

**RESUME**

October 9, 2018

PUBLIC HEARING TO CONSIDER AN ORDINANCE PROVIDING  
FOR THE APPOINTMENT OF A CLERK TO THE BOARD OF  
SUPERVISORS

For many years the County Administrator under the County Code has been designated as the Clerk to the Board of Supervisors. The actual work of the clerk, however, has been delegated to the Executive Assistant who performs the responsibilities of a Deputy Clerk. As the responsibilities of the Clerk have increased significantly, it is recommended that the Board consider appointing a separate Clerk to the Board and removing those job responsibilities from the job description of the County Administrator.

**ORDINANCE TO AMEND “THE CODE OF THE COUNTY OF  
PRINCE GEORGE, VIRGINIA”, 2005, AS AMENDED, BY  
AMENDING § 2-292 AND § 2-293 RELATING TO DUTIES  
OF THE COUNTY ADMINISTRATOR AND APPOINTMENT  
OF A CLERK**

BE IT ORDAINED by the Board of Supervisors of Prince George County:

- (1) *That The Code of the County of Prince George, Virginia, 2005, as amended, is amended by amending § 2-292 and adding § 2-293, as follows:*

**Sec. 2-292. – General Powers and duties.**

The county administrator shall be clerk to the board of supervisors. It shall perform the following responsibilities: ~~be his general duty to:~~

- ~~(1) Record in a book to be provided for that purpose all of the proceedings of the board of supervisors.~~
- ~~(2) Make regular entries of all the board’s resolutions and decisions on all questions concerning the raising of money, and, within five days after any order for a levy is made, deliver a copy thereof to the county commissioner of the revenue.~~
- ~~(3) Record the vote of each supervisor on any question submitted to the board, if required by any member present.~~
- (1)(4) Sign all warrants issued by the board for the payment of money and record, in a book provided for that purpose, the reports of the county treasurer of his receipts and disbursements.
- ~~(5) Preserve and file all accounts and papers acted upon by the board with its action thereon for a period of five years after audit, and thereafter the board shall authorize their destruction in accordance with retention regulations for records established pursuant to the Virginia Public Records Act (Code of Virginia, § 42.1-76 et seq.).~~
- ~~(2)(6)–~~ Make recommendation to the board concerning any officer or department of the county government or employee under the control and supervision of the board.
- ~~(3)(7)–~~ Attend to the execution and enforcement of all lawful resolutions and orders of the board concerning any department, office or employee in the county government. He shall see that all laws of the state required to be enforced through the board are faithfully executed, and he shall report to the board how such orders, resolutions and laws have been executed.

- ~~(4)~~(8) Confer with any person concerning the affairs of the county government and make a report to the board of all such matters whereon it should take action.
- ~~(5)~~(9) Make monthly reports to the board in regard to matters of administration and keep it fully advised as to the financial condition of the county.
- ~~(6)~~(10) For information and fiscal planning purposes only, prepare and submit to the board, in accordance with general law, a budget.
- ~~(7)~~(11) Audit all claims of every character or nature against the county, except those required to be received and audited by the county school board, to ascertain that such claims are in accordance with purchase orders or contracts of employment or in accordance with the law from which such claims arise; issue all warrants in settlement of all such claims when such expenditures are authorized and approved by the officer and/or employee authorized to procure the services, supplies, materials or equipment accountable from such claims. Every warrant issued pursuant to the provisions of this subsection shall bear the date on which the county administrator orders it to be issued and shall be made payable on demand, signed by the county administrator or by his designated assistant, when authorized by the board of supervisors, and recorded in the form and manner prescribed by the state auditor of public accounts. The warrant shall be converted to a negotiable check by the treasurer or appropriately designated deputy treasurer, by affixing his signature thereto in conformity with the provisions of Code of Virginia § 58.1 – 3162 and by designating thereon the bank by which it is to be paid. The county administrator shall not approve expenditures in any year for any purpose in an amount greater than the amount available for such purpose during the year nor shall he order issued against any funds at any time any warrant in excess of the amount available in such fund and in the treasurer's possession at the time such warrant is issued, taking into account all previously issued and outstanding warrants payable from such funds; nor shall he approve, draw or permit to be paid any warrant drawn for any purpose unless there has been an appropriation of funds by the board of supervisors for that purpose, any other provision of this section to the contrary notwithstanding.
- ~~(8)~~(12) Act as purchasing agent for the county and make all purchases for the county subject to such exception as may be allowed by the board. He shall have authority to transfer supplies, materials and equipment between departments and officers and employees; to sell any surplus supplies, materials and equipment; and to make such other sales as may be authorized by the board. He shall have power, with consent of the board, to establish suitable specifications or standards for all supplies, materials and equipment to be purchased for the county and to inspect all deliveries to determine their compliance with such specifications and standards, it shall be his duty and he is empowered to reject the deliveries. He shall have charge of such storerooms and warehouses of the county as the

board may provide. He shall have the care and charge of all public buildings and the furnishings and fixtures therein under the control of the board.

All purchases and sales shall be made under such rules and regulations as the board may by ordinance or resolution establish. Subject to such exception as the board may provide, he shall, before making any purchase or sale, invite competitive bidding under such rules and regulations as the board may by ordinance or resolution establish. He shall not furnish any supplies, materials, equipment or contractual service to any department or office or employee, except upon receipt of a properly approved requisition and unless there is an unencumbered balance sufficient to pay the requisition.

~~(9)(13)~~ Keep a record of the revenues and expenditures of the county, keep such accounts and records of the affairs of the county as shall be prescribed by the board, and monthly prepare and submit to the board statements showing the progress and status of the affairs of the county in such form as shall be specified by the board.

~~(10)(14)~~ Perform all such duties as may be required of him by the board within the terms of subsection (1) through (13) of this section as may be evidenced by a resolution of the board made of record.

~~(11)(15)~~ Perform all duties imposed by law ~~upon the county clerk as clerk of the board and all duties imposed upon the county purchasing agent.~~

~~(12)(16)~~ Maintain a centralized system of accounting for the county, including the county school board and the local board of public welfare or social services, when such centralized system of accounting is authorized by the board under the provisions of Code of Virginia, § 30-137(B); provided that when such a centralized system of accounting is installed, the authorization and approval of expenditures, audit of claims and the issuance of warrants in settlement thereof for all agencies of the county, including the county school board and the board of public welfare or social services, shall be in conformity with the procedure set forth in subsection (11) of this section when such procedures are directed by resolution of the board of supervisors.

(Code 1988. § 2-2)

State Law reference – Similar provisions, Code of Virginia, § 15.2-1541; county budget, Code of Virginia, § 15.2-2500 et seq.

**SEC. 2-293. – Clerk for the Board of Supervisor.**

In accordance with § 15.2-1538 Code of Virginia, 1950, as amended, the Board shall appoint a Clerk for the Board who shall serve at the pleasure of the Board and shall perform the responsibilities of a Clerk as provided by State law and such other responsibilities as directed by the Board. The Board shall evaluate the performance of the Clerk annually and provide for appropriate compensation within the approved budget.

(2) That this Ordinance shall be effective immediately upon adoption.