



**MONICA CEPERO**, County Administrator

115 S. Andrews Avenue, Room 409 • Fort Lauderdale, Florida 33301 • 954-357-7354 • FAX 954-357-7360

## MEMORANDUM

DATE: August 7, 2025

To: Board of County Commissioners

From: Monica Cepero, County Administrator

Subject: **Granting of Signature Authority for Acting Deputy County Administrator Kevin Kelleher and Assistant County Administrator Michael W. Ruiz**

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In accordance with Section 1.10 of the County's Administrative Code which states: "The County Administrator may, by letter filed with the County Commission, designate a qualified county administrative officer or county employee to exercise the powers and perform the duties of the Administrator during the Administrator's temporary absence or disability."

Please be advised that Acting Deputy County Administrator Kevin Kelleher and Assistant County Administrator Michael W. Ruiz are authorized to carry out those duties as prescribed above, which include signature authority.

cc. County Attorney  
County Auditor  
Department/Office Directors

Broward County Board of County Commissioners

Mark D. Bogen • Alexandra P. Davis • Lamar P. Fisher • Beam Furr • Steve Geller • Robert McKinzie • Nan H. Rich • Hazelle P. Rogers • Michael Udine  
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**Broward County Commission Regular Meeting**

**Director's Name:** Monica Cepero

**Department:** County Administration

**Information**

**Requested Action**

**MOTION TO FILE** Memorandum granting signature authority to Acting Deputy County Administrator Kevin Kelleher and Assistant County Administrator Michael W. Ruiz.

**Why Action is Necessary**

Updates signature authority in the absence of the County Administrator.

**What Action Accomplishes**

Ensures signature authority is designated in the absence of the County Administrator.

**Goal Related Icon(s)**

- ☐ County Commission
- ☐ Go Green
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**Previous Action Taken**

March 1, 2022, the Board approved Item #28, to grant signature authority to Assistant County Administrators Dr. Kimm Campbell and Kevin Kelleher.

**Summary Explanation/Background**

In accordance with Section 1.10 of the County's Administrative Code, the County Administrator may designate a county employee to perform the duties of the County Administrator during the County Administrator's temporary absence.

**Source of Additional Information**

Monica Cepero, County Administrator, (954) 357-7354

**Fiscal Impact**

**Fiscal Impact/Cost Summary**

None.