



Frederick County, Maryland

Staff Report Concurrence Form

To: Office of the County Executive

Date: 06/02/2022

Division Director: Rick Harcum

Approved: *Rick Harcum*

From: Kyle Baker, Project Manager

Division: Public Works

Phone #: 301-600-3503

Staff Report Topic:

Budget Journal – Middletown Library

Time Sensitive? Yes (if yes, deadline for approval: _____) No

Action Requested by Executive's Office: Signature Requested OR Information Only

Staff Report Review:

This staff report has been thoroughly reviewed first by the appropriate divisions/agencies noted on Page 2 followed by those outlined below:

	Name	Signature	Date
Budget Office	Kelly Weaver	<i>Kelly Weaver</i>	6/6/2022
Finance Division	Erin White	<i>Erin White</i>	6/6/2022
County Attorney's Office	Wendy S. Kearney	<i>Wendy S. Kearney</i>	6/6/2022

Refer to County Council? Yes No

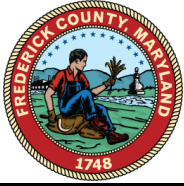
(County Attorney's Office to complete)

Chief Administrative Officer	Rick Harcum	<i>Rick Harcum</i>	6/7/2022
County Executive	Jan Gardner	<i>Jan Gardner</i>	6/8/2022

Forward to Council? Yes No

(County Executive to complete)





Frederick County, Maryland

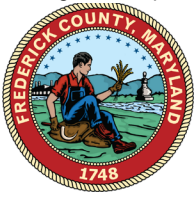
Staff Report Concurrence Form

Other Reviewers:

	Title	Name	Signature	Date
3.	Accountant III	Tracie Wilt	DocuSigned by: <i>Tracie Wilt</i> 56E9AEF27F7341C...	6/6/2022
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Comments:

From	Date	Comment
Kelly Weaver	06/06/2022	The supplemental appropriation requires County Council approval.

**FREDERICK COUNTY GOVERNMENT****DIVISION OF PUBLIC WORKS**Jan H. Gardner
*County Executive**Rick Harcum, Acting Division Director***MEMORANDUM****TO:** County Council**THROUGH:** County Executive Jan Gardner **FROM:** Rick Harcum, Acting Director, Division of Public Works **DATE:** June 2, 2022**SUBJECT:** Budget Journal – Middletown Library**ISSUE:**

Should the County Council approve the attached budget journal, which results in a \$1,476,840 net budget increase to the Middletown Library project?

BACKGROUND:

Following the bid opening for the construction of the new Middletown Library, it was determined that the proposal provided by the lowest, responsive, and responsible bidder, Towson Mechanical (TMI) was approximately 12% above the Architect's Cost Estimate. The main reason for the overage is due to continued material price increases, as well as unprecedented inflation. In addition to the contract with TMI, the additional funds will be utilized for separate contracts for building sprinkler, fire alarm, third party inspection, and the Department of Facility Maintenance's (DFM) self-performed mechanical work.

To execute the contract with TMI, \$8,637,000 of funding is required, in addition to the anticipated costs for the building sprinkler, fire alarm, third party inspection, and DFM's self-performed work. To satisfy this funding requirement, a budget increase of \$1,476,840 is requested from the Unallocated Project Construction Fund. Sufficient funding is available to support this budget journal.

RECOMMENDATION:

The Division of Public Works recommends that the County Council approve the attached budget journal, which increases the Middletown Library operating account for contracted services by \$1,476,840.

FINANCIAL IMPACT: Yes, Direct

1. Fiscal Year of Financial Impact: FY 2022
2. Existing Account Unit / Activity & Account: 40.98.900.999_55105_C4002.4002.01_85105
3. New Account Unit / Activity & Account: N/A
4. Budget Balance as of June 2, 2022: \$7,893,783
5. Budget Journal Required: Yes
6. Amount of County Funding Requested: \$1,476,840
7. Other Pertinent Information: N/A

ATTACHMENT:

Attachment 1 – Budget Journal

cc: Kyle Baker, Project Manager, Office of Project Management 
Megan Murphy, Contract Support Coordinator, Department of Fiscal Services CH for MM

**FREDERICK COUNTY
BUDGET JOURNAL**

FY22

J-22-343

JOURNAL NUMBER

Period # 11

Entered:

Page 1 of 1

Budget Office Use Only:

May 25, 2022 Engineering Const. Management, Bret Fouche

Request Date Department & Requestor

Jason Stitt ^{DS} B.F. for JS Rick Harcum ^{DS} *RH*
Department Head Acting Division Director

DESCRIPTION/REASON FOR REQUEST:

A budget transfer is requested to increase the amount of funding for the Middletown Library project (C4002.4002.01) to cover costs associated with construction. Funding will be diverted from the Unallocated project (C5555.5555.01). An additional \$1,476,840 is needed to meet the estimated construction cost. This additional amount will cover General Contracting services, and Frederick County's direct construction costs for Sprinkler, Fire Alarm, Mechanical, and third party material testing.

