

Charter of Charles County, Maryland - Fiscal Note

Article	Estimated Impact Range	
Article 1 General Provisions	\$0	\$0
Article 2 County Council*	\$84,500	\$423,700
Article 3 Inspector General*	\$550,900	\$653,900
Article 4 Legislative Process	\$0	\$0
Article 5 Executive*	\$369,000	\$369,000
Article 6 Budget and Finance	\$2,500	\$2,500
Article 7 Miscellaneous Provisions	\$0	\$0
Article 8 Transitional Provisions**	\$150,000	\$150,500
Total Estimated Impact	\$1,156,900	\$1,599,600

NOTE: Impact is in today's dollars. Actual costs will be updated when the funds are needed to support these Articles.

*Costs could be greater if major renovations to the County Government Building are needed to support additional staffing for the County Executive's Office, County Council, and Inspector General.

**One time cost that will occur prior to 2026. Estimate does not include any impact that may result in the Planning & Growth Management consultant's recommendations that will "improve the organization, mission-based outcomes, and engagement with the constituency of Charles County.

Article 1 General Provisions

CHARLES COUNTY GOVERNMENT

INTEROFFICE MEMORANDUM

Equal Opportunity Employer



TO:	Deborah E. Hall, CPA, Acting County Administrator <u><i>Deborah Hall</i></u> <small>Deborah Hall (May 28, 2024 11:44 EDT)</small> <i>Department of Human Resources</i>	05/28/2024
THRU:	Danielle Mitchell, Assistant Deputy County Attorney <u><i>[Signature]</i></u> <small>Danielle Mitchell (May 24, 2024 16:32 EDT)</small> <i>County Attorney's Office</i>	05/24/2024
FROM:	Jacob Dyer, Acting Director of Fiscal & Administrative Services <u><i>Jacob Dyer</i></u> <small>Jacob Dyer (May 24, 2024 16:31 EDT)</small> <i>Department of Fiscal & Administrative Services</i>	05/24/2024
SUBJECT:	Charter Government – General Provisions Fiscal Note	
DATE:	May 21, 2024	

Fiscal & Administrative Services has analyzed the drafted General Provisions Article (version two) that was reviewed by the Charter Board on May 9, 2024. The drafted article should cause no fiscal impact to Charles County.

Cc: Jesse Bungcayao
Jenifer Ellin
Wesley Adams
Marc Potter

Article 2 County Council

CHARLES COUNTY GOVERNMENT

INTEROFFICE MEMORANDUM

Equal Opportunity Employer



TO:	Deborah E. Hall, CPA, Acting County Administrator <u>Deborah E. Hall</u> <small>Deborah E. Hall (Jun 27, 2024 10:21 EDT)</small> Department of Human Resources	06/27/2024
THRU:	Danielle Mitchell, Assistant Deputy County Attorney <u>Danielle Mitchell</u> <small>Danielle Mitchell (Jun 24, 2024 17:43 EDT)</small> County Attorney's Office	06/24/2024
FROM:	Jacob Dyer, Acting Director of Fiscal & Administrative Services <u>Jacob Dyer</u> <small>Jacob Dyer (Jun 24, 2024 16:34 EDT)</small> Department of Fiscal & Administrative Services	06/24/2024
SUBJECT:	Charter Government – Article 2, County Council	
DATE:	June 24, 2024	

Since the beginning of April, County Government staff has met with the Charter Board Chairman to discuss the fiscal impact of the drafted Charter. Based on these discussions and from staff's review of the drafted Article 2 County Council, it was determined that this article will have a fiscal impact. **The total impact of this article ranges from \$84,500 to \$423,700.**

Reason for the fiscal impact:

1. The drafted article under section 207 details the starting annual salary for the Council Chair (\$75,000) and the four remaining elected Council members (\$65,000).
 - a. These starting salaries are higher than the current annual salary structure under the County Commissioners.
 - i. Per County Code, the Commissioner President annual salary is scheduled to receive \$63,159 for calendar year 2026 and each subsequent year.
 - ii. The other County Commissioners are scheduled to receive \$51,957 for calendar year 2026 and each subsequent year.
 - b. Section 207 also allows for each Council member to be eligible for “(2) allowances; (3) fringe benefits; and (4) any contributions required by State of federal law.”
 - c. Factoring in these additional costs, the impact of section 207 is approximately \$84,500.
2. Section 214 gives the Council the ability to “employ administrative employees of such legal, financial, or other advisors as it deems necessary to perform its functions.” Having staff to assist any elected body is standard in all forms of governments. From reviewing other Maryland Charter Government’s Council Support staffing, the number of positions supporting the Council can range from two positions (Cecil County) to forty positions (Howard County). *Because the make-up of these employees can vary from County to County, the fiscal impact is unknown. The fiscal impact will ultimately be determined by the 2026 County Council to meet their specific needs.*
 - a. However, it is reasonable to believe that the staffing for the Charles County Council Support staff would at least be the number of positions currently supporting the Charles County Board of County Commissioners. The County Commissioners Support Staff budget consists of nine full-time positions and the County Administrator’s Office includes two full-time positions (Clerk and Assistant Clerk) that support the Commissioners. The current budget for these eleven positions is approximately \$1.2 million.

- i. These eleven professionals do more than just support the County Commissioners. Their duties also expand in supporting other boards and commissions, managing, and supporting the Citizens Response Office, and handling administrative duties that falls under the County Commissioner President’s responsibilities that will transition to the County Executive if the Charter passes. These responsibilities may need to be moved to other areas of County Government to support these duties which may cause a fiscal impact in other areas.
- b. Based on our discussions with the Charter Chairman, the makeup and type of positions that supports the County Council could be different under the current County Commissioner structure.
- c. The fiscal note is currently estimating that three additional positions may also be needed.
 - i. Another support position may be needed to support all council members.
 1. Currently, administrative support for the Commissioner President is being performed by the Chief of Staff position. The fiscal note assumes the Chief of Staff position is transformed into the Council Manager position and administrative support to the Council President will fall under a new Council Specialist position.
 - ii. A Program Support Specialist/Budget Analyst position to assist the Council on all budget and program related analysis.
 - iii. The County Executive Article under section 514 requires the County Attorney to designate a full-time staff person to assist the Council with legislative matters.
 1. The County Attorney’s Office does currently assist the Commissioners with legislative matters but does not designate a full-time person. The current Associate County Attorney who assists the Commissioners with legislative matters also performs other duties for the County Attorney’s Office.
 2. *If the County Attorney must designate a full-time Council Attorney/Legislative Analyst position to the Council without the flexibility of assigning other non-council duties to this employee, this will create a fiscal impact.*
- d. If the makeup of staff does become different and three additional positions as described above are needed, along with office space and furniture to support these positions, the fiscal impact is approximately \$339,200.
 - i. This cost could be greater if major office renovations to the County Government building were required to expand the County Council Office.

Cc: Jesse Bungcayao
Jenifer Ellin
Wesley Adams
Marc Potter

County Council - Fiscal Note

Elected Officials:

Position	FTE	Salary	Fringe @ 30%	Annual Operating	Total
Council Chair	1.0	\$76,000	\$22,800	\$5,700	\$104,500
Council Member #1	1.0	65,000	19,500	5,700	90,200
Council Member #2	1.0	65,000	19,500	5,700	90,200
Council Member #3	1.0	65,000	19,500	5,700	90,200
Council Member #4	1.0	65,000	19,500	5,700	90,200
Subtotal	5.0	\$336,000	\$100,800	\$28,500	\$465,300
Less County Commissioners	-5.0	(271,000)	(81,300)	(28,500)	(380,800)
Net Total	0.0	\$65,000	\$19,500	\$0	\$84,500

County Council Support Staff:

