

MEMORANDUM

April 15, 2016

TO: County Council

FROM: Robert H. Drummer, Senior Legislative Attorney



SUBJECT: **Action:** Bill 3-16, Administration – Boards, Committees, and Commissions – General Amendments

Government Operations and Fiscal Policy Committee recommendation (3-0): enact the Bill with amendments.

Bill 3-16, Administration – Boards, Committees, and Commissions – General Amendments, sponsored by Lead Sponsor Government Operations and Fiscal Policy Committee, was introduced on March 1, 2016. A public hearing was held on March 22 and a Government Operations and Fiscal Policy Committee worksession was held on April 4.

Bill 3-16 would:

- define a board, committee, commission, and task force;
- require an Evaluation and Review Committee to be appointed every 5 years; and
- establish a standard due date for annual reports from a board, committee, commission, and task force.

Background

County Code §2-146(c) requires the Executive to appoint, subject to Council confirmation, a citizens review committee to “review the committee system and each then-existing committee and report to the Executive and Council its recommendations for changes in individual committees and the committee system as a whole.” The most recent Committee Evaluation and Review Board (CERB) was appointed on March 6, 2012 and issued its final report to the Council and the Executive on September 30, 2013. A copy of the report can be viewed at: <https://www.montgomerycountymd.gov/boards/Resources/Files/20-CERB-REPORT-2013.pdf>.

The CERB visited and reviewed the operation of 87 boards, committees and commissions (BCC) supporting the County government. The CERB made various recommendations that would require a change in County law to implement. Some of these recommendations were general changes that would apply to each BCC and some were specific to certain BCC’s. Bill 3-16 would amend County law to implement the general changes affecting each BCC recommended by the CERB.

The CERB presented its report to the Council on January 31, 2014. The Council's Government Operations and Fiscal Policy Committee held a worksession to discuss the CERB report and recommendations on March 17, 2014.

The Changes in the Bill

1. Change current law to set a universal date by which annual reports are due.

The Bill sets a November 30 date for an annual report if no other date is established in law as recommended by CERB. See lines 97-107 at ©5.

2. Amend §2-142, Montgomery County Code, to include definitions of the various appointed bodies using the Maryland Municipal League definitions.

The Maryland Municipal League (MML) definitions for a board, commission, committee, and task force are set forth in the CERB Report at p.13. Code §2-142(b) currently defines a committee as any "board, committee, commission or similar body established by county law, resolution or executive order, which functions as a part of the county government." The Code uses the term "committee" to refer to all of them. This was likely done for ease of reference when drafting general provisions applying to all BCC's. The CERB recommended that each term be given a unique definition and each BCC be classified as either a board, commission, committee, or task force.¹

The Bill inserts these definitions, but also includes a grandfather clause that would not require renaming existing groups. It would be expensive to classify and rename most of the existing groups for little gain. For example, each group may need new printed stationary. In addition, the distinctions between the various classifications are often difficult to apply and subject to interpretation. The authority of a group is established in the law or resolution creating it, not in the name it is given. Since the Bill would include a definition of committee that does not include a board, commission, or task force, the Bill replaces the term "committee" with the generic term "group" when referring to all BCC's.

3. Amend the Montgomery County Code to require that a CERB be appointed every five years rather than the current ten.

Code §2-146(c)(2) requires the appointment of a new CERB every 10 years. The CERB recommended reducing the time between CERB appointments to 5 years. The Bill makes this change on line 85 at ©5.

Public Hearing

Bruce Goldensohn, CERB Chair, supported the Bill. Mr. Goldensohn suggested the CERB be appointed every 6 years instead of every 5 years required in the Bill. Paul Bessel supported the Bill and suggested that the Bill be amended to require training for each BCC member. See ©11-12.

¹ The CERB did not attempt to classify each of the 87 BCC's according to the recommended MML definitions.

