

Introduced 02.03.2025  
Public Hearing 02.18.2025  
Council Action 03.03.2025  
Executive Action 03.06.2025  
Effective Date 05.06.2025

## 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 Feb 3, 2025. Ordered posted and hearing scheduled.

By order Michelle Harrod  
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 Feb 18, 2025.

By order Michelle Harrod  
Michelle Harrod, Administrator

This Bill was read the third time on March 3, 2025 and Passed ✓, Passed with amendments ✓, Failed    .

By order Michelle Harrod  
Michelle Harrod, Administrator

Sealed with the County Seal and presented to the County Executive for approval this 4 day of March, 2025 at 2<sup>00</sup> a.m./p.m.

By order Michelle Harrod  
Michelle Harrod, Administrator

Approved/Vetoed by the County Executive March 6, 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

Public Information Administrator.

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

Police Major;1

Assistant Administrator;

Police Information Specialist; and

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

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

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

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

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

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

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

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

Deputy Director of Public Works;

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

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

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

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

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

(8) *County Solicitor*. The County Solicitor, with the approval of the County Executive is the 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, AND  
15 PAINTING, AND LANDSCAPING. LANDSCAPING AND MOWING MAY BE PERFORMED BY THE  
16 DEPARTMENT, THE DEPARTMENT OF PUBLIC WORKS, OR THE DEPARTMENT OF  
17 RECREATION AND PARKS.

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

20 (3) CONSTRUCT COUNTY-OWNED BUILDINGS AND IMPROVEMENTS TO COUNTY-OWNED OR  
21 LEASED BUILDINGS.

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

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

27 (6) ~~PROVIDE ENGINEERING, ARCHITECTURAL AND SURVEYING SERVICES FOR ALL AGENCIES OF~~  
28 ~~COUNTY GOVERNMENT~~ BUILDINGS.

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

- 1 (8) OBTAIN LEASED SPACE TO BE USED BY THE COUNTY AND AGENCIES FOR WHICH THE  
2 COUNTY PROVIDES SPACE, INCLUDING:  
3 (I) RENTING OR LEASING PROPERTY; AND  
4 (II) COORDINATING WITH AGENCIES TO DETERMINE ITS NEEDS FOR ADDITIONAL OR  
5 ALTERNATE SPACE AND SECURING THAT SPACE IN PROPERTY.  
6 (9) DEVELOP AND ADMINISTER CAPITAL PROJECTS, INCLUDING, BUT NOT LIMITED TO:  
7 (I) PREPARING NECESSARY PLANS, AND OTHER DOCUMENTS;  
8 (II) MANAGING AND INSPECTING, AS APPROPRIATE, OF CONSTRUCTION; AND  
9 (III) PARTICIPATING WITH THE PURCHASING AGENT IN THE TABULATION AND EVALUATION  
10 OF BIDS AND RECOMMENDATION OF CONTRACT AWARDS.  
11 (10) RECORD DEEDS RELATED TO THE RELEASE OF UTILITY EASEMENTS PURSUANT TO SECTION  
12 4.201 OF THIS CODE.  
13 (11) PERFORM SUCH OTHER DUTIES AND RESPONSIBILITIES AS MAY BE PRESCRIBED BY  
14 DIRECTIVE OF THE COUNTY EXECUTIVE OR BY LAW.  
15

16 **Title 18. Public Works.**

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

18  
19 **Section. 18.1001. Department of Public Works.**

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



- (ii) Management and inspection, as appropriate, of construction.
- (iii) Participation with the Purchasing Agent in the tabulation and evaluation of bids and recommendation of contract awards.
- (2) Preparation of reports, studies, surveys, maps, plans, specifications and estimates for the County's public facilities and utilities.
- (3) Preparation of specifications in connection with the purchasing of materials, services, supplies and equipment.
- (4) [[Construction of County-owned buildings and improvements to them.]] Construction, improvement, alteration, operation, maintenance and repair of all County-owned roads, bridges, water systems, sewerage systems and drainage facilities. THIS SHALL INCLUDE THE CONSTRUCTION OF BUILDINGS OR IMPROVEMENTS RELATED TO THE FUNCTIONS OF THE DEPARTMENT INCLUDING, WITHOUT LIMITATION, A WASTEWATER TREATMENT FACILITY OR FACILITIES, PUMPING STATION-STATIONS OR ROAD MAINTENANCE FACILITIES.
- (5) Administration and enforcement of laws, rules and regulations relating to the use of the water and sewerage systems.
- (6) Ensuring that the Howard County Design Manual is reviewed and revised in accordance with subsection (d) of this section.
- (7) Acceptance, on behalf of the County, of roads, drainage facilities and water and sewerage systems, and right-of-way, and easements related thereto, as provided by law.
- [[ (8) Care and maintenance of County-owned or leased space, including alterations, repairs, cleaning, heating, cooling, lighting, power supply, floor covering, painting, and gardening.
- (9) Acquisition of land as prescribed by law and as directed by the County Executive.
- (10) 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. ]]
- [[ (11) ] (8) Collection of refuse and operation of facilities for the processing, handling, recycling and disposal of refuse.
- [[ (12) ] (9) Provision of engineering, architectural and surveying services for all agencies of County Government.

