



FREDERICK COUNTY GOVERNMENT
COUNTY COUNCIL

COUNCIL MEMBERS

Bud Otis, President
M.C. Keegan-Ayer, V. President
Tony Chmelik
Kirby Delauter
Jerry Donald
Jessica Fitzwater
Billy Shreve

FISCAL NOTE EXECUTIVE SUMMARY

Bill No. 15-07

Title: An Act to Amend Frederick County Code Ch. 1-2: Administration Art. II: Purchases to add the definitions: Business Entity, Direct Financial Interest, and Qualified Relative; to provide that Frederick County will not enter into contracts with County Council Members, the County Executive, or business entities in which a County Council member, the County Executive or a qualified relative of a County Council Member or the County Executive has a direct financial interest; and generally relating to limitations on awards of County Contracts

Sponsor: Council President Bud Otis & County Executive Jan Gardner

Staff: Lori Depies, Finance Director

Funding Information

No fiscal impact.

As the attached Fiscal Note from the Administration provides that this bill does not fiscally impact the County. This bill serves to strengthen our procurement and contracting processes only.



FREDERICK COUNTY COUNCIL

Local Government Fiscal Estimate of Legislation

CONTACT INFORMATION AND GENERAL INSTRUCTIONS

Bill Number/Reference:	15-07
Bill Title:	An Act to Amend Frederick County Code Ch. 1-2: Administration Art. II: Purchases to add the definitions: Business Entity, Direct Financial Interest, and Qualified Relative; to provide that Frederick County will not enter into contracts with County Council Members, the County Executive, or business entities in which a County Council member, the County Executive or a qualified relative of a County Council Member or the County Executive has a direct financial interest; and generally relating to limitations on awards of County Contracts
Local Government Agency:	Division of Finance
Prepared By:	Lori Depies
Title:	Director of Finance
Phone Number:	301-600-1753
E-Mail Address:	ldepies@frederickcountymd.gov
Due Date:	
Date Submitted:	07/17/2015

Please submit BY E-MAIL to: Ragen Cherney, Legislative Director/Chief of Staff
Frederick County Council • E-Mail: RCherney

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Date:						
<p>Please respond to the questions below. If you prefer to provide responses or additional information in a separate file or document, send the file or document in a separate e-mail to rcherney@frederickcountymd.gov with the bill number/reference in the subject line.</p>						
1.	Describe the impact of this proposed legislation on your agency (operations, revenues, expenditures, etc). If there is no impact, <u>please explain why.</u>					
This bill does not fiscally impact the County. This bill serves to strengthen our procurement and contracting processes only.						
2.	Please indicate whether the proposed legislation will affect small businesses in Frederick County, and if it will, please provide any information you may have which could be useful in determining the economic impact on small businesses.					
This bill would have a positive impact on local businesses as it strengthens our procurement and contracting process by eliminating any real or perceived conflicts of interest concerning the County elected officials.						
FISCAL IMPACT SUMMARY – SHOW (DECREASE) IN PARENTHESES						
<u>REVENUES</u>						
3.	Analysis of estimated increase (or decrease) in government revenues. Please estimate below any anticipated increase (or decrease) in revenues resulting from this legislation. Please be aware of any delayed effective dates in the bill or other factors that may cause revenue increases/decreases to begin in later years.					
	<u>Source</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
	N/A					
	TOTAL \$	\$	\$	\$	\$	\$
	Please explain how the above estimated increase(s) or decrease(s) were arrived at, including any calculations and/or assumptions made. Please also explain any variation if the revenue increase(s)/decrease(s) are not constant.					

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<u>EXPENDITURES</u>						
4.	Analysis of estimated increase (or decrease) in government expenditures. Please estimate below any anticipated increase (or decrease) in expenditures resulting from this legislation. Please be aware of any delayed effective dates in the bill or other factors that may cause expenditure increases/decreases to begin in later years.					
A. Salaries & Wages		<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
FTE Employees - _____ # of positions						
Fringe Benefits						
N/A						
TOTAL (Salaries, wages & benefits)		\$	\$	\$	\$	\$
		Please provide an explanation of the need for the number and type of any personnel listed above, including (1) what specific provision(s) of the bill necessitate additional staff; (2) what the duties of each type employee will be; and (3) why existing personnel cannot absorb the additional work. Please also certify the wage/salary rate and % fringe rate (if differing rates apply) for each personnel classification.				
B. Other Operating Expenses		<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
Technical/Special Fees, Grants/Subsidies						
Communications-Phone, Postage						
Travel, Food, Auto, Fuel & Utilities						
Contractual Services						
Supplies						
Equipment-Replacement						
Equipment-Additional						
Land & Structures, Fixed Charges						
Other (Please Specify on Extra Page(s))						
TOTAL (Expenditures)		\$	\$	\$	\$	\$
		On the next page, please provide brief descriptions/breakdowns of the above "Other Operating Expenses."				
		Please explain below any additional calculations or assumptions made in estimating the "Other Operating Expenses" that will help us to understand the amounts and timing of the expenses.				
N/A – It is not anticipated that this legislation would create the need for additional staff or increase the operating expenses of the County.						

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4. (cont'd)

C. Operating Expense Descriptions/Breakdowns

Please provide below a short description of the specific purpose of each expense listed under 4B. If any amount(s) listed under 4B represent(s) a total of multiple expenses, provide a breakdown of the fiscal 2016 amount with a short description of each expense (for example, if \$2,500 is listed for Communications – Phone, Postage, a statement such as “\$1,500 for cellphone charges for two new inspectors and \$1,000 for postage for mailings to permittees to notify them of changes to inspection requirements.”)

Fiscal 2016 Expenditures

Technical/Special Fees, Grants & Subsidies description/breakdown	\$
Communications – Phone, Postage description/breakdown	\$
Travel, Food, Auto Operations, Fuel & Utilities description/breakdown	\$
Contractual Services description/breakdown	\$
Supplies description/breakdown	\$
Equipment-Replacement description/breakdown	\$
Equipment-Additional description/breakdown	\$
Land & Structures, Fixed Charges description/breakdown	\$
Other (Please Specify) description/breakdown	\$