GO Worksession

Bruce Goldensohn represented the CERB. Robert H. Drummer, Senior Legislative Attorney represented the Council staff. Paul Bessel also participated as an individual. The Committee discussed the Bill and amended it to require the Executive to convene a new CERB 6 years after the appointment of the prior CERB instead of 5 years. The Committee agreed to institute the classification system for groups as introduced in the Bill with the addition of the technical corrections recommended by staff. The Committee also discussed the request from Paul Bessel to require each member of a group to complete training on the Open Meetings Act and basic parliamentary procedure. The Committee asked Council staff to work with Mr. Goldensohn and Mr. Bessel to suggest compromise language to do this. After the meeting ended, Council staff presented a consensus proposed training amendment to each Committee member individually. The Committee agreed to amend the Bill with a training amendment and recommended (3-0) approval of the Bill with amendments.

Issues

1. Should the Executive appoint a new CERB every 5 years?

Current law requires the Executive to appoint a new CERB every 10 years. The Bill would shorten this time frame to 5 years based upon the CERB report. The most recent CERB was appointed in 2012, issued its final report in September 2013, and presented its findings to the Council in January 2014. Based on a 5-year schedule, a new CERB would be reviewing BCC's beginning in 2017 less than a year after the recommendations of the last CERB were implemented. This schedule seems too short. A 6-year schedule would provide more time to implement and analyze changes. **Committee recommendation (3-0):** amend the Bill to require a new CERB be appointed on a 6-year schedule. See line 85 of the Bill at ©5.

2. Should the Bill institute a naming regimen for BCCs based upon the Maryland Municipal League definitions?

Code §2-142(b) currently defines a committee as any "board, committee, commission or similar body established by county law, resolution or executive order, which functions as a part of the county government." The Code uses the term "committee" to refer to all of them. This was likely done for ease of reference when drafting general provisions applying to all BCC's. The CERB recommended that each term be given a unique definition and each BCC be classified as either a board, commission, committee, or task force.

Although distinguishing authority and purpose between BCCs by using a strict naming regimen sounds like it would help clarify duties and responsibilities, it could also cause some confusion. For example, the Ethics Commission would fit the definition of both a board and a commission. The Ethics Commission is a formal group with structure, duties and powers established by law. It can adopt regulations and perform a quasi-judicial function. This would appear to classify it as a board. However, the Ethics Commission is also appointed with a specific function and makes recommendations to the Executive and Council as a commission. Once this change takes effect, would the classification of a group define the limits of its authority? Could someone challenge a group's authority by pointing to its classification? **Committee recommendation (3-0):** mandate the classification of each BCC into the MML definitions as

provided in the Bill and add the further amendments recommended by Council staff to replace the term “committee” with “group” in some additional sections of the Code.

3. Should the Bill be amended to require training for all BCC members?

Paul Bessel requested amendments to the Bill to require training for all BCC members. See ©7-8. Mr. Bessel requested 5 different types of training: 1) any training that the group requires of persons they regulate; 2) substantive training on the laws that the BCC administers; 3) training on how to chair or be a member of a BCC; 4) the Maryland Attorney General’s online open meeting act training; and 5) training on parliamentary procedures for meetings.

There are 87 different BCCs. Some training might be helpful for some BCCs, but not others. A one-size fits all training requirement would inevitably not fit everyone. The CERB reviewed all 87 existing BCCs and did not make this recommendation. Training can be offered to members on a voluntary basis without an amendment to the Bill.² Mandatory training creates new issues about how to enforce it. Is a member who fails to complete mandatory training automatically dropped from the BCC? Is a vote by that member count? Can the BCC have a quorum if one or more members necessary for a quorum failed to complete mandatory training? **Committee recommendation (3-0):** amend the Bill to require training for all BCC members on the Open Meetings Act and basic parliamentary procedure with standards established by Executive Regulation. See lines 117 and 193-195 at ©6 and 9.

This packet contains:	<u>Circle #</u>
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² CERB Chair Goldensohn suggested voluntary training, where applicable, could be offered without an amendment to the Bill during the public hearing.

Bill No. 3-16
Concerning: Administration – Boards,
Committees, and Commissions –
General Amendments
Revised: April 4, 2016 Draft No. 2
Introduced: March 1, 2016
Expires: September 1, 2017
Enacted: _____
Executive: _____
Effective: _____
Sunset Date: None
Ch. _____, Laws of Mont. Co. _____

COUNTY COUNCIL FOR MONTGOMERY COUNTY, MARYLAND

Lead Sponsor: Government Operations and Fiscal Policy Committee

AN ACT to:

- (1) define a board, committee, commission, and task force;
- (2) require an Evaluation and Review Committee to be appointed every ~~[[5]]~~ 6 years;
- (3) establish a standard due date for annual reports from a board, committee, commission, and task force;
- (4) require a member to complete training on the Maryland Open Meetings Act and basic parliamentary procedure; and
- ~~[[4]]~~ (5) generally amend the law governing the appointment and operation of boards, committees, commissions, and task forces that operate as part of the County government.

