



SECTION 28. PARKS AND RECREATION DEPARTMENT

28.45 PARKS AND RECREATION APPROVAL AUTHORITY

A. PURPOSE. The Board of County Commissioners (“Board”) has the authority to award all contracts. The County’s Purchasing Policy, found in the Seminole County Administrative Code and approved by the Board, embodies the Board’s directives and procedures for procuring services and ensures compliance with applicable laws. Recognizing the unique nature of recreational services, the Board seeks to allow for certain exemptions from the established Purchasing Policy to better accommodate the specific needs of the Parks and Recreation Department and for the efficient ease of administration.

B. APPROVAL AUTHORITY.

(1) Exempt Services. The following services, when required as part of recreational services provided by the Parks and Recreation Department, are exempt from the competitive process:

(a) Instructors, which includes Conservation Instructors (Environmental Education); Health and Wellness Instructors (Tennis Pros, Assistant Tennis Pros); Developmental Instructors; Fitness Instructors; and Social Equity and Educational Instructors (e.g. Chess, Art, Summer Reading Program).

(b) Sports Management, which includes Tournament Directors, Site Coordinators, and Officials (Umpires, Scorekeepers, Referees).

(c) Program Entertainment.

(2) Compensation Rate Schedule. Upon prior approval by the County Manager, the Parks and Recreation Department Director has the authority to establish a rate schedule that outlines the compensation for each type of exempt service listed in this Section. The rate schedule may be adjusted annually based on the Consumer Price Index (CPI). Any changes to the rate schedule beyond the CPI adjustments require further approval by the County Manager. Once approved, the Parks and Recreation Director can award and execute contracts based on the approved rate schedule as adjusted by the CPI. However, Program Entertainment contracts exceeding FIVE THOUSAND AND NO/100 DOLLARS (\$5,000.00) require Board approval.

(3) Budget Compliance. The Parks and Recreation Department Director must ensure sufficient Board-approved budgeted funds are available before awarding contracts specified in this Section.

C. AUTHORITY. Resolution 2024-R-92 adopted August 27, 2024