

ORDINANCE NO. 1806

**ORDINANCE AMENDING SECTION 2.82.030 OF THE AMADOR COUNTY CODE
REGARDING THE DUTIES OF THE GENERAL SERVICES ADMINISTRATION**

The Board of Supervisors of the County of Amador ordains as follows:

SECTION I. Section 2.82.030 is hereby amended as follows:

“2.82.030 Duties

The general services administration shall perform the following duties and such other and additional duties as may from time to time be prescribed by the board:

A. Purchasing. The general services administration shall include the county purchasing department, and the Director shall also be the purchasing agent, as established by Chapter 3.08 of this code. The Director shall perform all the duties required of him as a purchasing agent as set forth by said Chapter 3.08.

B. Motor Pool. The general services administration shall operate the county motor pool. Said motor pool shall be conducted pursuant to the terms and provisions of this chapter and by regulations established by the Director, which regulations shall be consistent with the terms and provisions of this chapter.

C. Central Stores and Warehousing. The general services administration shall be responsible for maintaining the central stores (an inventory of commonly used goods necessary for the day to day operation of all County departments) and shall be responsible for warehousing surplus County property and other items.

D. Mail. The general services administration shall be responsible for mail service including picking up, sorting, and delivering interdepartmental supplies, correspondence, U.S. mail, and parcels.

E. Property Management and Facilities Maintenance. The general services administration shall oversee the negotiation of the sale, lease, and acquisition of real property and shall be responsible for managing and maintaining all County buildings and grounds.

F. Capital Projects. The general services administration shall oversee capital projects including new construction and remodeling of County buildings and grounds.

G. Special Programs. The general services administration shall oversee special programs assigned by the board from time to time.”

SECTION II. A summary of this ordinance shall be published within fifteen days after the date hereof in a newspaper of general circulation printed and published in the County of Amador, State of California, and shall become effective thirty days after the date hereof.

The foregoing ordinance was duly passed and adopted by the Board of Supervisors of the County of Amador at a regular meeting thereof, held on the 11th day of May 2021, by the following vote:

AYES: Frank U. Axe, Richard M. Forster, Jeff Brown, Brian Oneto, Patrick Crew

NOES: None

ABSENT: None



Frank U. Axe, Chairman, Board of Supervisors

ATTEST:

JENNIFER BURNS,
Clerk of the Board of Supervisors,
Amador County, California