By amending

Montgomery County Code
Chapter 2, Administration
Sections 2-141, 2-142, 2-144, 2-145, 2-146, [[and]] 2-147, and 2-148

Boldface	<i>Heading or defined term.</i>
<u>Underlining</u>	<i>Added to existing law by original bill.</i>
[Single boldface brackets]	<i>Deleted from existing law by original bill.</i>
<u>Double underlining</u>	<i>Added by amendment.</i>
[[Double boldface brackets]]	<i>Deleted from existing law or the bill by amendment.</i>
* * *	<i>Existing law unaffected by bill.</i>

The County Council for Montgomery County, Maryland approves the following Act:

1 **Sec. 1. Sections 2-141, 2-142, 2-144, 2-145, 2-146, [[and]] 2-147, and 2-148**
 2 **are amended as follows:**

3 **2-141. Scope of article.**

4 It is the intent of the council to establish a uniform system for classifying all
 5 [[committees]] groups of the county government and for prescribing procedures for
 6 their operation. This article [[shall]] must therefore apply to all existing and newly
 7 created [[committees]] groups which function as a part of the county government,
 8 including all [[committees]] groups established by law, resolution, and executive
 9 order. Wherever a conflict exists between this article and state law, the state law
 10 [[shall]] must control. It is the intent of the council that any substantive law which
 11 creates a [[committee]] group covered by this act shall not be diminished or the
 12 [[committee's]] group's responsibilities reduced in any manner whatsoever.
 13 Wherever a conflict exists between this article and existing county law, the prior
 14 county law shall control.

15 **2-142. Definitions.**

16 [(a)] The following terms wherever used or referred to in this article shall have
 17 the following meanings:

18 Board means a semi-autonomous body established by federal, state or
 19 county law. A board is a formal committee with structure, duties and
 20 powers established by law. A board usually performs a quasi-judicial
 21 function, licensing, or regulation.

22 Commission means a body established by local law to study and
 23 recommend action to the Executive or the Council. A commission is a
 24 formal, standing committee with structure, duties and powers established
 25 by law. A commission often has an administrative or functional
 26 responsibility, such as reviewing land use plans or studying the supply of
 27 low and moderate priced housing.

28 [(b)] *Committee* [: Any board, committee, commission or similar body
 29 established by county law, resolution or executive order, which functions
 30 as a part of the county government] means a body appointed with a
 31 specific task or function. A committee makes recommendations and
 32 forwards them for appropriate action. A committee is advisory in nature
 33 and can be either a formal (standing) committee established by law or
 34 resolution, or an informal (ad hoc) committee. A committee may oversee
 35 and advise in service areas, such as housing and transportation, or it may
 36 advise the Executive or Council on specific issues and recommend policy
 37 direction.

38 [(c)] *Compensation* [: Payment] means payment for services rendered as a
 39 committee member; it shall not include reimbursement for actual
 40 expenses incurred as a committee member.

41 Group means any board, committee, commission, task force, or any
 42 similar body established by federal, state, or county law, resolution or
 43 executive order, which functions as a part of the County government.

44 Task Force means a body appointed to study or work on a particular
 45 subject or problem. A task force ceases to exist upon completion of its
 46 charge.

47 **2-144. Budget.**

48 Each ~~[[committee's]]~~ group's staff and yearly allocation of funds, if any,
 49 ~~[[shall]]~~ must be indicated in the budget and no ~~[[committee shall]]~~ group must
 50 spend more than its budgeted amount. The appointing authorities ~~[[shall]]~~ must
 51 furnish such staff support as deemed necessary for each ~~[[committee]]~~ group which
 52 does not have its own staff provided for in the budget.

