



Howard County
Internal Memorandum

SUBJECT: Council Testimony and Fiscal Impact Statement
Reorganizing the Department of County Administration and the Department of General Services.

TO: Brandee Ganz
Chief Administrative Officer

FROM: Dawn Tinker
Assistant Chief Administrative Officer

DATE: January 20, 2026

This legislation is the enactment of the Reorganization Plan submitted to the Council in December of 2025, pursuant to Section 403 of the Howard County Charter.

The Plan provides to reorganize the Department of County Administration to remove the Office of Central Services. This Plan is proposed in order to consolidate the functions of Central Services under the Department of General Services (DGS).

Accordingly, this legislation provides that the Office of Central Services under DGS will provide greater continuity of government and align the central services of government operations under one department. The bill will achieve efficiency and continue the singular mission that this new department was envisioned to develop within the County. The reorganization will model similar neighboring jurisdictions that house fleet and facilities management, central services, and real estate under one department umbrella. The legislation also amends Code provisions that govern the Department of County Administration in order to remove those functions that are moving to the new DGS including, without limitation, the following:

1. Providing report on County vehicle fleet to the County Executive and County Council yearly.
2. Providing mail services including in-house mail handling, mailing, and delivery of items sent through U.S. Mail or other services.
3. Providing fleet management and vehicle and small engine operation services for all County-owned vehicles and small engines.

Fiscal Impact

The proposal is expected to reclassify one position: the Administrator of Central Fleet would be reclassified as an Engineering Manager I (Chief). There are no immediate costs anticipated with the reassignment of employees from Office of Central Services to DGS. This fiscal information may be subject to change as we work through this plan.