

Introduced _____
Public Hearing _____
Council Action _____
Executive Action _____
Effective Date _____

County Council of Howard County, Maryland

2025 Legislative Session

Legislative Day No. 2

Bill No. 9 -2025

Introduced by: The Chairperson at the request of the County Executive

Short Title: Executive Reorganization – Department of General Services.

Title: AN ACT reorganizing the Executive Branch of County Government pursuant to Section 403 of the Howard County Charter; establishing a Department of General Services; establishing the appointing authority for the positions of Director and Deputy Director; setting forth the duties and qualifications of the Director; setting forth the functions of the Department; removing certain functions from the Department of Public Works that will be functions of the Department of General Services; and generally relating to the Executive Branch of County Government.

Introduced and read first time _____, 2025. Ordered posted and hearing scheduled.

By order _____
Michelle Harrod, 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 _____, 2025.

By order _____
Michelle Harrod, Administrator

This Bill was read the third time on _____, 2025 and Passed ____, Passed with amendments _____, Failed _____.

By order _____
Michelle Harrod, Administrator

Sealed with the County Seal and presented to the County Executive for approval this ____ day of _____, 2025 at ____ a.m./p.m.

By order _____
Michelle Harrod, Administrator

Approved/Vetoed by the County Executive _____, 2025

Calvin Ball, 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 1. "Human Resources."*

5 *Subsection (b) of Section 1.306 "Executive Exempt."*

6
7 *Title 18. "Public Works."*

8 *Section 18.1001 "Department of Public Works."*

9
10 *By Adding:*

11 *Title 6. "County Executive and the Executive Branch."*

12 *Section 6.213 "Department of General Services."*

13
14 *Title 29. "Department of General Services."*

15 *Subtitle 1. "Department of General Services."*

16
17 **Title 1. Human Resources.**

18 **Subtitle 3. Pay Plan.**

19
20 **Section 1.306. Executive exempt.**

21 (b) *Appointing Authorities.* Appointing authorities for Executive exempt employees are as
22 provided in this subsection:

23 (1) *County Executive.* The County Executive is the appointing authority for the:

24 Executive Assistant I, serving the Office of the County Executive;

25 Executive Assistant II, serving the Office of the County Executive;

26 Administrative Assistant, serving the Office of the County Executive;

27 Administrative Analyst II, serving the Office of the County Executive;

28 Chief Administrative Officer;

29 Chief of Staff;

30 Deputy Chief of Staff;

31 Director of Community Resources and Services;

1 Director of Corrections;
2 Director of Finance;
3 Chief of Fire and Rescue Services;
4 Director of Housing and Community Development;
5 Director of Inspections, Licenses and Permits;
6 Director of Planning and Zoning;
7 Chief of Police;
8 Director of Public Works;
9 Director of Recreation and Parks; [[and]]
10 Director of Technology and Communication Services[[]]; AND
11 DIRECTOR OF GENERAL SERVICES.

12 (2) *County Executive and County Council.* The County Executive, with the concurrence of
13 the County Council is the appointing authority for: Technical Services Supervisor,
14 serving as the Cable Administrator; and County Solicitor.

15 (3) *Chief Administrative Officer.* The Chief Administrative Officer, with the approval of the
16 County Executive, is the appointing authority for the following positions:

17 Administrative Assistant, serving the Office of the Chief Administrative Officer;
18 Administrative Analyst II, serving the Office of the Chief Administrative Officer;
19 Administrative Manager, serving as the Administrator of the Office of Agriculture;
20 Administrator of the Office of Community Sustainability;
21 Human Services Manager II, serving as the Consumer Protection Administrator;
22 Administrator of the Office of Transportation;
23 Executive Assistant I, serving the Office of the Chief Administrative Officer;
24 Executive Assistant II, serving the Office of the Chief Administrative Officer;
25 Budget Administrator;
26 Deputy Chief Administrative Officer;
27 Human Services Manager II, serving as the Workforce Development Administrator;
28 Human Resources Administrator;
29 Human Services Manager II, serving as the Administrator of the Office of Human Rights
30 and Equity;
31 Labor relations coordinator; and

1 Public Information Administrator.

2 (4) Chief of Police. The Chief of Police, with the approval of the County Executive, is the
3 appointing authority for the:

4 Police Major;1

5 Assistant Administrator;

6 Police Information Specialist; and

7 Police Services Support Supervisor III, serving as the Animal Control Administrator.

8 (5) *Fire and Rescue Services*. The Fire Chief (also sometimes referred to in County law as
9 the Director of Fire and Rescue Services or the Chief, Fire and Rescue Services), with the
10 approval of the County Executive, is the appointing authority for the: Deputy Chief;1 the
11 Medical Director, the Administrator of the Office of Emergency Management, and the
12 Assistant Administrator.