53 **2-145. Compensation; reimbursement.**

- 54 (a) Unless a law expressly precludes compensation, the Council may
 55 establish compensation for members of a particular [[committee]]
 56 group by an appropriation that funds a line item in the budget. An
 57 appropriation may establish levels of compensation by categories or
 58 subcategories or [[committees]] groups.
- 59 (b) Unless another method of compensation is established, a [[committee]]
 60 group member is compensated for each day that the member works on
 61 [[committee]] group business after the member is authorized to do the
 62 work by the [[committee]] group or the presiding officer of the
 63 [[committee]] group.
- 64 (c) Whether or not a [[committee]] group member is compensated for
 65 serving on the [[committee]] group, the member may request
 66 reimbursement for travel and dependent care. The rate of
 67 reimbursement is established in an appropriation.
- 68 (d) A [[committee]] group member must not be compensated or
 69 reimbursed for travel or childcare expenses if appropriated funds are
 70 not available.

71 **2-146. Terms of boards, committees, commissions, and task forces.**

- 72 (a) The law, resolution, or executive order establishing or continuing any
 73 board, committee, commission, or task force should specify the term of
 74 the [committee's] group's existence. If no term is specified, then the
 75 board, committee, commission, or task force continues until terminated.
 76 The County Executive should monitor the expiration date of those boards,
 77 committees, commissions, and task forces that the County Executive
 78 appoints. The County Council should monitor the expiration date of those
 79 boards, committees, commissions, and task forces that the County
 80 Council appoints.

81 (b) Any new board, committee, commission, or task force should have from
 82 5 to 15 voting members.

83 (c) *[Committee] Evaluation and Review Board Committee.*

84 (1) The County Executive must appoint and convene at least every
 85 [10] ~~[[5]]~~ 6 years, subject to confirmation by the Council, a citizens
 86 review committee comprised of at least 11 members.

87 (2) The Committee must review the [committee] group system and
 88 each then-existing board, committee, commission, and task force
 89 and report to the Executive and Council its recommendations for
 90 changes in individual boards, committees, commissions, and task
 91 forces and the [committee] group system as a whole. The
 92 Committee must submit an interim report to the Executive and
 93 Council within 6 months of appointment and submit a final report
 94 within 12 months of appointment.

95 (3) The County Executive must designate the review committee's
 96 chair and vice-chair.

97 **2-147. [Committee] Group reports; by-laws.**

98 (a) The law or resolution establishing a board, committee, commission, or
 99 task force [should] may specify the dates when reports are due from the
 100 [committee] group and the subjects to be included in the reports. If the
 101 law or resolution is silent on the dates when reports are due, the board,
 102 committee, commission, or task force must submit an annual report on
 103 November 30 of each year [Each committee must submit a written report,
 104 at least annually,] to the Executive and Council containing a description
 105 of the [committee's] group's functions, activities, accomplishments, plans
 106 and objectives, including recommendations for changes in [committee]
 107 group functions.

- 108 (b) The Chief Administrative Officer may prescribe a format to be followed
- 109 by [committees] groups in their annual report.
- 110 (c) The Chief Administrative Officer may adopt binding guidelines,
- 111 consistent with law, for the organizational structure and internal
- 112 procedures of [committees] groups in the Executive branch of County
- 113 government.
- 114 (d) When any [committee] group in the Executive branch adopts by-laws or
- 115 any other form of internal procedures, the Chief Administrative Officer
- 116 must send a copy to the Council.

117 **2-148. Appointments, [[and]] removals, and training.**

- 118 (a) *Appointments.*
- 119 (1) In making appointments to [[committees]] groups, the
- 120 appointing authority should consider the following criteria:
- 121 interest, diversity of background and professions, relevant
- 122 experience and expertise, and geographic balance. To promote
- 123 broad participation, no individual should ordinarily serve more
- 124 than 2 consecutive full terms or serve on more than one
- 125 [[committee]] group at any one time. However, an individual
- 126 may serve on more than one [[committee]] group at the same
- 127 time if the law that created a committee requires or allows a
- 128 member of that [[committee]] group to be selected from
- 129 members of another County [[committee]] group.
- 130 (2) Any individual who has served 2 full terms on a [[committee]]
- 131 group is not eligible to serve on the same [[committee]] group
- 132 until one year has elapsed. The appointing authority may waive
- 133 this restriction if:
- 134 (A) no other qualified applicant is available; or

135 (B) other unique circumstances justify the reappointment of
 136 the particular individual.

