



OFFICE OF THE COUNTY ATTORNEY

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MEMORANDUM

Date: October 16, 2018
To: Charlie Hunsicker, Director, Parks and Natural Resources Department
Through: Mitchell O. Palmer, County Attorney *MOP 10-16-18*
From: Alexandria C. Nicodemi, Assistant County Attorney *ACN*
RE: **Universal Agreement for Recreational Instructors and Officials;
CAO Matter No. 2018-0372**

This memorandum is in response to the above referenced Request for Legal Services ("RLS") in which you asked this office to draft a universal form agreement for all recreational contractors, instructors and officials for the recreational programming in Manatee County ("Agreement"). Per your request, I have drafted the universal form Agreement.

The Agreement currently requires individual contractors to submit payment requests via invoice to the Parks and Natural Resources Department ("Department"). I recommend that the Department create a single form invoice for all contractors to use. This will optimize payment processing and create a streamlined approach.

Additionally, you have indicated in the RLS that the Department is seeking authorization from the Board of County Commissioners ("Board") for the Department Director, Mr. Hunsicker, to execute this Agreement. Due to the likelihood that this Agreement will be executed multiple times, I have drafted Resolution No. R-18-175. This Resolution approves the form of the Agreement and the attached payment schedule. This Resolution also delegates to the Department Director the limited authority to execute this Agreement without Board approval. Such standard of practice will allow the Department a streamlined process for executing this Agreement on an "as needed" basis. Under this Resolution it will be the duty of the Department Director to provide an annual list to the Board documenting each time this Agreement has been executed. (See, attached).

* Board Certified in Construction Law

** Board Certified in City, County, & Local Government Law

Charlie Hunsicker, Director, Parks and Natural Resources Department

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I have no objection from a legal standpoint to scheduling the adoption of this Resolution by the Board. This completes the response to your Request for Legal Services. If you have any further questions, comments, or concerns, please feel free to contact me.

Copies to: Ed Hunzeker, County Administrator
 Dan Schlandt, Deputy County Administrator
 Cheri Coryea, Deputy County Administrator
 Debbie Voorhees, Contracts Manager, Parks and Natural Resources Department