13 (6) *Community Resources and Services*. The Director of Community Resources and Services,
14 with the approval of the County Executive, is the appointing authority for the:

15 Human Services Manager II, serving as the Deputy Director of Community Resources
16 and Services;

17 Human Services Manager II, serving as the Administrator on Aging and Independence;

18 Human Services Manager I, serving as the Administrator of the Office of Children and
19 Families; and

20 Human Services Manager I, serving as the Administrator of the Office of Community
21 Partnerships.

22 (7) *Public Works*. The Director of Public Works, with the approval of the County Executive,
23 is the appointing authority for the:

24 Deputy Director of Public Works;

25 Engineering Manager II, serving as the Chief, Bureau of Engineering;

26 Engineering Manager II, serving as the Chief, Bureau of Environmental Services;

27 Engineering Manager II, serving as the Chief, Bureau of Highways; AND

28 [[Engineering Manager II, serving as the Chief, Bureau of Facilities; and]]

29 Engineering Manager II, serving as the Chief, Bureau of Utilities.

30 (8) *County Solicitor*. The County Solicitor, with the approval of the County Executive is the
31 appointing authority for the:

1 Deputy Attorney, serving as the Deputy County Solicitor;
2 Principal Attorney, serving as a Senior Assistant County Solicitor I;
3 Senior Attorney, serving as a Senior Assistant County Solicitor II;
4 Attorney, serving as an Assistant County Solicitor II;
5 Entry Level Attorney, serving as an Assistant County Solicitor I; and
6 Administrative Assistant, serving as Secretary to the County Solicitor.

7 (9) *Planning and Zoning*. The Director of Planning and Zoning, with the approval of the
8 County Executive, is the appointing authority for the Deputy Director of Planning and
9 Zoning.

10 (10) *Finance*. The Director of Finance, with the approval of the County Executive, is the
11 appointing authority for the Deputy Director of Finance.

12 (11) *Technology and Communication Services*. The Director of Technology and
13 Communication Services, with the approval of the County Executive, is the appointing
14 authority for the Deputy Director, Technology and Communication Services.

15 (12) *County Council*. The County Council is the appointing authority for the:
16 Administrator to the County Council; and
17 County Auditor.

18 (13) *Housing and Community Development*. The Director of Housing and Community
19 Development, with the approval of the County Executive, is the appointing authority for
20 the Human Services Manager II, serving as the Deputy Director of Housing and
21 Community Development.

22 (14) *County Council Member*. The County Council Member is the appointing authority for
23 the Special Assistant and District Aide serving that Member.

24 (15) *Administrator to the County Council*. The Administrator to the County Council, with
25 the approval of the County Council, is the appointing authority for the:
26 Deputy Administrator to the County Council;
27 Executive Assistant I, serving as the Assistant to the Administrator to the County
28 Council; and
29 Public Information Administrator, serving as the Public Information Officer to the
30 County Council.

1 (16) *County Auditor.* The County Auditor, with the approval of the County Council, is the
2 appointing authority for Deputy County Auditor.

3 (17) *Corrections.* The Director of Corrections, with the approval of the County Executive, is
4 the appointing authority for the:

5 Deputy Director of Corrections; and

6 Custody and Security Chief.

7 (18) *The Inspector General Advisory Board.* The Inspector General Advisory Board is the
8 appointing authority for the Inspector General.

9 (19) *Inspector General.* The Inspector General is the appointing authority for the Deputy
10 Inspector General.

11 (20) *GENERAL SERVICES.* THE DIRECTOR OF GENERAL SERVICES, WITH THE APPROVAL OF THE
12 COUNTY EXECUTIVE, IS THE APPOINTING AUTHORITY FOR THE DEPUTY DIRECTOR OF
13 GENERAL SERVICES.

14
15 **Title 6. County Executive and the Executive Branch**

16 **Subtitle 2. Administrative Departments and Offices.**

17
18 **SECTION 6.213. DEPARTMENT OF GENERAL SERVICES.**

19 THERE IS A DEPARTMENT OF GENERAL SERVICES. THE QUALIFICATIONS OF ITS DIRECTOR AND
20 THE NATURE OF ITS DUTIES AND RESPONSIBILITIES ARE SET FORTH IN SUBTITLE 1, "DEPARTMENT
21 OF GENERAL SERVICES," OF TITLE 29 "DEPARTMENT OF GENERAL SERVICES," OF THIS CODE.