137 (3) Unless another term is established by the law, resolution, or
 138 executive order creating the [[committee]] group, the standard
 139 term for each appointment is 3 years, after any initial staggered
 140 term.

141 (4) A member must not continue to serve on a [[committee]] group
 142 after the member's term has expired, and a successor has not
 143 been appointed and confirmed, for more than 6 months unless:

144 (A) another law expressly authorizes the member to serve
 145 longer; or

146 (B) the Executive has notified the Council why the member
 147 will continue to serve on the [[committee]] group.

148 (b) *Removal for absenteeism.*

149 (1) A member of a [[committee]] group who misses more scheduled
 150 meetings or hearings than the number of allowed absences,
 151 computed by the following table, or who misses 3 consecutive
 152 scheduled meetings, is automatically removed. Scheduled
 153 meeting or hearing means any meeting or hearing for which at
 154 least 7 days advance notice was given and which was held as
 155 scheduled

156
 157 * * *

158 (2) An automatic removal under this subsection takes effect 30 days
 159 after the presiding officer notifies the appointing authority. The
 160 presiding officer of the [[committee]] group must promptly
 161 notify the appointing authority of any member who has been

162 automatically removed and must explain any known extenuating
163 circumstances. The presiding officer should send a copy of the
164 notice to each member of the [[committee]] group.

165 (3) The appointing authority, on request of the affected member,
166 may waive the removal for illness, emergency or other good
167 cause. The appointing authority must notify the member whether
168 a waiver has been granted.

169 (4) If a waiver has not been granted, the appointing authority must
170 appoint a successor to complete the unexpired term, subject to
171 Council confirmation if the original appointment was subject to
172 Council confirmation.

173 (c) *Other causes for removal.*

174 (1) The appointing authority may remove a [[committee]] group
175 member for:

176 (A) neglect of duty;

177 (B) misconduct in office;

178 (C) a member's inability to perform the duties of the office;

179 (D) conduct that impairs a member from performing the duties
180 of the office; or

181 (E) violation of law.

182 (2) Before a member is removed, the appointing authority must:

183 (A) notify the member in writing of the reason for removal;
184 and

185 (B) give the member an opportunity to submit reasons why the
186 member should not be removed.

187 (3) If any other provision of law requires the Council's approval
 188 before a member is removed, that provision applies to a removal
 189 under this Section.

190 (4) If Council approval is not required before a member is removed,
 191 the appointing authority must notify the Council before the
 192 removal takes effect.

193 (d) Each member of a group must complete training on the Maryland Open
 194 Meetings Act and basic parliamentary procedure. The Executive must
 195 establish standards for this training by method 2 regulation.

196 **2-149. Procedures at meetings.**

197 Unless a [[committee]] group meeting is subject to Chapter 2A, a meeting
 198 may be conducted informally. The parliamentary procedures of Robert's Rules of
 199 Order govern when it is necessary to take formal action or decide controversial
 200 matters. [[Committee]] Group meetings must be open to the public in accordance
 201 with the state open meetings law.

202 **Sec. 2. Transition.**

203 Any group created by law, resolution, or executive order after this Act takes
 204 effect must be classified as either a board, committee, commission, or task force. This
 205 Act must not be construed to require the renaming of any group that existed before this
 206 Act takes effect.

207 *Approved:*

208

Nancy Floreen, President, County Council

Date

LEGISLATIVE REQUEST REPORT

Bill 3-16

Administration – Boards, Committees, and Commissions – General Amendments

DESCRIPTION:	Bill 3-16 would define a board, committee, commission, and task force, require an Evaluation and Review Committee to be appointed every 5 years, and establish a standard due date for annual reports from a board, committee, commission, and task force.
PROBLEM:	The Executive appointed, subject to Council confirmation, a citizen committee (CERB) to study the 87 boards, committees, commissions, and task forces that support County government in 2012. The CERB issued a final report in 2014. This Bill would implement some of the recommendations from the CERB report.
GOALS AND OBJECTIVES:	Improve the operation of the 87 BCC's.
COORDINATION:	County Executive, Chief Administrative Officer
FISCAL IMPACT:	To be requested.
ECONOMIC IMPACT:	To be requested.
EVALUATION:	To be requested.
EXPERIENCE ELSEWHERE:	To be researched.
SOURCE OF INFORMATION:	Robert H. Drummer, Senior Legislative Attorney
APPLICATION WITHIN MUNICIPALITIES:	Not applicable.
PENALTIES:	Not applicable.

