



Frederick County, Maryland

Staff Report Concurrence Form

To: Office of the County Executive

Date: 06/03/2022

Division Director: Dawn Shugars

Approved: Dawn Shugars

DocuSigned by:

7448DED907E84C8...

From: Dawn Shugars

Division: Board of Licensed Commissioners

Phone #: 301-600-2984

Staff Report Topic:

Budget Journal - Reclassification of a Part-Time Administrative Specialist to a Full-Time Administrative Specialist II

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	<small>DocuSigned by:</small> Kelly Weaver	6/6/2022
Finance Division	Erin White	<small>15B09697D28946D... DocuSigned by:</small> Erin White	6/6/2022
County Attorney's Office	Jennifer M. Keefer	<small>2138DCA88D9E4DA... DocuSigned by:</small> Jennifer M. Keefer	6/6/2022

Refer to County Council? Yes No

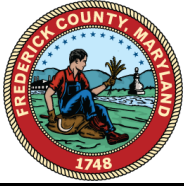
(County Attorney's Office to complete)

Chief Administrative Officer	Rick Harcum	<small>DocuSigned by:</small> Rick Harcum	6/7/2022
County Executive	Jan Gardner	<small>820E502B988947C... DocuSigned by:</small> Jan Gardner	6/8/2022

Forward to Council? Yes No

(County Executive to complete)





Frederick County, Maryland

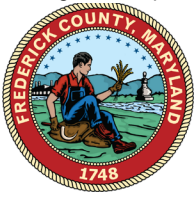
Staff Report Concurrence Form

Other Reviewers:

	Title	Name	Signature	Date
3.	HR Director	Wayne C Howard	DocuSigned by: <i>Wayne C Howard</i> 57B0AFA251BE4EB...	6/6/2022
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Comments:

From	Date	Comment
Kelly Weaver	06/06/2022	The addition of a 1.0 FTE requires County Executive approval
Kelly Weaver	06/06/2022	The supplemental appropriation requires County Council approval



FREDERICK COUNTY GOVERNMENT
BOARD OF LICENSED COMMISSIONERS

Jan H. Gardner
County Executive

Dawn Shugars, Administrator

TO: County Council

THROUGH: County Executive Jan Gardner

FROM: Dawn Shugars, Administrator, Board of Licensed Commissioners

DATE: June 3, 2022

SUBJECT: Budget Journal - Reclassification of a Part-Time Administrative Specialist to a Full-Time Administrative Specialist II

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ISSUE:

Should the County Council approve a budget journal ([Attachment 1](#)) to reclassify a part-time Administrative Specialist to a full-time Administrative Specialist II?

BACKGROUND:

Alcohol Awareness is a state required training for Frederick County businesses selling alcoholic beverages. Each business must have alcohol awareness trained staff on site at all times to be compliant with the state law.

During the pandemic, all in-person operations had to cease for the Board of Licensed Commissioners for Frederick County. In order to accommodate the needs of Frederick County alcohol beverage license holders, the Liquor Board staff developed and implemented the first state-approved virtual class and testing platform for alcohol awareness training.

It has now become necessary for a staff member to serve as an instructor in order to fulfill the need. The instructor was promoted to serves as the Administrator to the Board of Licensed Commissioners. This promotion encompassed additional responsibilities and duties for the Administrator. This requires a different dissemination of duties. Therefore, when the current part-time Administrative Specialist exhibited strong instructor qualities, it became apparent that this role needed to be expanded. The instructor role is an ability that is a challenging skill set to evaluate, which can only be done once it is performed.

The current part-time Administrative Specialist has exhibited the desire to execute this program. The need to expand the instructor role has been proven with the increase in volume of participation in the program.

In fiscal year 2021 there were 601 participants trained in the program. For fiscal year 2022 there are 1,019 trained participants thus far. Training will continue for the remainder of the fiscal year.