Position	FTE	Salary	Fringe @ 30%	Annual Operating	Total
Council Manager	1.0	\$155,100	\$46,500	\$5,700	\$207,300
Assistant Council Manager	1.0	102,700	30,800	5,700	139,200
(5) Council Member Administrative Staff	5.0	360,800	108,200	63,400	532,400
Administrative Associate	2.0	115,200	34,600	11,400	161,200
Clerk to the Council	1.0	92,800	27,800	5,700	126,300
Assistant Clerk to the Council	1.0	65,500	19,700	5,700	90,900
Council Attorney/Legislative Analyst	1.0	73,500	22,100	5,700	101,300
Communications Coordinator	1.0	63,200	19,000	5,700	87,900
Program Support Specialist/Budget Analyst	1.0	63,200	19,000	5,700	87,900
Subtotal (14 FTES)	14.0	\$1,092,000	\$327,700	\$114,700	\$1,534,400
Less Current Staffing (11 FTEs)	-11.0	(883,100)	(264,900)	(94,200)	(1,242,200)
Total Impact	3.0	\$208,900	\$62,800	\$20,500	\$292,200

Operating Impact - County Council Support Staff

Item	Impact
CCG Building Modifications - to support 3 new offices	\$24,900
Office Furniture / Office Accommodations for 3 new offices	22,100
Subtotal	\$47,000

Total Impact - County Council

\$423,700

Notes:

- The Salary is based on current scale & current positions.
 - Annual Operating Costs include Training, Dues, Office Supplies, and IT related equipment/items per position.
- County Executive includes fuel, insurance & debt service cost for a County vehicle.

Article 3 Inspector General

CHARLES COUNTY GOVERNMENT

INTEROFFICE MEMORANDUM

Equal Opportunity Employer



TO:	Deborah E. Hall, CPA, Acting County Administrator <i>Deborah E. Hall</i> <small>Deborah E. Hall (Jun 24, 2024 12:29 EDT)</small> Department of Human Resources	06/24/2024
THRU:	Danielle Mitchell, Assistant Deputy County Attorney <i>[Signature]</i> <small>Danielle Mitchell (Jun 24, 2024 11:54 EDT)</small> County Attorney's Office	06/24/2024
FROM:	Jacob Dyer, Acting Director of Fiscal & Administrative Services <i>Jacob Dyer</i> <small>Jacob Dyer (Jun 24, 2024 10:54 EDT)</small> Department of Fiscal & Administrative Services	06/24/2024
SUBJECT:	Charter Government – Article 3, Inspector General Fiscal Note UPDATE	
DATE:	June 24, 2024	

The April 2024 fiscal note on the Inspector General has been updated to account for the Deputy Inspector General position that is included under Section 303. It is assumed that the previously listed Auditor Position would also hold the Deputy Inspector General title but at a Deputy level pay.

On April 11th, County Government staff met with the Charter Board Chairman to discuss the fiscal impact of Article 3, Inspector General. Based on these discussions it was determined that this article will have a fiscal impact. The Office of the Inspector General will create a new section of the County's general governmental structure that currently does not exist.

Reason for the fiscal impact:

1. The drafted article requires that the County Council appoints an Inspector General for a term of four (4) years on the third year after an Executive and Council are elected.
 - a. It states that the Inspector General must be professionally qualified in auditing, government operations and financial management. This language indicates that the Inspector General's pay will be similar to a Charles County Government Director grade. The current salary range for Director is \$121,945 to \$197,551.
2. Section 306 states that the appointed Inspector General shall present to the County Council a projected budget for the Office of Inspector General for their entire 4-year term at the beginning of their term.
 - a. By resolution, the operating budget for the next fiscal year will be approved and the following 3 years will be a projected budget.
 - b. The Council will need to ensure that the operating budget is funded in the County Executive's annual operating budget.
3. Section 307 allows the appointed Inspector General to determine the staffing size of this Office.
 - a. Based on feedback from our April 11th meeting, it was estimated that the Office will initially consist of four professionals:
 - i. Inspector General (appointed by County Council)
 - ii. Deputy Inspector General/Auditor (appointed by the Inspector General)
 - iii. Attorney (appointed by the Inspector General)
 - iv. Administrative Associate (appointed by the Inspector General)

- b. This section requires that if the Inspector General does not retain their own independent legal services, the County Attorney’s Office will provide legal services. Therefore, the Attorney position may be funded under the County Attorney’s Office if not funded under the Inspector General’s budget.
- 4. Section 310 requires that the Inspector General submits an annual report to the County Council and Executive by October 1st.
- 5. Section 311 gives the Office of Inspector General subpoena powers.
- 6. There is no available office space in the County Government Building to house the Office of the Inspector General.
 - a. If the employees do not have the opportunity to telework, rental space or expanding a County own building will be needed.
 - b. The fiscal note assumes renting office space is the option selected.

