



Howard County

Internal Memorandum

SUBJECT: Council Testimony and Fiscal Impact Statement
Reorganizing the Executive Branch of County Government to establish a
Department of General Services.

TO: Brandee Ganz
Chief Administrative Officer

FROM: Brian Shepter,
Deputy Chief of Staff

DATE: January 23, 2025

This legislation is the enactment of the Reorganization Plan submitted to the Council in December of 2024, pursuant to Section 403 of the Howard County Charter.

The Plan provides that the County would establish a Department of General Services (DGS). The Plan proposes to remove the Bureau of Facilities and Real Estate Services Division from the Department of Public Works (DPW) in order to consolidate the functions of the two entities under the newly established DGS. The purpose of this reorganization is to ensure a cost-effective, efficient and responsive delivery of services related to the County's real estate, buildings and leased spaces .

Accordingly, this legislation provides that the Director and Deputy Director of DGS will be executive exempt positions. The bill establishes the DGS and provides for the Department's leadership, duties and responsibilities. The bill also amends Code provisions that govern DPW in order to remove those functions that are moving to the new DGS including, without limitation, the following:

1. Constructing County-owned buildings and improvements to them (with the caveat that buildings or improvements related to wastewater treatment facilities or pumping stations are still a function of DPW).
2. Maintaining County-owned or leased space, including alterations, repairs, cleaning, heating, cooling, lighting, power supply, floor covering, painting, and gardening.
3. Acquiring land as prescribed by law and as directed by the County Executive.
4. Obtaining and administering agreements which provide for the construction of public facilities which the County may acquire upon completion of the terms of the agreement
5. Providing engineering, architectural and surveying services for all agencies of County Government.

6. Managing property owned by the County and obtaining leased space to be used by the County and agencies for which the County provides space.
7. Coordinating with agencies to determine their needs for additional or alternate space and arranging for securing that space in property owned or leased by the County.

During the budget process in May, a Pay Plan Amendment and Classification Plan Amendment will be filed to establish the pay grades and classification descriptions for the positions of Director and Deputy Director and to make any other necessary Pay Plan and Classification Plan changes that may be needed to effectuate the reorganization approved by this legislation.

Fiscal Impact

The proposal is expected to create three (3) net new positions: Director and Deputy Director of General Services as well as an Administrative Analyst to support budget, human resource and clerical functions. The estimated fiscal impact of this change is approximately \$600,000 in salary and benefit costs. All new positions will be paid from the General Fund.

There are no immediate costs anticipated relating to relocation of staff. DGS will evaluate its space needs as an element of the Facilities Master Plan project and develop a recommendation for relocation, if needed. However, in the near term, some cost may be required to create offices for the Director and Deputy Director within available existing space. This fiscal information may be subject to change as we work through this plan.