Frederick County: Rich History, Bright Future

The significant increase in participants seeking training is consuming too much focus from the Administrator. These duties must be delegated to a competent employee.

The cost to accommodate this request will be recovered out of the budget line item 60180, where the \$40 registration fee is allocated. In addition, the Administrator has consulted with the Budget Liaison to reallocate other budget line items to cover the request.

RECOMMENDATION:

Staff recommends the County Council approve the budget journal to reclassify a part-time Administrative Specialist to a full-time Administrative Specialist II.

FINANCIAL IMPACT: Yes-Indirect

1. Fiscal Year of Financial Impact: FY2023
2. Existing Account Unit / Activity & Account: 10.90.370.999 52701; 10.90.370.999 60180
3. New Account Unit / Activity & Account: n/a
4. Budget Balance as of May 24, 2022: \$11,217; \$20,025
5. Budget Journal Required: Yes-Included
6. Amount of County Funding Requested: 0
7. Other Pertinent Information: See the Details of the Budget Journal

ATTACHMENT(S):

Attachment 1 – Budget Journal

Attachment 2 –Liquor Commission Budget

**FREDERICK COUNTY
BUDGET JOURNAL**

J-23-002

FY_23

Period #_1

Page_1___ of 1___

JOURNAL NUMBER

Entered:
Budget Office Use Only:

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5-10-22 Liquor Board, Dawn Shugars
Request Date Department & Requestor

Department Head Division Director

DESCRIPTION/REASON FOR REQUEST:

Utilize existing part time funding, contract services, as well as recoveries to add one full time benefitted Administrative Specialist II position.

REVENUE:

Accounting Unit# - Account#	Activity# - Account Category#	Activity Name & Account Description	Increase	Decrease
		TOTAL	0	0
		Net Change	0	

EXPENDITURES:

Accounting Unit# - Account#	Activity# - Account Category#	Activity Name & Account Description	Increase	Decrease
10.90.370.999 50101		Liquor Bd-Salary & Wages	20,111	
10.90.370.999 50250		Liquor Bd-Social Sec/Medicare	1,538	
10.90.370.999 50260		Liquor Bd-Defined Benefit Plan	5,059	
10.90.370.999 50290		Liquor Bd-Workers' Comp	18	
10.90.370.999 50301		Liquor Bd-Life Insurance	152	
10.90.370.999 52701		Liquor Bd-Contract Services		11,811
10.90.370.999 51195		Liquor Bd-Interpreter Foreign Language	811	
10.90.370.999 60180		Liquor Bd-Miscellaneous Recovery	15,878	
		TOTAL	11,811	11,811

Net Change 0

DocuSigned by:
Kelly Weaver
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BUDGET OFFICE APPROVAL

6/6/2022
DATE

DocuSigned by:
Jan Gardner
D9BB2CAD87AF436...
COUNTY EXECUTIVE

6/8/2022
DATE

COUNTY COUNCIL PRESIDENT

DATE

Costing Center Budget vs Actual Monthly

Budget Year: 2022; YTD Month End: June 2022

Department: 90.370 - Liquor Commission; Costing Center: 999 - Liquor Commission; Fund: 10 - General Fund