1        ~~[[~~(13)     Managing property owned by the County and for obtaining leased space to be  
2            used by the County and agencies for which the County provides space, including:

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

10        (~~[[~~14]]910) Such other duties and responsibilities as may be prescribed by directive of the  
11           County Executive or by law.

12  
13        ***Section 2. And Be It Further Enacted by the County Council of Howard County, Maryland,***  
14        *that this Act shall become effective 61 days after its enactment.*

**Amendment 1 to Council Bill No. 9-2025**

**BY: The Chairperson at the request  
of the County Executive**

**Legislative Day No. 3  
Date: March 3, 2025**

**Amendment No. 1**

*(This amendment makes the following changes:*

- 1. Clarifies that multiple departments may perform mowing and landscaping functions;*
- 2. Clarifies that the Department of General Services is responsible for architectural services for County government buildings and that engineering and surveying will remain in the Department of Public Works; and*
- 3. Clarifies the types of improvements that shall remain within the purview of the Department of Public Works to include, without limitation, wastewater treatment facilities, pumping station stations or road maintenance facilities.)*

1 On page 7, line 14, after “COVERING,” insert “AND”.

2

3 On page 7, in line 15, after “PAINTING” strike “, AND LANDSCAPING” and, after the period, insert  
4 “LANDSCAPING AND MOWING MAY BE PERFORMED BY THE DEPARTMENT, THE DEPARTMENT OF  
5 PUBLIC WORKS, OR THE DEPARTMENT OF RECREATION AND PARKS.”.

6

7 On page 7, in line 25:

- 8 1. Strike “ENGINEERING,”
- 9 2. Strike “AND SURVEYING”
- 10 3. Strike “ALL AGENCIES OF”

11

12 On page 7, in line 26, after “GOVERNMENT” insert “BUILDINGS”.

13

14 On page 9, in line 10, after “TO” insert “THE FUNCTIONS OF THE DEPARTMENT INCLUDING,  
15 WITHOUT LIMITATION,” and strike “A”.

16

17 On page 9, in line 11:

- 18 1. Strike “FACILITY OR” and substitute “FACILITIES,”

- 1        2. Strike "STATION" and substitute "STATIONS, OR ROAD MAINTENANCE FACILITIES".
- 2
- 3        On page 9, in line 27:
- 4            1. Strike "[["
- 5            2. Strike "12" and substitute "9"
- 6            3. Strike ", architectural"
- 7
- 8        On page 9, in line 29, before "(13)", insert "[[".
- 9
- 10       On page 10, in line 7, strike "9" and substitute "10".

I certify that this a true copy of  
Am 1 to CB9-2025  
passed on March 2, 2023  
Michelle Berroa  
Council Administrator



# 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.

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 Feb 3, 2025. Ordered posted and hearing scheduled.

By order

Michelle Harrod  
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 Feb 16, 2025.

By order

Michelle Harrod  
Michelle Harrod, Administrator

This Bill was read the third time on March 3, 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 4 day of March, 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.

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

10 *By Adding:*

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17 **Title 1. Human Resources.**

18 **Subtitle 3. Pay Plan.**

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.

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



B.V.  
Amendment 1 to Council Resolution No. 9-2025

**BY: The Chairperson at the request  
of the County Executive**

**Legislative Day No. 3  
Date: March 3, 2025**

Amendment No. 1

*(This amendment makes the following changes:*

- 1. Clarifies that multiple departments may perform mowing and landscaping functions;*
- 2. Clarifies that the Department of General Services is responsible for architectural services for County government buildings and that engineering and surveying will remain in the Department of Public Works; and*
- 3. Clarifies the types of improvements that shall remain within the purview of the Department of Public Works to include, without limitation, wastewater treatment facilities, pumping station stations or road maintenance facilities.)*

1 On page 7, line 14, after "COVERING," insert "AND".

2

3 On page 7, in line 15, after "PAINTING" strike ", AND LANDSCAPING" and, after the period, insert  
4 "LANDSCAPING AND MOWING MAY BE PERFORMED BY THE DEPARTMENT, THE DEPARTMENT OF  
5 PUBLIC WORKS, OR THE DEPARTMENT OF RECREATION AND PARKS.".