The fiscal note is broken into two key components: Impact of new positions and Other possible impacts.

- The estimated cost of the four new positions due to the creation of this Office, in today’s dollars, is estimated to be \$550,900.
 - The per person breakout is included on page three.
- The other possible operating increases because of the addition of the Office of the Inspector General, in today’s dollars, are approximately \$103,000.
 - These costs include rental of office space, office furniture and other office accommodations, and contractual services to hire outside legal counsel and to serve subpoenas if staff are unable.
- **The total estimated fiscal impact is \$653,900.**

Side Note:

During our April 11th discussion, it was noted that the Inspector General article was drafted like Montgomery County ‘s Inspector General Office. Based on FAS’s research, the FY2025 proposed budget in Montgomery County provides \$316.6 million for their General Government type of operations. The size of the Inspector General’s Office budget is \$3.6 million, and their Office consists of 21 positions. The Montgomery County Inspector General budget equates to 1.14% of their total General Government operating budget and 1.5% of their total full-time position equivalent for General Government.

Applying these same percentages to Charles County’s General Government operations for FY2025, this would equate to a Charles County Office of the Inspector General budget of \$571,300 with a staff of 3.3 FTEs. Based on these numbers, the estimated fiscal impact of \$653,900 which includes 4.0 additional full-time positions is a reasonable cost estimate for a Charles County Office of Inspector General.

Cc: Jesse Bungcayao
Jenifer Ellin
Wesley Adams
Marc Potter

Inspector General Fiscal Note

Impact of positions:

Title	FTE	Salary	Fringe @ 30%	Annual		Total
				Operating	Debt Service	
Inspector General	1.0	\$159,700	\$47,900	\$8,200	\$13,800	\$229,600
Auditor/Deputy Inspector General	1.0	113,400	34,000	5,700	0	153,100
Attorney	1.0	73,500	22,100	5,700	0	101,300
Administrative Associate	1.0	47,500	14,300	5,100	0	66,900
Subtotal	4.0	\$394,100	\$118,300	\$24,700	\$13,800	\$550,900

Positions Notes:

- Assumes Office will originally consist of 4 positions. Actual positions will be determined by appointed Inspector General.
- The Salary is based on current scale. Assumes the Inspector General is hired at a midpoint of current grade. Remaining positions are hired at starting salary.
- Annual Operating Costs include Training, Dues, Office Supplies, and IT related equipment/items per position. Inspector General includes fuel & insurance for a County vehicle.
- Debt Service assumes the Inspector General will have a County vehicle.

Inspector General Office - Other Possible Impacts:

Item	Impact
Rent - If a physical location needs to be established.	\$49,800
Office Furniture / Office Accommodations	33,200
Contract Services/Miscellaneous - for serving of subpoenas & additional legal services (as needed)	20,000
Subtotal	\$103,000

Other Possible Impacts - Notes:

- Assumes 2,000 square feet @ \$24.89. Square footage allows for office growth for two additional positions.
- Office Furniture/ Office Accommodations includes one-time costs for furniture plus monthly office services such as phone, internet, cable, etc.