GL Accounts	2022 Budget	July Actual	August Actual	September Actual	October Actual	November Actual	December Actual	January Actual	February Actual	March Actual	April Actual	May Actual	June Actual	YTD Actual	Budget Remaining		Projected Year End Balance	
Revenues / Funding Source																		
Licenses & Permits																		
40505 - Liquor Lic - Application Fee	58,200	2,250	2,400	1,500	2,350	2,250	2,350	1,000	6,900	33,628	3,875	750	0	59,253	(1,053)	(2)%	(1,053)	(2)%
40510 - Liquor Lic - Postponement Fee	500	0	0	0	0	0	0	0	0	100	0	0	0	100	400	80%	400	80%
Total: Licenses & Permits	58,700	2,250	2,400	1,500	2,350	2,250	2,350	1,000	6,900	33,728	3,875	750	0	59,353	(653)	(1)%	(652)	(1)%
Fees & Charges																		
42615 - Fingerprinting Fees	300	0	0	0	0	0	0	0	0	0	0	0	0	0	300	100%	300	100%
Total: Fees & Charges	300	0	0	0	0	0	0	0	0	0	0	0	0	0	300	100%	300	100%
Fines & Forfeitures																		
44110 - Alcohol Code Violation Fines	0	0	0	0	0	0	0	0	1,800	51	1,450	0	0	3,301	(3,301)	0%	(3,301)	0%
Total: Fines & Forfeitures	0	0	0	0	0	0	0	0	1,800	51	1,450	0	0	3,301	(3,301)	0%	(3,301)	0%
Total: Revenues / Funding Source	59,000	2,250	2,400	1,500	2,350	2,250	2,350	1,000	8,700	33,779	5,325	750	0	62,654	(3,654)	(6)%	(3,653)	(6)%
Expenses / Expenditure																		
Salaries - Reg Emp																		
50101 - Salary & Wages	363,026	26,685	20,242	25,318	15,418	19,800	30,142	18,474	25,476	32,937	21,815	13,719	0	250,025	113,001	31%	113,001	31%
Total: Salaries - Reg Emp	363,026	26,685	20,242	25,318	15,418	19,800	30,142	18,474	25,476	32,937	21,815	13,719	0	250,025	113,001	31%	113,001	31%
Salaries - OT																		
50160 - Overtime	0	86	0	298	0	120	0	0	0	180	0	0	0	684	(684)	0%	(684)	0%
Total: Salaries - OT	0	86	0	298	0	120	0	0	0	180	0	0	0	684	(684)	0%	(684)	0%
Benefits																		
50201 - Health Insurance Contributions	55,211	4,577	2,357	2,830	1,661	2,126	3,600	2,484	2,484	6,240	3,426	2,141	0	33,927	21,284	39%	21,284	39%
50225 - OPEB	15,408	1,284	1,284	1,284	1,284	1,284	1,284	1,284	1,284	1,284	1,284	0	0	12,840	2,568	17%	2,568	17%
50240 - Dental Insurance Contributions	240	20	14	17	10	13	21	14	14	20	15	9	0	166	74	31%	74	31%
50250 - Social Security / Medicare	27,772	1,969	1,509	1,912	1,152	1,489	2,246	1,374	1,909	2,463	1,611	1,013	0	18,646	9,126	33%	9,126	33%
50260 - Defined Benefit Plan	37,158	2,692	1,922	2,723	1,646	2,118	3,229	1,965	2,528	2,884	2,173	1,358	0	25,238	11,920	32%	11,920	32%
50280 - Unemployment Contributions	477	21	22	31	10	9	63	107	97	74	44	14	0	491	(14)	(3)%	(14)	(3)%
50290 - Worker's Compensation	4,128	239	213	257	169	212	319	210	219	266	177	111	0	2,391	1,737	42%	1,737	42%
50301 - Life Insurance	1,114	77	55	68	47	61	95	56	61	93	62	39	0	714	400	36%	400	36%
Total: Benefits	141,508	10,880	7,375	9,121	5,979	7,312	10,856	7,494	8,597	13,323	8,792	4,686	0	94,414	47,094	33%	47,094	33%
Professional/Technical Svc																		
51010 - Bank Fees	100	0	0	0	0	0	0	0	0	0	0	0	0	0	100	100%	100	100%
51305 - Computer License / Maintenance	1,120	0	0	1,844	0	0	0	0	0	0	0	0	0	1,844	(724)	(65)%	(724)	(65)%
Total: Professional/Technical Svc	1,220	0	0	1,844	0	0	0	0	0	0	0	0	0	1,844	(624)	(51)%	(624)	(51)%
Repair/Maintenance																		
52235 - Fleet Charges	3,014	251	251	829	251	251	251	251	251	251	251	0	0	3,088	(74)	(2)%	(74)	(2)%
Total: Repair/Maintenance	3,014	251	251	829	251	251	251	251	251	251	251	0	0	3,088	(74)	(2)%	(74)	(2)%