REVENUE:

Accounting Unit# - Account#	Activity# - Account Category#	Activity Name & Account Description	Increase	Decrease
40.98.900.999-48501	C4002.4002.01-78501	Middletown Library - GO bnds	1,442,660	
40.98.900.999-48510	C4002.4002.01-78510	Middletown Library - Impact Fees	34,180	
40.98.900.999-48501	C5555.5555.01-78501	Unalloc proj - GO bnds		1,442,660
40.98.900.999-48510	C5555.5555.01-78510	Unalloc proj - Impact Fees (library)		34,180
TOTAL			1,476,840	1,476,840
Net Change			0	

EXPENDITURES:

Accounting Unit# - Account#	Activity# - Account Category#	Activity Name & Account Description	Increase	Decrease
40.98.900.999-55105	C4002.4002.01-85105	Middletown Library	1,476,840	
40.98.900.999-55105	C5555.5555.01-85105	Unalloc proj - Construction		1,476,840
TOTAL			1,476,840	1,476,840
Net Change			0	

DocuSigned by:
Kelly Weaver
BUDGET OFFICE APPROVAL

6/6/2022
DATE

DocuSigned by:
Jan Gardner
COUNTY EXECUTIVE

6/8/2022
DATE

COUNTY COUNCIL PRESIDENT

DATE

Certificate Of Completion

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Source Envelope:	
Document Pages: 5	Signatures: 9
Certificate Pages: 4	Initials: 6
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Courtney Hansberger
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	12 E Church St
	Frederick, MD 21701
	CHansberger@FrederickCountyMD.gov
	IP Address: 199.248.201.250

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Storage Appliance Status: Connected	Pool: Frederick County Government	Location: DocuSign

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Courtney Hansberger
 chansberger@frederickcountymd.gov
 Approver - Test
 Frederick County Government
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Signature

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Kyle Baker
 KBaker2@FrederickCountyMD.gov
 Security Level: Email, Account Authentication (None)



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Bret Fouche
 BFouche@frederickcountymd.gov
 Chief, Office of Project Management
 Frederick County Government
 Security Level: Email, Account Authentication (None)

Completed

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 BFouche@frederickcountymd.gov
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Signer Events

Rick Harcum
RHarcum@FrederickCountyMD.gov
CAO
Frederick County Government
Security Level: Email, Account Authentication
(None)

Signature


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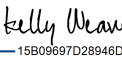
Tracie Wilt
TWilt@FrederickCountyMD.gov
Accountant III
Security Level: Email, Account Authentication
(None)

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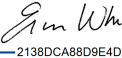
Kelly Weaver
KWeaver@FrederickCountyMD.gov
Budget Director
Frederick County Government
Signing Group: Budget Office
Security Level: Email, Account Authentication
(None)

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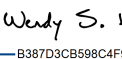
Erin White
EWhite@FrederickCountyMD.gov
Director of Finance
Frederick County Government
Signing Group: Finance Office
Security Level: Email, Account Authentication
(None)

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Wendy S. Kearney
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Senior Asst. County Attorney
Frederick County Government
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Rick Harcum
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 CAO
 Frederick County Government
 Signing Group: Rick Harcum
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Signature

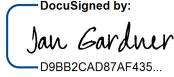
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
Jan Gardner
 JGardner@FrederickCountyMD.gov
 County Executive
 Frederick County Government
 Signing Group: Jan Gardner
 Security Level: Email, Account Authentication (None)

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Joyce Grossnickle
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 Administrative Officer
 Frederick County Government
 Security Level: Email, Account Authentication (None)


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 JGrossnickle@FrederickCountyMD.gov
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Bret Fouche
 BFouche@frederickcountymd.gov
 Chief, Office of Project Management
 Frederick County Government
 Security Level: Email, Account Authentication (None)

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