

TO: ALL COUNTY PERSONNEL
FROM: ROBERT WEISMAN
COUNTY ADMINISTRATOR
PREPARED BY: COUNTY ATTORNEY
SUBJECT: LEGAL REVIEW OF COMMISSION ITEMS
PPM #: CW-O-016

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ISSUE DATE

September 10, 2007

EFFECTIVE DATE

September 10, 2007

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PURPOSE:

To assure legal review of all Commission actions.

UPDATES:

Future updates to PPM# CW-O-016 will be the responsibility of the County Attorney's office.

AUTHORITY:

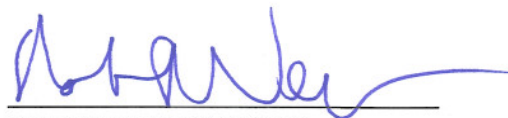
Board of County Commissioners established policy.

POLICY:

All Board of County Commissioners actions require legal review. All documents requiring the signature of the Board of County Commissioners 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 and signature to the Chair of the County Commission. The Chair of the County Commission shall not execute any documents on behalf of the County which do not contain a signature for legal sufficiency by the County Attorney's Office.

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.



ROBERT WEISMAN
COUNTY ADMINISTRATOR

Supersession History:

1. A.O. No. 2-3, dated June 1984
2. PPM# CW-O-016, issued 7/1/88