Costing Center Budget vs Actual Monthly

Budget Year: 2022; YTD Month End: June 2022
Department: 90.370 - Liquor Commission; Costing Center: 999 - Liquor Commission; Fund: 10 - General Fund

GL Accounts	2022 Budget	July Actual	August Actual	September Actual	October Actual	November Actual	December Actual	January Actual	February Actual	March Actual	April Actual	May Actual	June Actual	YTD Actual	Budget Remaining	Projected Year End Balance		
Other Services																		
52401 - Telephone	3,600	197	192	203	197	243	197	198	198	214	198	0	0	2,036	1,564	43%	1,564	43%
52405 - Telephone - Wireless	1,250	137	67	103	103	123	123	123	123	123	123	123	0	1,274	(24)	(2)%	(24)	(2)%
52420 - Advertising	0	343	431	0	669	387	378	0	88	634	273	185	0	3,388	(3,388)	0%	(3,388)	0%
52601 - Travel / Training	10,700	0	0	0	0	0	0	0	0	0	904	67	0	971	9,729	91%	9,729	91%
52615 - Mileage	8,710	574	679	869	790	629	628	273	715	736	1,011	772	0	7,675	1,035	12%	1,035	12%
52701 - Contracted Services	11,811	0	0	0	242	0	174	82	0	0	0	96	0	594	11,217	95%	11,217	95%
52745 - Postage	1,200	43	42	0	19	25	34	78	28	40	9	0	0	317	883	74%	883	74%
52755 - Dues / Subscriptions	1,000	0	0	0	0	0	0	0	0	150	0	100	0	250	750	75%	750	75%
52765 - Printing	7,900	114	198	175	158	92	586	136	1,055	499	0	0	0	3,013	4,887	62%	4,887	62%
Total: Other Services	46,171	1,409	1,609	1,349	2,178	1,499	2,119	890	2,208	2,396	2,518	1,343	0	19,519	26,652	58%	26,652	58%
Supplies																		
53010 - Program / Activity Supplies	4,000	0	0	0	0	0	1,018	0	1,018	1,018	0	846	0	3,901	99	2%	99	2%
53065 - Firearms / Ammunition	180	0	0	0	0	0	0	0	0	0	0	0	0	0	180	100%	180	100%
53215 - Computer Hardware / Software	3,000	0	0	0	255	0	0	0	1,118	0	308	0	0	1,681	1,319	44%	1,319	44%
53230 - NonCapital Furniture / Equipment	3,300	0	0	0	0	1,749	0	0	201	0	1,708	0	0	3,658	(358)	(11)%	(358)	(11)%
53315 - Fleet Fuel	1,450	68	161	86	151	107	110	101	90	246	253	0	0	1,373	77	5%	77	5%
53605 - Office Supplies	5,000	0	182	122	110	979	564	195	930	211	336	73	0	3,701	1,299	26%	1,299	26%
Total: Supplies	16,930	68	343	208	516	2,835	1,692	296	3,356	1,475	2,606	919	0	14,313	2,617	15%	2,617	15%
Reimbursements																		
60180 - Miscellaneous Recovery	(750)	(1,720)	(760)	(920)	(1,530)	(2,350)	(920)	(1,763)	(2,561)	(4,331)	(2,770)	(400)	0	(20,025)	19,275	(2,570)%	19,275	(2,570)%
Total: Reimbursements	(750)	(1,720)	(760)	(920)	(1,530)	(2,350)	(920)	(1,763)	(2,561)	(4,331)	(2,770)	(400)	0	(20,025)	19,275	(2,570)%	19,275	(2,570)%
Total: Expenses / Expenditure	571,119	37,659	29,060	38,047	22,811	29,466	44,140	25,642	37,327	46,231	33,212	20,266	0	363,862	207,257	36%	207,257	36%
Net Total:	(512,119)	(35,409)	(26,660)	(36,547)	(20,461)	(27,216)	(41,790)	(24,642)	(28,627)	(12,452)	(27,887)	(19,516)	0	(301,208)	(210,911)	32%	203,604	32%