22
23 **TITLE 29. DEPARTMENT OF GENERAL SERVICES.**

24 **SUBTITLE 1. DEPARTMENT OF GENERAL SERVICES.**

25
26 **SECTION 29.100. GENERAL PROVISIONS.**

27 GENERAL PROVISIONS APPLICABLE TO THIS DEPARTMENT ARE SET FORTH IN SUBTITLE 2,
28 "ADMINISTRATIVE DEPARTMENTS AND OFFICES," OF TITLE 6 "COUNTY EXECUTIVE AND THE
29 EXECUTIVE BRANCH," OF THIS CODE.

30
31 **SECTION 29.101. DIRECTOR.**

1 (A) *HEAD*. THE DIRECTOR OF THE DEPARTMENT OF GENERAL SERVICES SHALL BE THE HEAD OF
2 THE DEPARTMENT.

3 (B) *QUALIFICATIONS OF THE DIRECTOR*. THE DIRECTOR SHALL BE APPOINTED SOLELY WITH
4 REGARD TO QUALIFICATIONS FOR THE DUTIES AND RESPONSIBILITIES OF THE DEPARTMENT. THE
5 DIRECTOR SHALL HAVE HAD AT LEAST TEN YEARS OF INCREASINGLY RESPONSIBLE EXPERIENCE
6 IN (1) ARCHITECTURE OR DESIGN; (2) LAND ACQUISITION, LEASING AND LEGAL DOCUMENTS
7 RELATED TO THE DEVELOPMENT PROCESS; OR (3) GOVERNMENT ADMINISTRATION, INCLUDING A
8 MINIMUM OF FIVE YEARS IN A MANAGERIAL POSITION.

9

10 **SECTION 29.102. DUTIES AND RESPONSIBILITIES.**

11 (A) *DUTIES AND RESPONSIBILITIES*. THE DEPARTMENT SHALL PERFORM THE FOLLOWING
12 FUNCTIONS:

13 (1) CARE FOR AND MAINTAIN COUNTY-OWNED OR LEASED SPACE, INCLUDING ALTERATIONS,
14 REPAIRS, CLEANING, HEATING, COOLING, LIGHTING, POWER SUPPLY, FLOOR COVERING,
15 PAINTING, AND LANDSCAPING.

16 (2) PREPARE REPORTS, STUDIES, SURVEYS, MAPS, PLANS, SPECIFICATIONS AND ESTIMATES FOR
17 THE COUNTY'S PUBLIC FACILITIES.

18 (3) CONSTRUCT COUNTY-OWNED BUILDINGS AND IMPROVEMENTS TO COUNTY-OWNED OR
19 LEASED BUILDINGS.

20 (4) ACQUIRE REAL PROPERTY AS PRESCRIBED BY LAW AND AS DIRECTED BY THE COUNTY
21 EXECUTIVE.

22 (5) OBTAIN AND ADMINISTER AGREEMENTS WHICH PROVIDE FOR THE CONSTRUCTION OF
23 PUBLIC FACILITIES WHICH THE COUNTY MAY ACQUIRE UPON COMPLETION OF THE TERMS OF
24 THE AGREEMENT.

25 (6) PROVIDE ENGINEERING, ARCHITECTURAL AND SURVEYING SERVICES FOR ALL AGENCIES OF
26 COUNTY GOVERNMENT.

27 (7) MANAGE PROPERTY OWNED OR LEASED BY THE COUNTY WHICH MAY INCLUDE RENTING OR
28 LEASING COUNTY-OWNED PROPERTY TO PRIVATE INDIVIDUALS OR COMPANIES, IF THE
29 COUNTY DOES NOT HAVE AN IMMEDIATE USE FOR THE PROPERTY.

