

**FOR THE PURPOSE OF ESTABLISHING EFFICIENCIES IN LOCAL
GOVERNMENT THROUGH THE
LIMITED DELEGATION OF SIGNATURE AND BUDGETARY 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;

WHEREAS, the Board of County Commissioners has, by prior Resolution 27-07, empowered the Director of Finance and Budget to make administrative transfers of appropriations, in the amount of not more than Ten Thousand Dollars (\$10,000.00) each, and established the County Administrator's authority to conduct administrative transfers of appropriations in the amount of not more than Twenty-Five Thousand Dollars (\$25,000.00) each;

WHEREAS, Resolution 27-07 further authorized the Board to approve budget adjustments up to One Hundred Thousand Dollars (\$100,000.00) without adoption of a Resolution, which was consistent with Section 5-103(c) of the Public Local Laws of Calvert County then in effect, but since amended by 2018 Laws of Maryland Ch. 114 to authorize budget adjustments up to One Hundred Fifty Thousand Dollars (\$150,000.00) without adoption of a Resolution;

WHEREAS, Resolution 27-07 further provided that, in order to meet a public emergency affecting life, health or property, the Board of County Commissioners may make emergency appropriation by resolution without satisfying meeting publication and public hearing requirements;

WHEREAS, the Board of County Commissioners has, by prior Resolution 52-20, empowered the County Administrator to execute certain documents, licenses, applications and agreements, and reject certain bids on behalf of the County, as well as take certain personnel actions;

WHEREAS, in an effort to further streamline government processes, the Board wishes to repeal Resolutions 27-07 and 52-20 and adopt revised provisions related to budgetary authority, and the delegation of signature and approval authority as set forth herein.

NOW, THEREFORE, BE IT RESOLVED by the Board hereby repeals Resolutions 27-07 and 52-20 and continues to reserve unto itself the authority to address a public emergency affecting life, health or property, and make emergency appropriation by resolution, to be later ratified by public hearing; and

BE IT FURTHER RESOLVED by the Board of County Commissioners of Calvert County, and delegates to the County Administrator, or in his or her absence, his or her designee, the authority to:

1. Approve line item transfers within funds, including, without limitation, change orders within the approved current year's 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 year's budget, notwithstanding whether the forgoing budget adjustment authority is utilized to satisfy the condition precedent, or not;

3. Approve multi-year contracts allowed by § 6-103 of the Code of Public Local Laws of Calvert County, as amended from time to time, provided that the first year of the contract is budgeted in the current year’s budget;
4. 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;
5. Approve reclassifications or modification of the number of Full-Time, Part-Time, Temporary, and Seasonal employees set forth within the current year’s budget as necessary for the proper and efficient operation of County government; and
6. Make administrative transfers of appropriations and approve budget adjustments in an amount not exceeding Fifty Thousand Dollars (\$50,000.00) each;

BE IT FURTHER RESOLVED by the Board that the Board delegates to the Director of Finance & Budget, or in his or her absence, the Deputy Directors, the authority to:

1. Make administrative transfers of appropriations and approve budget adjustments in an amount not exceeding Twenty-Five Thousand Dollars (\$25,000.00) each; and
2. Sign contracts, including multi-year contracts allowed by § 6-103 of the Code of Public Local Laws of Calvert County, as amended from time to time, on behalf of the Board provided that the initial, or only, term of the contract does not exceed Ten Thousand Dollars (\$10,000.00) and is budgeted in the current year’s approved budget;

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 the County Administrator and Finance Director shall provide a monthly report to the Board describing the exercise of the foregoing authorities during the preceding month;

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; and

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

DONE, this 29th day of August 2023 by the Board of County Commissioners of Calvert County, Maryland.

Aye: 5
 Nay: 0
 Absent/Abstain: 0

ATTEST:

**BOARD OF COUNTY COMMISSIONERS
OF CALVERT COUNTY, MARYLAND**

Katie Brittain

Katie Brittain, Clerk

Earl Hance

Earl M. Hance, President

Approved for form and legal
sufficiency by:

Mike Hart

Mike Hart, Vice-President

Mark C. Cox Sr.

Mark C. Cox Sr.

John B. Norris, III

John B. Norris, III, County Attorney

Catherine M. Grasso

Catherine M. Grasso

Todd Ireland

Todd Ireland

Received for Record..... August 30, 2023
at..... 3:20 o'clock..... P M. Same day
recorded in Liber KPS No. 72
Folio..... 135..... COUNTY COMMISSIONERS
ORDINANCES AND RESOLUTION.

Garry P. Smith