Total Fiscal Impact - Inspector General	\$653,900
--	------------------

Article 4 Legislative Process

CHARLES COUNTY GOVERNMENT
INTEROFFICE MEMORANDUM

Equal Opportunity Employer



TO:	Deborah E. Hall, CPA, Acting County Administrator <i>Deborah E. Hall</i> <small>Deborah E. Hall (Jun 24, 2024 12:32 EDT)</small> <i>Department of Human Resources</i>	06/24/2024
THRU:	Danielle Mitchell, Assistant Deputy County Attorney <i>[Signature]</i> <small>Danielle Mitchell (Jun 24, 2024 11:32 EDT)</small> <i>County Attorney's Office</i>	06/24/2024
FROM:	Jacob Dyer, Acting Director of Fiscal & Administrative Services <i>Jacob Dyer</i> <small>Jacob Dyer (Jun 24, 2024 10:17 EDT)</small> <i>Department of Fiscal & Administrative Services</i>	06/24/2024
SUBJECT:	Charter Government – Legislative Process Fiscal Note	
DATE:	June 24, 2024	

Fiscal & Administrative Services has analyzed the Charter Board’s drafted Article 4 – Legislative Process. The drafted article should cause no fiscal impact to Charles County.

Cc: Jesse Bungcayao
Jenifer Ellin
Wesley Adams
Marc Potter

Article 5 Executive

CHARLES COUNTY GOVERNMENT

INTEROFFICE MEMORANDUM

Equal Opportunity Employer



TO:	Deborah E. Hall, CPA, Acting County Administrator <u>Deborah E. Hall</u> <small>Deborah E. Hall (Jun 25, 2024 13:33 EDT)</small> Department of Human Resources	06/25/2024
THRU:	Danielle Mitchell, Assistant Deputy County Attorney <u>Danielle Mitchell</u> <small>Danielle Mitchell (Jun 24, 2024 17:54 EDT)</small> County Attorney's Office	06/24/2024
FROM:	Jacob Dyer, Acting Director of Fiscal & Administrative Services <u>Jacob Dyer</u> <small>Jacob Dyer (Jun 24, 2024 16:35 EDT)</small> Department of Fiscal & Administrative Services	06/24/2024
SUBJECT:	Charter Government – Article 5, County Executive	
DATE:	June 24, 2024	

Since the beginning of April, County Government staff met with the Charter Board Chairman to discuss the fiscal impact of the drafted Charter. Based on these discussions and from staff's review of the drafted Article 5 County Executive, it was determined that this article will have a fiscal impact. **The total impact of this article is \$369,000.**

Reason for the fiscal impact:

1. The drafted article under section 508 details the annual salary for County Executive (\$150,000) and includes the ability for allowance, fringe benefits and any contributions required by State or federal law. Adding in these additional costs, the impact of section 508 is approximately \$217,000.
2. Section 513 requires the County Executive to appoint a Chief Administrative Officer to supervise the "departments, agencies and officers under the control of the Executive".
 - a. This fiscal note assumes the current role of the County Administrator and the number positions under the County Administrator's office will transition under the direction of the Chief Administrative Officer, making this section cost neutral.
3. Section 514 requires the County Executive to appoint a County Attorney to be the legal advisor to the Executive, the Council, all County departments, and other instrumentalities of the County Government.
 - a. It also requires the County Attorney to designate a full-time staff person to assist the Council with legislative matters. *The impact of this additional position is included under the County Council fiscal note.*
 - b. *The Inspector General Fiscal Note assumes a cost of additional County Attorney Position.*
 - c. This fiscal note assumes all remaining duties that will fall under the County Attorney's Office responsibilities will remain cost neutral.
4. Though not specified in the drafted Charter, it is anticipated that the County Executive Office will need additional staffing to support the elected County Executive. Looking at Frederick County's staff, the County Executive Office has a dedicated position "Special Assistant to the County Executive". A similar position will be needed in Charles County and the impact of this additional position is estimated to be \$105,000.

5. The County Government building is very limited in space to accommodate any new position added to the budget.
 - a. The County currently has a space needs task force that is exploring how to address space issues in the future. The scope of this task force does not include looking at office space for a potential County Executive Office.
 - b. Office space will need to be found in the County Government building to house the County Executive's Office.
 - i. The current budget impact of creating two additional offices, along with a conference room and office furniture, somewhere in the County Government building is \$47,000.
 - ii. This cost could be greater if major office renovations to the County Government building were required to house the County Executive Office.

