. M. "CHIP" OXLEY, JR.
Its: Ex-Officio Clerk

APPROVED AS TO FORM BY THE
NASSAU COUNTY ATTORNEY:



MICHAEL S. MULLIN