

TO: ALL COUNTY PERSONNEL
FROM: VERDENIA C. BAKER
COUNTY ADMINISTRATOR
PREPARED BY: COUNTY ATTORNEY
SUBJECT: DOCUMENTS REQUIRING LEGAL REVIEW
PPM #: CW-O-016

ISSUE DATE
May 1, 2019

EFFECTIVE DATE
May 1, 2019

PURPOSE:

To assure legal review of all documents signed by the Board of County Commissioners (BCC) or authorized designee.

UPDATES:

Future updates to this PPM are the responsibility of the County Attorney's office.

AUTHORITY:

Board of County Commissioners established policy.

POLICY:

All BCC actions require legal review. All documents requiring the signature of the BCC shall be reviewed for legal sufficiency by the County Attorney's Office and signed by the County Attorney or his/her designee prior to presentation to and execution by the Mayor of the County Commission. The Mayor of the County Commission shall not execute any documents on behalf of the County that do not contain a signature for legal sufficiency by the County Attorney's Office. Such documents are not limited to agenda items, but shall also include certifications, grant applications or any other document authorized to be signed by the Mayor. If the BCC authorizes the County Administrator or designee to execute any documents on behalf of the County, such documents shall be reviewed for legal sufficiency by the County Attorney's Office and signed by the County Attorney or his/her designee prior to presentation to the County Administrator or designee for execution.

PROCEDURE:

All agenda items shall be submitted in accordance with Policies and Procedures Memorandum CW-O-014, "Items for Commission Action," which provides the process for legal review. All contracts for which authority to execute has been delegated by the BCC must be submitted to the County Attorney for legal review by the initiating Department prior to execution. Prior to submission of any contracts for legal review, the Department shall sign the contract indicating "Approval For Terms and Conditions."


VERDENIA C. BAKER
COUNTY ADMINISTRATOR

Supersession History:

1. A.O. No. 2-3, dated June 1984
2. PPM #CW-O-016, effective 7/1/88
3. PPM #CW-O-016, effective 9/10/07
4. PPM #CW-O-016, effective 10/2/12