

Introduced \_\_\_\_\_  
Public Hearing \_\_\_\_\_  
Council Action \_\_\_\_\_  
Executive Action \_\_\_\_\_  
Effective Date \_\_\_\_\_

## County Council of Howard County, Maryland

2015 Legislative Session

Legislative Day No. 13

### Bill No. 54 -2015

Introduced by: Mary Kay Sigaty and Jon Weinstein

AN ACT requiring that the capital budget and the current expense budget as proposed by the Executive contain certain information; delaying certain requirements; and generally related to County budgets.

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Introduced and read first time \_\_\_\_\_, 2015. Ordered posted and hearing scheduled.

By order \_\_\_\_\_  
Jessica Feldmark, Administrator

Having been posted and notice of time & place of hearing & title of Bill having been published according to Charter, the Bill was read for a second time at a public hearing on \_\_\_\_\_, 2015.

By order \_\_\_\_\_  
Jessica Feldmark, Administrator

This Bill was read the third time on \_\_\_\_\_, 2016 and Passed \_\_\_\_, Passed with amendments \_\_\_\_\_, Failed \_\_\_\_\_.

By order \_\_\_\_\_  
Jessica Feldmark, Administrator

Sealed with the County Seal and presented to the County Executive for approval this \_\_\_ day of \_\_\_\_\_, 2016 at \_\_\_ a.m./p.m.

By order \_\_\_\_\_  
Jessica Feldmark, Administrator

Approved/Vetoed by the County Executive \_\_\_\_\_, 2016

\_\_\_\_\_  
Allan H. Kittleman, County Executive

NOTE: [[text in brackets]] indicates deletions from existing law; TEXT IN SMALL CAPITALS indicates additions to existing law; ~~Strike-out~~ indicates material deleted by amendment; Underlining indicates material added by amendment.

1 **Section 1. Be It Enacted** by the County Council of Howard County, Maryland, that the  
2 Howard County Code is amended as follows:

3 By amending:

4 Title 22 - General Provisions

5 Subtitle 4. - Budget Procedures

6 Sec. 22.404. - Contents of the capital budget and capital program  
7 and the extended capital program.

8

9 By adding:

10 Title 22 - General Provisions

11 Subtitle 4. - Budget Procedures

12 Sec. 22.406. Contents of the current expense budget.

13

14

15 **Title 22 - General Provisions**

16 **Subtitle 4. - Budget Procedures**

17

18 **Sec. 22.404. Contents of the capital budget and capital program and the extended**  
19 **capital program.**

20 (A) THE CAPITAL BUDGET AND PROGRAM SUMMARY SHALL INCLUDE A

21 “FUNDING SOURCE SUMMARY” THAT SHOWS:

22 (1) PRIOR APPROPRIATION BY FUNDING SOURCE;

23 (2) BUDGET REQUEST BY FUNDING SOURCE; AND

24 (3) EACH OF THE PROGRAM YEARS BY FUNDING SOURCE.

25 (B) EACH PROJECT CLASS SUMMARY SHALL INCLUDE:

26 (1) PRIOR APPROPRIATION BY FUNDING SOURCE;

27 (2) BUDGET REQUEST BY FUNDING SOURCE; AND

28 (3) EACH OF THE PROGRAM YEARS BY FUNDING SOURCE.

29 ~~[[a]]~~ (C) Each capital project shall be identified as a separate line item in the  
30 capital budget and the capital program and the extended capital program; shall be

1 separately numbered; and shall set forth clearly the cost and fiscal year funding schedule  
2 of the capital project.

3        ~~[(b)]~~ (D) Each capital project that has previously received appropriations, but  
4 that is not yet completed, shall be separately identified in the capital budget and the  
5 capital program and the extended capital program and shall have set forth clearly the  
6 prior approved appropriation.

7        ~~[(c)]~~ (E) SUBJECT TO SUBSECTION (F) OF THIS SECTION, INFORMATION  
8 ~~[[Information]]~~ relating to each capital project in the capital budget and the capital  
9 program and the extended capital program shall also include but shall not be limited to:

- 10           (1) A project description~~[[,]]~~;
- 11           (2) a vicinity map showing location and extent of project~~[[,]]~~;
- 12           (3) scheduling of project phases ~~[[,]]~~ AND planned completion date;
- 13           (4) ~~[[and]]~~ EACH source of funding;
- 14           (5) THE PROJECTED IMPACT OF THE COMPLETED PROJECT ON THE  
15 CURRENT EXPENSE BUDGET;
- 16           (6) TOTAL EXPENDITURES AND ENCUMBRANCES FOR THE PROJECT:
  - 17               (I) SINCE INCEPTION THROUGH THE END OF FEBRUARY OF THE  
18 CURRENT YEAR; AND
  - 19               (II) SINCE INCEPTION THROUGH THE END OF FEBRUARY OF THE  
20 PRIOR YEAR;
- 21           (7) FOR MULTI-YEAR RECURRING PROJECTS, AN EXPLANATION OF THE  
22 PROPOSED USE OF THE FUNDS FOR THE UPCOMING FISCAL YEAR, INCLUDING AN  
23 IDENTIFICATION OF THE FACILITIES OR USES TO WHICH THE FUNDS WILL BE  
24 APPLIED;
- 25           (8) A DESCRIPTION OF ANY CHANGES IN:
  - 26               (I) THE NAME OF THE PROJECT SINCE ITS INCEPTION;
  - 27               (II) THE SCOPE OF THE PROJECT FROM THE PRIOR YEAR; AND
  - 28               (III) THE TIMING OF THE PROJECT FROM THE PRIOR YEAR;
- 29           (9) AN EXPLANATION FOR ANY CHANGES IN THE TOTAL PROJECT COST  
30 FROM THE PRIOR YEAR;

- 1                   (10) ANY AMENDMENTS TO THE PROJECT THAT WERE PREVIOUSLY  
2 ADOPTED BY ORDINANCE;
- 3                   (11) PREVIOUSLY APPROVED AND PROJECTED FUNDING, SHOWING ANY  
4 CHANGES, FOR EACH FISCAL YEAR IN THE SIX-YEAR CAPITAL PROGRAM, AND ANY  
5 CHANGES IN PROJECT TOTALS BY EACH SOURCE OF FUNDS; AND
- 6                   (12) FOR EACH PROJECT WITH FUNDING PROPOSED FOR THE NEXT FISCAL  
7 YEAR, AN “INITIAL PROJECT COST ESTIMATE” SECTION SHOWING WHEN THE  
8 PROJECT WAS FIRST PROGRAMMED AND THE COST ESTIMATE AT THAT TIME.
- 9                   (F) ITEMS (6)(II), (8)(I), (10), (11) AND (12) OF SUBSECTION (E) OF THIS  
10 SECTION NEED NOT BE INCLUDED BEFORE FISCAL YEAR 2018.
- 11                   (G) The information for capital projects required by subsection [[(c) above]]  
12 (E) OF THIS SECTION shall be a separate document and shall be approved as part of the  
13 annual budget and appropriation ordinance of Howard County approving the capital  
14 budget and as part of the resolution of the Council approving the capital program and the  
15 extended capital program as if the document were set out in full in the ordinance or  
16 resolution.

17  
18 **SEC. 22.406. CONTENTS OF THE CURRENT EXPENSE BUDGET.**

19                   THE PROPOSED CURRENT EXPENSE BUDGET THAT THE EXECUTIVE SUBMITS TO THE  
20 COUNTY COUNCIL SHALL INCLUDE, BUT IS NOT LIMITED TO:

- 21                   (1) A COMPARATIVE STATEMENT OF THE RECEIPTS AND EXPENDITURES FOR  
22 THE LAST COMPLETED FISCAL YEAR;
- 23                   (2) A COMPARATIVE STATEMENT OF AUTHORIZED EXPENDITURES AND  
24 REVENUES AND ESTIMATED EXPENDITURES AND REVENUES FOR THE CURRENTLY ENDING  
25 FISCAL YEAR;
- 26                   (3) FOR EACH PROGRAM OR PROJECT, WHICH SHALL BE CLASSIFIED BY  
27 AGENCY, CHARACTER, AND OBJECT:
- 28                               (I) THE ACTUAL EXPENDITURES FROM THE PREVIOUS FISCAL YEAR;
- 29                               (II) THE APPROPRIATION FOR THE CURRENT FISCAL YEAR;
- 30                               (III) THE ESTIMATED EXPENDITURES FOR THE CURRENT FISCAL YEAR;
- 31                   AND

- 1                   (IV)    THE EXPENDITURES RECOMMENDED BY THE EXECUTIVE FOR THE  
2                   ENSUING FISCAL YEAR; AND
- 3                   (4)    DETAILED DEPARTMENTAL PERSONNEL SUMMARIES THAT INCLUDE:
- 4                   (I)     THE CURRENT NUMBER OF EMPLOYEES BY POSITION TITLE AND  
5                   CLASSIFICATION;
- 6                   (II)    THE PAY GRADE FOR EACH POSITION;
- 7                   (III)   THE NUMBER OF POSITIONS APPROVED IN THE CURRENT YEAR’S  
8                   FISCAL BUDGET BY POSITION TITLE AND CLASSIFICATION; AND
- 9                   (IV)    THE NUMBER OF POSITIONS REQUESTED IN THE UPCOMING FISCAL  
10                  YEAR’S BUDGET BY POSITION TITLE AND CLASSIFICATION.

11  
12

13    *Section 2. And Be It Further Enacted by the County Council of Howard County,*  
14    *Maryland, that Section 1 of this Act shall become effective 61 days after its enactment.*