Before the Montgomery County Council

**Bill 3-16, Administration - Boards, Committees, and Commissions
- General Amendments**

Hearing on Tuesday, March 22, 2016, at 1:30pm

**Written Testimony of Paul M. Bessel and Barbara Braswell
Support with an Amendment
revised March 10, 2016**

We are testifying in support of Bill 3-16 with a very important amendment.

Our names are Paul M. Bessel and Barbara Braswell. We live in Leisure World of Maryland but we are testifying only as individuals, not representing any group.

We support everything that is in Bill 3-16, but urge the Council to add to it. We have attended a number of meetings of BCCs in Montgomery County and we find, almost without exception, that the members of BCCs could benefit from training so they can properly perform their duties on the BCCs. We urge the Council to insert the following training requirements in Bill 3-16:

The first part of the training should be a requirement that all members of BCCs take the same training that might be required of the people they regulate. For example, the CCOC has developed a training program for members of boards of directors of condominium and homeowner associations. The members of the CCOC should be required to take the same training, and the same requirement should apply to any other BCCs that may have training programs for others.

The second part of the training should be a requirement that all BCC members thoroughly know and understand the laws they administer. This portion of the training could be provided by the County Attorney's staff.

The third part of the training should consist of a basic course in how to be the chair or a member of a BCC. This is especially true for BCCs that might hold hearings. It should be fairly easy to develop a training program in how to chair and be a productive member of BCCs and to do whatever might be required during their service on that BCC. Those who have had this duty in the past probably would be willing to work on the training program. If not, we would be happy to volunteer to assist.

The fourth part of the training should consist of requiring all members of BCCs to take the online course in Open Meetings that is provided by the Maryland Attorney General's office. Maryland law requires that one member of each public body, or its staff, take this Open Meetings training. We propose that every member of Montgomery County BCCs be required to take this training. There is no reason why this training requirement should not

apply to all members of BCCs. They should all be knowledgeable about laws that apply to their work on BCCs. The Attorney General's office training on Open Meetings is said to take about 2 hours to complete and is actually fun to do. A copy of the first page of the website that provides this training is attached.

The fifth part of the training should be how to run and participate in meetings efficiently using parliamentary procedure. We have attended meetings of Montgomery County BCCs and can say from first-hand knowledge that BCC meetings do not consistently follow Robert's Rules of Order with its rules that insure efficient, speedy, and effective meetings and protection for majorities, minorities, and individual members. For example, at one CCOC meeting that we attended the chairperson said there should be discussion of a subject before a motion could be made. The correct answer is exactly the opposite. We also saw a chairperson clearly invoking the informal procedures for committees but then refusing to allow a motion to go to discussion for lack of a second, even though a second is not required under informal procedures for committees.

There is an organization in Maryland that could assist with this training on how to run meetings properly using Robert's Rules of Order. It is called the Maryland Association of Parliamentarians, or MAP. As the current President of MAP, I have consulted with the other MAP officers who are able and willing to supply this training to all Montgomery County BCC members at no cost to the county. MAP has provided training for other government groups and could do so for BCCs.

An example of training in how to run and participate in meetings is attached.

Conclusion

The only possible argument that might be made against requiring a training program for every member of all BCCs is that it might be seen as burdensome and reduce the pool of volunteers willing to serve on BCCs. The response to this is that each member of a BCC is volunteering to spend hundreds or thousands of hours helping our county through service on a BCC. All we are suggesting is that they spend a few more hours learning how to do their jobs more efficiently. This should be welcomed by members of BCCs as well as all county citizens.

Please note that we are not recommending that failure of a BCC member to take the required training be subject to any serious penalty. All we are suggesting is that those who refuse to take the necessary training be prevented from continuing to serve on the BCC. Since the public has a right to expect all BCC members to be knowledgeable about the work they are expected to do, this is a reasonable suggestion.