Certificate Of Completion

Envelope Id: 03DE81F450234388AFDAE01D496ED861	Status: Completed
Subject: Staff Report-Budget Journal-Reclassify a Part-Time Admin. Spec. to a Full-Time Admin. Spec. II	
Source Envelope:	
Document Pages: 7	Signatures: 9
Certificate Pages: 6	Initials: 3
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	Frederick, MD 21701
	AKneessi@FrederickCountyMD.gov
	IP Address: 199.248.201.250

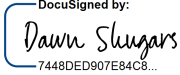
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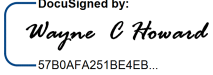
Signer Events

Signer Events	Signature	Timestamp
Ashley Kneessi akneessi@frederickcountymd.gov Frederick County Government Security Level: Email, Account Authentication (None)	Completed Signed by link sent to akneessi@frederickcountymd.gov Using IP Address: 199.248.201.250	Sent: 6/3/2022 10:34:20 AM Viewed: 6/3/2022 10:34:32 AM Signed: 6/3/2022 10:36:30 AM

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Dawn Shugars dshugars@frederickcountymd.gov Frederick County Government Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Signed by link sent to dshugars@frederickcountymd.gov Using IP Address: 174.216.130.36 Signed using mobile	Sent: 6/3/2022 10:36:32 AM Viewed: 6/3/2022 10:46:45 AM Signed: 6/3/2022 10:47:11 AM
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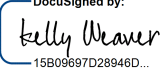
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Wayne C Howard whoward@frederickcountymd.gov HR Director Frederick County Government Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Signed by link sent to whoward@frederickcountymd.gov Using IP Address: 199.248.201.250	Sent: 6/3/2022 10:47:13 AM Viewed: 6/6/2022 9:27:11 AM Signed: 6/6/2022 9:27:27 AM
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Signer Events**Signature****Timestamp**

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

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Signature Adoption: Pre-selected Style
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KWeaver@FrederickCountyMD.gov
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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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Jennifer M. Keefer
jkeefe@frederickcountymd.gov
Security Level: Email, Account Authentication (None)

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C39F25F4E92C41B...

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

DocuSigned by:


820E502B988947C...

Signature Adoption: Pre-selected Style
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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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Signer Events	Signature	Timestamp
Joyce Grossnickle JGrossnickle@FrederickCountyMD.gov Administrative Officer Frederick County Government Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Signed by link sent to JGrossnickle@FrederickCountyMD.gov Using IP Address: 199.248.201.250	Sent: 6/8/2022 8:47:44 AM Viewed: 6/8/2022 1:59:16 PM Signed: 6/8/2022 1:59:37 PM

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Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp

Kimberly Long KLong@FrederickCountyMD.gov Frederick County Government Security Level: Email, Account Authentication (None)	COPIED	Sent: 6/6/2022 12:25:25 PM
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Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	6/3/2022 10:34:20 AM
Certified Delivered	Security Checked	6/8/2022 1:59:16 PM
Signing Complete	Security Checked	6/8/2022 1:59:37 PM
Completed	Security Checked	6/8/2022 1:59:37 PM
Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

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Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Carahsoft OBO Frederick County:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: epoteat@frederickcountymd.gov

To advise Carahsoft OBO Frederick County of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at epoteat@frederickcountymd.gov and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc. to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in the DocuSign system.

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To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to epoteat@frederickcountymd.gov and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

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To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to epoteat@frederickcountymd.gov and in the body of such request you must state your e-mail, full name, US Postal Address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum

Enabled Security Settings:	Allow per session cookies
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** These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

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