



HOWARD COUNTY OFFICE OF COUNTY EXECUTIVE

3430 Court House Drive ■ Ellicott City, Maryland 21043 ■ 410-313-2013

Allan H. Kittleman
Howard County Executive
akittleman@howardcountymd.gov

www.howardcountymd.gov
FAX 410-313-3051
TDD 410-313-2323

March 31, 2017

Savannah A. Kaiss
225 Route 97
Cooksville, MD 21723

Dear Ms. Kaiss:

It is my pleasure to inform you that I have submitted your name to the County Council for confirmation of your appointment as a member of the Agricultural Land Preservation Board. The legislation for this appointment will be introduced at the County Council legislative session on April 3, 2017.

A public hearing will be held on your appointment on April 19, 2017 at 7 p.m. in the Banneker Room at the George Howard Building, 3430 Court House Drive, Ellicott City, MD 21043. **You are required to appear before the County Council at this public hearing. Please confirm your attendance by signing in electronically.** To use the Council's electronic sign-in, go to <https://apps.howardcountymd.gov/otestimony/>. If you are unable to confirm your attendance electronically, please call Margery Sayers in the County Council office at 410-313-2001.

The Council will vote to confirm your appointment at its legislative session on May 1, 2017. If confirmed, your term will expire April 1, 2021.

Filing of a financial disclosure statement is required prior to confirmation of your appointment. Please log onto this website and complete your financial disclosure statement:
<https://findis.howardcountymd.gov>.

Throughout your term, your duties as a board member as they relate to the financial disclosure process include the following:

- You are required to keep an active email address on file with the Chairman of your Board.
- You are required to file an electronic Financial Disclosure Statement by April 30th of each year. On or about January 15th, the Ethics Commission will send you an email with instructions on how to file. You have a personal obligation to file this statement on time. If you do not receive an email by February 1st, it is your obligation to contact Lindsay Keith, Administrative Assistant in the Office of Law, at 410-313-2102 or lkeith@howardcountymd.gov.

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I appreciate your volunteer service to Howard County and I thank you in advance for promptly meeting the above requirements.

Sincerely,

A handwritten signature in black ink, appearing to read "Allan H. Kittleman". The signature is fluid and cursive, with a long horizontal stroke at the end.

Allan H. Kittleman
County Executive

C Joy Levy
Jennifer Sager
Jessica Feldmark