6

7 On page 7, in line 25:

- 8 1. Strike "ENGINEERING,"
- 9 2. Strike "AND SURVEYING"
- 10 3. Strike "ALL AGENCIES OF"

11

12 On page 7, in line 26, after "GOVERNMENT" insert "BUILDINGS".

13

14 On page 9, in line 10, after "TO" insert "THE FUNCTIONS OF THE DEPARTMENT INCLUDING,  
15 WITHOUT LIMITATION," and strike "A".

16

17 On page 9, in line 11:

- 18 1. Strike "FACILITY OR" and substitute "FACILITIES,"

1        2. Strike "STATION" and substitute "STATIONS, OR ROAD MAINTENANCE FACILITIES".

2

3        On page 9, in line 27:

4        1. Strike "[[

5        2. Strike "12" and substitute "9"

6        3. Strike ", architectural"

7

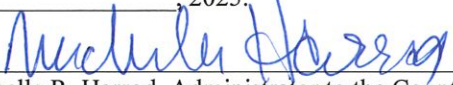
8        On page 9, in line 29, before "(13)", insert "[[

9

10       On page 10, in line 7, strike "9" and substitute "10"

BY THE COUNCIL

This Bill, having been approved by the Executive and returned to the Council, stands enacted on \_\_\_\_\_, 2025.

  
\_\_\_\_\_  
Michelle R. Harrod, Administrator to the County Council

BY THE COUNCIL

This Bill, having been passed by the yeas and nays of two-thirds of the members of the Council notwithstanding the objections of the Executive, stands enacted on \_\_\_\_\_, 2025.

\_\_\_\_\_  
Michelle R. Harrod, Administrator to the County Council

BY THE COUNCIL

This Bill, having received neither the approval nor the disapproval of the Executive within ten days of its presentation, stands enacted on \_\_\_\_\_, 2025.

\_\_\_\_\_  
Michelle R. Harrod, Administrator to the County Council

BY THE COUNCIL

This Bill, not having been considered on final reading within the time required by Charter, stands failed for want of consideration on \_\_\_\_\_, 2025.

\_\_\_\_\_  
Michelle R. Harrod, Administrator to the County Council

BY THE COUNCIL

This Bill, having been disapproved by the Executive and having failed on passage upon consideration by the Council stands failed on \_\_\_\_\_, 2025.

\_\_\_\_\_  
Michelle R. Harrod, Administrator to the County Council

BY THE COUNCIL

This Bill, the withdrawal of which received a vote of two-thirds (2/3) of the members of the Council, is withdrawn from further consideration on \_\_\_\_\_, 2025.

\_\_\_\_\_  
Michelle R. Harrod, Administrator to the County Council





**Office of the County Auditor**  
**Auditor's Analysis**

**Council Bill No. 9- 2025**

Introduced: February 3, 2025

Auditor: Maya Cameron

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Fiscal Impact:

The fiscal impact of this legislation will encompass expenses associated with establishing the Department of General Services (DGS) to include salary and benefit costs for three new positions in DGS (Director, Deputy Director, and Administrative Analyst) estimated at \$600,000. We are awaiting the break down from the Administration of the grade and step for each position to support this estimate. Other costs can't be estimated at this time, but include, among other items, the following:

- Costs to create the Director and Deputy Director offices within existing space
- Office furniture, equipment, and supplies
- Fees for legal, financial, and other technical advisory services

About 73 positions in the Bureau of Facilities (65) and Real Estate Services Division (8) of the Department of Public Works (DPW) will be consolidated and moved from DPW to DGS. The salaries of the positions within those bureaus were included in the approved FY 2025 budget and therefore should not impose a fiscal impact.

Purpose:

The purpose of this legislation is to reorganize the Executive Branch in order to establish the Department of General Services, appoint authority for the DGS Director and Deputy Director, and reassign certain DPW functions to DGS.

Other Comments:

The appointing authority for the DGS Director will be the County Executive, and the Deputy Director will be appointed by the DGS Director with the approval of the County Executive.