ROCKVILLE, MARYLAND

MEMORANDUM

April 7, 2016

TO: Nancy Floreen, President, County Council

FROM: Jennifer A. Hughes, Director, Office of Management and Budget
For Joseph F. Beach, Director, Department of Finance

SUBJECT: FEIS for Council Bill 3-16, Boards, Committees, and Commissions – General Amendments

Please find attached the fiscal and economic impact statements for the above-referenced legislation.

JAH:mc

cc: Bonnie Kirkland, Assistant Chief Administrative Officer
Lisa Austin, Offices of the County Executive
Joy Nurmi, Special Assistant to the County Executive
Patrick Lacefield, Director, Public Information Office
Joseph F. Beach, Director, Department of Finance
Jennifer A. Hughes, Director, Office of Management and Budget
Connie Latham, Office of the Executive
David Platt, Department of Finance
Robert Hagedoorn, Department of Finance
Jane Mukira, Office of Management and Budget
Alex Espinosa, Office of Management and Budget
Naeem Mia, Office of Management and Budget
Felicia Zhang, Office of Management and Budget

Fiscal Impact Statement
Council Bill 3-16, Boards, Committees, and Commissions – General Amendments

1. Legislative Summary

The legislation would define a board, commission, and task force; require an Evaluation and Review Committee to be appointed every 5 years; and establish a standard due date for annual reports from a board, committee, commission and task force.

2. An estimate of changes in County revenues and expenditures regardless of whether the revenues or expenditures are assumed in the recommended or approved budget. Includes source of information, assumptions, and methodologies used.

No revenues or expenditures are expected from the proposed legislation.

3. Revenue and expenditure estimates covering at least the next 6 fiscal years.

See item # 2.

4. An actuarial analysis through the entire amortization period for each bill that would affect retiree pension or group insurance costs.

The proposed legislation does not affect retiree pension or group insurance costs.

5. An estimate of expenditures related to County's information technology (IT) systems, including Enterprise Resource Planning (ERP) systems.

Not applicable.

6. Later actions that may affect future revenue and expenditures if the bill authorizes future spending.

The proposed legislation does not authorize future spending.

7. An estimate of the staff time needed to implement the bill.

There is no additional staff time needed to implement the bill.

8. An explanation of how the addition of new staff responsibilities would affect other duties.

Not applicable. See item #7.

9. An estimate of costs when an additional appropriation is needed.

No additional appropriation is needed.

10. A description of any variable that could affect revenue and cost estimates.

Not applicable.

11. Ranges of revenue or expenditures that are uncertain or difficult to project.

Not applicable.

12. If a bill is likely to have no fiscal impact, why that is the case.

None

13. Other fiscal impacts or comments.

None

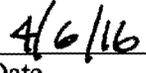
14. The following contributed to and concurred with this analysis:

Connie Latham, Office of the Executive

Jane Mukira, Office of Management and Budget



Jennifer A. Hughes, Director
Office of Management and Budget



Date

Economic Impact Statement
Bill 3-16, Administration – Boards, Committees, and Commissions –
General Amendments

Background:

This legislation would:

1. Define a board, committee, commission, and task force;
2. Require an Evaluation and Review Committee to be appointed every five (5) years; and
3. Establish a standard due date for annual reports from a board, committee, commission and task force.

1. The sources of information, assumptions, and methodologies used.

There are no sources of information, assumptions, and methodologies used in the preparation of the economic impact statement.

2. A description of any variable that could affect the economic impact estimates.

There are no variables that could affect the economic impact estimates. Bill 3-16 amends Section 2-142 of the County Code to include definitions of the various appointed bodies using the Maryland Municipal League definitions. The legislation also amends Section 2-146(c)(2) of the County Code to require that a Committee Evaluation and Review Board (CERB) be appointed every five years.

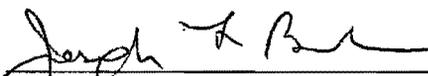
3. The Bill's positive or negative effect, if any on employment, spending, savings, investment, incomes, and property values in the County.

Bill 3-16 would have no economic effect on employment, spending, savings, investment, incomes, and property values in the County.

4. If a Bill is likely to have no economic impact, why is that the case?

See paragraph #3.

5. The following contributed to or concurred with this analysis: David Platt and Rob Hagedoorn, Department of Finance.



Joseph F. Beach, Director
Department of Finance

3/23/16
Date