Cc: Jesse Bungcayao
Jenifer Ellin
Wesley Adams
Marc Potter

Executive - Fiscal Note

Elected Officials:

Position	FTE	Salary	Fringe @ 30%	Annual	
				Operating	Total
County Executive	1.0	\$150,000	\$45,000	\$22,000	\$217,000
Subtotal	1.0	\$150,000	\$45,000	\$22,000	\$217,000

Executive Support Staff:

Position	FTE	Salary	Fringe @ 30%	Annual	
				Operating	Total
Chief Administrative Officer - Appointed	1.0	\$254,500	\$76,400	\$5,700	\$336,600
Deputy Chief Administrative Officer	1.0	222,600	66,800	5,700	295,100
Chief Administrative Office - Support Staff	2.6	213,300	64,000	14,800	292,100
Public Information Officer & Staff	4.0	364,200	109,300	22,800	496,300
Special Assistant to the County Executive	1.0	76,400	22,900	5,700	105,000
County Attorney - Appointed	1.0	211,600	63,500	5,700	280,800
County Attorney's - Associates	6.0	619,600	185,900	34,200	839,700
County Attorney's Office - Support Staff	5.0	330,000	99,000	28,500	457,500
Subtotal (21.6 FTES)	21.6	\$2,292,200	\$687,800	\$123,100	\$3,103,100
Less Current Staffing (20.6 FTES)	-20.6	(2,215,800)	(664,900)	(117,400)	(2,998,100)
Net Total	1.0	\$76,400	\$22,900	\$5,700	\$105,000

Operating Impact - County Executive Office

Item	Impact
CCG Building Modifications - to support 2 new offices & conference room	\$24,900
Office Furniture / Office Accommodations for 2 new offices & conference room	22,100
Subtotal	\$47,000

Total Impact - Executive

\$369,000

Notes:

- The Salary is based on current scale & current positions.
- Annual Operating Costs include Training, Dues, Office Supplies, and IT related equipment/items per position. County Executive includes fuel, insurance & debt service cost for a County vehicle.

Article 6 Budget and Finance

CHARLES COUNTY GOVERNMENT

INTEROFFICE MEMORANDUM

Equal Opportunity Employer



TO:	Deborah E. Hall, CPA, Acting County Administrator <i>Deborah E. Hall</i> <small>Deborah E. Hall (Jun 27, 2024 09:57 EDT)</small> Department of Human Resources	06/27/2024
THRU:	Danielle Mitchell, Assistant Deputy County Attorney <i>[Signature]</i> <small>Danielle Mitchell (Jun 27, 2024 08:49 EDT)</small> County Attorney's Office	06/27/2024
FROM:	Jacob Dyer, Acting Director of Fiscal & Administrative Services <i>Jacob Dyer</i> <small>Jacob Dyer (Jun 24, 2024 10:26 EDT)</small> Department of Fiscal & Administrative Services	06/24/2024
SUBJECT:	Charter Government – Article 6: Budget and Finance Fiscal Note	
DATE:	June 24, 2024	

Fiscal & Administrative Services has analyzed the Charter Board's drafted Article 6 – Budget and Finance. Based on discussions held with the Charter Chairman and from staff's review of the draft, it was determined that this article will have a fiscal impact. **The total impact of this article is expected to be \$2,500.**

Reason for the fiscal impact:

- Section 601 requires the Executive to appoint a Director of Finance of the County.
 - Assuming the Director of Fiscal & Administrative Services position transitions into the appointed Director of Finance position, this section should cause no fiscal impact to Charles County.
- Section 603 requires that each district Council member hold at least one public hearing in their district and for the Executive to hold a Countywide public hearing prior to the April 15th deadline of the Executive presenting the proposed budget to the Council.
 - These additional public hearings will be a new requirement.
 - Placing an advertisement in the newspaper does have a minor cost to the County, approximately \$500 per advertisement.
 - The impact of section 603 to advertise four district public hearings and one overall public hearing on the budget is approximately \$2,500.
- Section 616 requires the County to publish an Environmental Impact Report and for it to be presented during the budget hearings each year. *The act of creating this report may have a fiscal impact on staff to perform these extra duties, however, the impact is expected to be very minor.*

