

**FOR THE PURPOSE OF ESTABLISHING EFFICIENCIES IN LOCAL  
GOVERNMENT THROUGH THE  
LIMITED DELEGATION OF SIGNATURE AUTHORITIES**

**WHEREAS**, the Board of County Commissioners of Calvert County, Maryland (the “Board”), and its staff, have the responsibility of maintaining the Calvert County accounting and procurement in accordance with all applicable laws, ordinances, and regulations; and

**WHEREAS**, in an effort to further streamline government processes, the Board wishes to delegate signature and approval authority as set forth herein.

**NOW, THEREFORE, BE IT RESOLVED** by the Board that the Board delegates to the County Administrator, or in their absence, their designee, the authority to:

1. Approve line item transfers within funds, including, without limitation, change orders within the approved current years’ budget, which may include add alternates, bid options, or unit pricing;
2. Execute software licenses and agreements, grant applications, agreements and subrecipient agreements, and other forms of agreement on behalf of the Board that are budgeted in the current years’ budget;
3. Reject all bids received for a solicitation upon the recommendation of the Director of Finance & Budget and the department on whose behalf the solicitation was made, if different; and
4. Approve reclassifications or modification of the number of Full-Time, Part-Time, Temporary, and Seasonal employees set forth within the current years’ budget as necessary for the proper and efficient operation of County government;

**BE IT FURTHER RESOLVED** by the Board that no financial commitment shall be made without sufficient appropriations in place or provision for rescission if sufficient appropriations are not made in future fiscal years;

**BE IT FURTHER RESOLVED** by the Board that any reclassifications and modifications of the number of Full-Time, Part-Time, Temporary, and Seasonal employees approved heretofore this fiscal year are hereby ratified and approved and shall be reflected in the next fiscal year’s budget;

**BE IT FURTHER RESOLVED** by the Board that the County Administrator shall provide a monthly report to the Board describing the exercise of the foregoing authorities during the preceding month; and

**BE IT FURTHER RESOLVED** by the Board that, in the event any portion of this Resolution be found to be unconstitutional, illegal, null or void, it is the intent of the Board of County Commissioners to sever only the invalid portion or provision, and that the remainder of the Resolution shall be enforceable and valid.

BE IT FURTHER RESOLVED by the Board that the foregoing recitals are adopted as if fully rewritten herein.

BE IT FURTHER RESOLVED by the Board that this Resolution shall be effective upon recordation and without publication of a fair summary.

DONE, this 12<sup>th</sup> day of November 2020 by the Board of County Commissioners of Calvert County, Maryland.

Aye: 5
Nay: 0
Absent/Abstain: 5

ATTEST:

BOARD OF COUNTY COMMISSIONERS OF CALVERT COUNTY, MARYLAND

Rachel M Distel

Rachel M. Distel, Clerk

Kelly D. McConkey

Kelly D. McConkey, President

Mike Hart

Mike Hart, Vice-President

Approved for form and legal sufficiency by:

Earl M. Hance

Earl M. Hance

John B. Norris, III

John B. Norris, III, County Attorney

Thomas E. Hutchins

Thomas E. Hutchins

Steven R. Weems

Steven R. Weems

Received for Record November 16, 2020 8:49 o'clock A.M. Same day recorded in Liber KPS No. 62 Folio 169 COUNTY COMMISSIONERS ORDINANCES AND RESOLUTION.

Garry P. Smith