



RESOLUTION

County Administrator - Authorized Agent

Whereas, the County of Carroll operates as a county board form of government; and,

Whereas, the Board of Supervisors of the County of Carroll appoints a County Administrator to be responsible to the board for the proper administration of all affairs of the County which the board has authority to control; and,

Whereas, the County Administrator, representing the governing body, is the chief administrative officer for the County of Carroll; and,

Whereas, the County Administrator serves as the Clerk of the Board for the County of Carroll with all the powers, authority and duties vested in the county clerk under general law; and,

Whereas, the County Administrator is designated the purchasing agent for the County of Carroll; and,

Whereas, the County Administrator is an authorized agent for the payment of claims, bills and invoices when such claim, bill or invoice has been issued pursuant to a contract approved by the Board of Supervisors, or when such contract is otherwise approved pursuant to the County's Purchasing Manual, adopted by the Board of Supervisors; and,

Whereas, the County Administrator has been designated as the County Officer having oversight of all County Employees, pursuant to the County's Personnel Policies and Procedures Manual, including oversight of the payroll process; and,

Whereas, the County Administrator may sign and issue orders or warrants under such conditions as the governing body may prescribe, in accordance with Section 15.2-407 of the Code of Virginia, 1950, as amended; and,

Whereas, the Governing body of Carroll County has prescribed that the County Administrator may receive, audit, sign, and issue orders or warrants which will be examined and countersigned by the chairman or vice chairman.

Whereas, the Governing body of Carroll County shall receive a report of all orders or warrants that shall bear the date on which the warrants were issued and shall be presented, recorded in the form and manner prescribed by the Auditor of Public Accounts, and shall be reviewed and accepted at next appropriate meeting, and:

Whereas, Michael Watson was appointed Administrator for the County of Carroll and clerk of the Board of Supervisors thereof, and;

Now, therefore, be it resolved, that Michael Watson, as County Administrator, is hereby reaffirmed as an authorized agent in the execution of warrants and the payment of claims, bills and invoices under the circumstances described herein on the behalf of the County of Carroll and the Board of Supervisors; and

Be it further resolved that the authority granted herein shall extend to the payment of warrants by the County Administrator in accordance with Virginia Code Section 15.2-407 (G); and,

Be it further resolved that the authority granted herein shall extend to the payment of all invoices, bills and claims arising from contracts approved by the County Board of Supervisors, through the County Administrator or County staff in

accordance with the County Purchasing manual as the same is amended from time to time, including without limitation informal procurements conducted pursuant to the County's "small purchase" procedures; and,

Be it further resolved that the authority granted herein shall include payment pursuant to contracts approved by the Board of Supervisors, in accordance with the payment provisions of such contracts, upon the verification and audit of such invoices by the County Administrator; and,

Be it further resolved that the County Administrator is authorized to approve regular payroll for County employees in accordance with the County's regular payroll schedule; and,

Be it further resolved that the County Administrator shall continue to include all payments approved by him in the Board's monthly agenda packets for review, audit and ratification by the Board of Supervisors.

Adopted this, the 8th day of March 2021, by the Board of Supervisors in the County of Carroll, Virginia

For

Against

Rex Hill

Dr. Tom Littrell

Robbie McCraw

Tracy Moore

Phillip McCraw

Joe Webb

By: _____

Dr. Tom Littrell, Chair