

ADMINISTRATIVE ORDER  
OF THE  
JEFFERSON COUNTY COMMISSION

14-1

PURSUANT to the authority vested in the Jefferson County Commission (the "Commission") by law, the following Administrative Order is hereby issued:

I. PURPOSE

To establish a policy relating to the consideration of certain contracts by the Commission.

II. POLICY

It shall be the policy of the Commission that the following contracts may be placed on the agenda for a meeting of the Commission with the approval of the County Manager (or in his or her absence, a Deputy County Manager) and the County Attorney's Office:

1. Contracts for services (a) provided by persons specifically excluded from the classified service under the Personnel Board Enabling Act, as amended, or (b) required by law to be performed by non-county personnel, such as independent auditors, financial advisors and debt underwriters
2. Contracts for specialized architectural or engineering services
3. Emergency repair contracts necessary for the county to comply with its EPA consent decree relating to the public sanitary sewer
4. Contracts for economic development incentives, including tax abatements, that contain no staffing components or provisions
5. Contracts for the purchase, sale, lease or rental of fixed assets, supplies, and media
6. Software licenses, maintenance and support agreements
7. Contracts for telephone or internet services
8. Contracts for the provision of employee and retiree benefits
9. Agreements with state or federal agencies that contain no staffing components or provisions
10. Grant acceptance agreements that contain no staffing components or provisions
11. Contracts to provide funding to local senior centers for nutrition provided that such contracts contain no staffing components or provisions
12. Intergovernmental cooperation agreements (like GIS and election services)
13. Legal settlements

14. Non-disclosure agreements
15. Contracts granting or purchasing rights of way, easements, and licenses for the use real property
16. Properly bid contracts for post-disaster debris removal
17. Any other contract without a staffing component

EFFECTIVE DATE

This Administrative order shall be effective at 12:01 a.m. on June 27, 2014

ORDERED at the Jefferson County Courthouse this 26<sup>th</sup> day of June, 2014.

W. D. Carrington, President  
Jefferson County Commission

APPROVED BY THE  
JEFFERSON COUNTY COMMISSION

Date: 6-26-14

Minute Book: 166

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