Cc: Jesse Bungcayao
Jenifer Ellin
Wesley Adams
Marc Potter

Article 7 Miscellaneous Provisions

CHARLES COUNTY GOVERNMENT
INTEROFFICE MEMORANDUM



Equal Opportunity Employer

TO:	Deborah E. Hall, CPA, Acting County Administrator <u><i>Deborah E. Hall</i></u> <small>Deborah E. Hall (Jun 24, 2024 17:09 EDT)</small> <i>Department of Human Resources</i>	06/24/2024
THRU:	Danielle Mitchell, Assistant Deputy County Attorney <u><i>[Signature]</i></u> <small>Danielle Mitchell (Jun 24, 2024 14:58 EDT)</small> <i>County Attorney's Office</i>	06/24/2024
FROM:	Jacob Dyer, Acting Director of Fiscal & Administrative Services <u><i>Jacob Dyer</i></u> <small>Jacob Dyer (Jun 24, 2024 14:57 EDT)</small> <i>Department of Fiscal & Administrative Services</i>	06/24/2024
SUBJECT:	Charter Government – Article 7: Miscellaneous Provisions Fiscal Note	
DATE:	June 24, 2024	

Fiscal & Administrative Services has analyzed the Charter Board’s drafted Article 7 – Miscellaneous Provision. **Based on discussions held with the Charter Chairman and from staff’s review of the drafted, it was determined that this article will have no fiscal impact.**

Cc: Jesse Bungcayao
 Jenifer Ellin
 Wesley Adams
 Marc Potter

Article 8 Transitional Provisions

CHARLES COUNTY GOVERNMENT

INTEROFFICE MEMORANDUM

Equal Opportunity Employer



TO:	Deborah E. Hall, CPA, Acting County Administrator <i>Deborah E. Hall</i> <small>Deborah E. Hall (Jun 24, 2024 17:10 EDT)</small> Department of Human Resources	06/24/2024
THRU:	Danielle Mitchell, Assistant Deputy County Attorney <i>Danielle Mitchell</i> <small>Danielle Mitchell (Jun 24, 2024 14:58 EDT)</small> County Attorney's Office	06/24/2024
FROM:	Jacob Dyer, Acting Director of Fiscal & Administrative Services <i>Jacob Dyer</i> <small>Jacob Dyer (Jun 24, 2024 14:57 EDT)</small> Department of Fiscal & Administrative Services	06/24/2024
SUBJECT:	Charter Government – Article 8: Transitional Provisions Fiscal Note	
DATE:	June 24, 2024	

Fiscal & Administrative Services has analyzed the Charter Board's drafted Article 8 – Transitional Provisions Provision. **Based on discussions held with the Charter Chairman and from staff's review of the drafted, it was determined that this article will have fiscal impact of approximately \$150,500.**

Reason for the fiscal impact:

1. Section 810 requires that the Board of County Commissioners appoint a Transition Commission “for the purposes of evaluating the structure, performance, and effectiveness of the current Department of Planning and Growth Management” and provide “recommendations to the elected Charles County Executive and Council”.
 - a. Once the Transition Commission has been established, this article requires the County Government to hire “an independent consultant with expertise in planning, zoning, and permitting issues to review the Department of Planning and Growth Management and provide any recommendations that improve the organization, mission-based outcomes, and engagement with the constituency of Charles County.” For budgeting purposes, it is estimated that the cost to hire a consultant is approximately \$150,000. The actual cost will be known once the County's procurement process is complete.
 - b. After completion of the Transition Commission report, the drafted article requires the newly elected County Council to “hold a public meeting to receive, review, and discuss the recommendations.” If a public notice is included in a local newspaper to announce this public meeting, the estimated cost is approximately \$500.
 - c. Section 810 does not require the County Council to implement the recommendations of the report. However, if the County Council chooses to implement any of the report's findings, the fiscal impact of any changes to the Department of Planning and Growth Management will be determined at that time.

Cc: Jesse Bungcayao
Jenifer Ellin
Wesley Adams
Marc Potter