30 (8) OBTAIN LEASED SPACE TO BE USED BY THE COUNTY AND AGENCIES FOR WHICH THE
31 COUNTY PROVIDES SPACE, INCLUDING:

- 1 (I) RENTING OR LEASING PROPERTY; AND
2 (II) COORDINATING WITH AGENCIES TO DETERMINE ITS NEEDS FOR ADDITIONAL OR
3 ALTERNATE SPACE AND SECURING THAT SPACE IN PROPERTY.
4 (9) DEVELOP AND ADMINISTER CAPITAL PROJECTS, INCLUDING, BUT NOT LIMITED TO:
5 (I) PREPARING NECESSARY PLANS, AND OTHER DOCUMENTS;
6 (II) MANAGING AND INSPECTING, AS APPROPRIATE, OF CONSTRUCTION; AND
7 (III) PARTICIPATING WITH THE PURCHASING AGENT IN THE TABULATION AND EVALUATION
8 OF BIDS AND RECOMMENDATION OF CONTRACT AWARDS.
9 (10) RECORD DEEDS RELATED TO THE RELEASE OF UTILITY EASEMENTS PURSUANT TO SECTION
10 4.201 OF THIS CODE.
11 (11) PERFORM SUCH OTHER DUTIES AND RESPONSIBILITIES AS MAY BE PRESCRIBED BY
12 DIRECTIVE OF THE COUNTY EXECUTIVE OR BY LAW.
13

14 **Title 18. Public Works.**

15 **Subtitle 10. Department of Public Works.**

16
17 **Section. 18.1001. Department of Public Works.**

- 18 (a) *Head.* The Director of Public Works shall be the head of the Department of Public Works.
19 (b) *Qualifications of Director of Public Works,* The Director of Public Works shall be
20 appointed solely with regard to qualifications for the duties and responsibilities of the
21 office. The Director shall be a registered professional engineer in Maryland. The Director
22 shall have comprehensive knowledge of the principles and practices of civil engineering and
23 Public Works administration. The Director shall have at least ten years of increasingly
24 responsible experience in engineering and Public Works administration, including a
25 minimum of five years in a managerial position in Public Works.
26 (c) *Duties and Responsibilities.* The Department of Public Works shall be responsible for the
27 following functions:
28 (1) Developing and administering the capital projects, including, but not limited to:
29 (i) Preparation of necessary plans, and other documents.
30 (ii) Management and inspection, as appropriate, of construction.

- 1 (iii) Participation with the Purchasing Agent in the tabulation and evaluation of bids
2 and recommendation of contract awards.
- 3 (2) Preparation of reports, studies, surveys, maps, plans, specifications and estimates for
4 the County's public facilities and utilities.
- 5 (3) Preparation of specifications in connection with the purchasing of materials, services,
6 supplies and equipment.
- 7 (4) [[Construction of County-owned buildings and improvements to them.]] Construction,
8 improvement, alteration, operation, maintenance and repair of all County-owned roads,
9 bridges, water systems, sewerage systems and drainage facilities. THIS SHALL INCLUDE
10 THE CONSTRUCTION OF BUILDINGS OR IMPROVEMENTS RELATED TO A WASTEWATER
11 TREATMENT FACILITY OR PUMPING STATION.
- 12 (5) Administration and enforcement of laws, rules and regulations relating to the use of the
13 water and sewerage systems.
- 14 (6) Ensuring that the Howard County Design Manual is reviewed and revised in
15 accordance with subsection (d) of this section.
- 16 (7) Acceptance, on behalf of the County, of roads, drainage facilities and water and
17 sewerage systems, and right-of-way, and easements related thereto, as provided by law.
- 18 [[(8) Care and maintenance of County-owned or leased space, including alterations, repairs,
19 cleaning, heating, cooling, lighting, power supply, floor covering, painting, and
20 gardening.
- 21 (9) Acquisition of land as prescribed by law and as directed by the County Executive.
- 22 (10) Obtaining and administering agreements which provide for the construction of public
23 facilities which the County may acquire upon completion of the terms of the
24 agreement.]]
- 25 ([[11]]8) Collection of refuse and operation of facilities for the processing, handling,
26 recycling and disposal of refuse.
- 27 [[(12) Provision of engineering, architectural and surveying services for all agencies of
28 County Government.
- 29 (13) Managing property owned by the County and for obtaining leased space to be used by
30 the County and agencies for which the County provides space, including:
31 (i) Renting or leasing land to be used by the County;

- 1 (ii) Renting or leasing buildings to be used by the County;
- 2 (iii) Renting or leasing County property to private individuals or companies, if the
- 3 County does not have an immediate use for the property; and
- 4 (iv) Coordinating with agencies to determine their needs for additional or alternate
- 5 space and arranging for securing that space in property owned or leased by the
- 6 County.]]

7 ([[14]]9) Such other duties and responsibilities as may be prescribed by directive of the
8 County Executive or by law.

9
10 ***Section 2. And Be It Further Enacted*** by the County Council of Howard County, Maryland,
11 *that this Act shall become effective 61 days after its enactment.*