

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

County Council of Howard County, Maryland

2026 Legislative Session

Legislative Day No. 2

Bill No. 13 -2026

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

Short Title: Executive Reorganization – Department of General Services – Mail and Fleet

Title: AN ACT reorganizing the Executive Branch of County Government pursuant to Section 403 of the Howard County Charter; moving certain central service functions to include mail and fleet to the Department of General Services; and generally relating to the Executive Branch of County Government.

Introduced and read first time _____, 2026. 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 _____, 2026.

By order _____
Michelle Harrod, Administrator

This Bill was read the third time on _____, 2026 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 _____, 2026 at ____ a.m./p.m.

By order _____
Michelle Harrod, Administrator

Approved/Vetoed by the County Executive _____, 2026

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
5 *Title 6. "County Executive and the Executive Branch"*
6 *Section 6.201. "Department of County Administration"*

7
8 *Title 6. "County Executive and the Executive Branch"*
9 *Subsection (d) of Section 6.401. "Department of County Administration"*

10
11 *Title 6. "County Executive and the Executive Branch"*
12 *6.403. "Office of Central Services"*

13
14 *Title 29. "Department of General Services"*
15 *Section 29.102. "Duties and Responsibilities"*

16
17 *By adding:*

18 *Title 29. "Department of General Services"*
19 *Section 29.103. "Central Services and Fleet Management"*

20
21 **Title 6. County Executive and the Executive Branch**

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

23
24 **Section 6.201. Department of County Administration.**

25 (a) *Department of County Administration.* There is a Department of County Administration. The
26 qualifications of its Director and the nature of its duties and responsibilities are set forth in
27 subtitle 4, "Department of County Administration," of this title 6, "County Executive and the
28 Executive Branch," of the Howard County Code.

29 (b) *Office of Budget.* There is an Office of Budget. The qualifications of its Administrator and
30 the nature of its duties and responsibilities are set forth in section 22.400A, "Office of Budget,"

of subtitle 4, "Budget Procedures," of title 22, "General Provisions, Penalties, etc.," of the Howard County Code.

(c) *Office of Human Rights and Equity*. There is an Office of Human Rights and Equity. The qualifications of its Administrator and the nature of its duties and responsibilities are set forth in subtitle 2, "Human Rights," of title 12, "Health and Human Services," of the Howard County Code.

[(d) *Office of Central Services*. There is an Office of Central Services. The qualifications of its Administrator and the nature of its duties and responsibilities are set forth in subtitle 4, "Department of County Administration" of this title 6, "County Executive and the Executive Branch" of the Howard County Code.]]

[[e]]D) *Office of Human Resources*. There is an Office of Human Resources. The qualifications of its Administrator and the nature of its duties and responsibilities are set forth in subtitle 1, "Human Resources Administration" of title 1 "Human Resources," of the Howard County Code.

[[f]]E) *Office of Public Information*. There is an Office of Public Information. The qualifications of its Administrator and the nature of its duties and responsibilities are set forth in subtitle 4, "Department of County Administration," of this title 6, "County Executive and the Executive Branch," of the Howard County Code.

[[g]]F) *Office of Procurement and Contract Administration*. There is an Office of Procurement and Contract Administration. The qualifications of its Administrator and the nature of its duties and responsibilities are set forth in subtitle 4, "Department of County Administration," of title 6, "County Executive and the Executive Branch," of the Howard County Code.

[[h]]G) *Office of Community Sustainability*. There is an Office of Community Sustainability. The qualifications of its Administrator and the nature of its duties and responsibilities are set forth in subtitle 4, "Department of County Administration" of this title of the Howard County Code.

[[i]]H) *Office of Transportation*. There is an Office of Transportation. The qualifications of its Administrator and the nature of its duties and responsibilities are set forth in subtitle 4, "Department of County Administration" of this title of the Howard County Code.

[[j]]I) *Office of Workforce Development*. There is an Office of Workforce Development. The qualifications of its Administrator and the nature of its duties and responsibilities are set forth in subtitle 4, "Department of County Administration" of this title of the Howard County Code.

1 ([k]) *Office of Consumer Protection.* There is an Office of Consumer Protection. The
2 qualifications of its Administrator and the nature of its duties and responsibilities are set forth in
3 subtitle 4, "Consumer Protection," of title 17, "Public Protection Services," of this Code.

4 ([l]) *Office of Agriculture.* There is an Office of Agriculture. The qualifications of its
5 Administrator and the nature of its duties and responsibilities are set forth in subtitle 5,
6 "Agricultural Preservation," of title 15, "Natural Resources," of this Code.

7 8 **Title 6. County Executive and the Executive Branch**

9 **Subtitle 4. Department of County Administration.**

10 11 **Section 6.401. Department of County Administration.**

12 **(d) *Duties and Responsibilities:***

13 (1) *Acting Executive.* Pursuant to section 302 of the Howard County Charter, and upon
14 designation by the County Executive, the Chief Administrative Officer shall perform
15 the duties and responsibilities of the Executive during the latter's temporary inability to
16 perform by reason of absence from the County or disability.

17 (2) *General administrative duties and responsibilities.* The Chief Administrative Officer
18 shall perform administrative duties and responsibilities and exercise general
19 supervision over the offices and Departments of County Government as the Executive
20 may direct. The Chief Administrative Officer shall perform duties and responsibilities
21 prescribed by law, including any duties or responsibilities to be performed by the
22 County Administrator.

23 (3) *Budget duties and responsibilities.* The Chief Administrative Officer or the officer's
24 designee shall be responsible for budgetary functions for the County and as such shall
25 prepare and submit to the Executive for approval and submission to the Council all
26 County budgets, prepared in the manner and form provided by law.

27 (4) *Personnel duties and responsibilities.* The Chief Administrative Officer or the officer's
28 designee shall be responsible for personnel functions for the County. The Chief
29 Administrative Officer or the officer's designee shall have the duties and
30 responsibilities and perform the functions of the Personnel Officer provided in article
31 VII of the Charter and other duties and responsibilities and functions specified by the

Howard County Charter or by law. The Chief Administrative Officer may assign any administrative and/or supervisory duties and responsibilities to the Deputy Chief Administrative Officer.

- (5) *Purchasing duties and responsibilities.* The Chief Administrative Officer or the officer's designee shall be responsible for purchasing functions for the County. As such, the Chief Administrative Officer or the officer's designee shall be the County Purchasing Agent and shall be responsible for the administration of the central purchasing policies of the County provided in the Howard County Charter or by law.

[(6) *Report on County vehicle fleet.*

- (i) In this paragraph the following words have the meanings indicated:

- a. *Class 1 vehicle* means a passenger car or a truck with a manufacturer's rated capacity of one ton or less;
- b. *Class 2 vehicle* means a vehicle with a manufacturer's rated capacity of more than one ton.
- c. *Class 3 vehicle* means a vehicle used primarily for construction or a similar purpose and not categorized as a Class 1, 2 or 4 vehicle; and
- d. *Class 4 vehicle* means a vehicle that is used by the Department of Fire and Rescue Services and is not a Class 1 vehicle.

- (ii) On or before February 1 of each year, the Chief Administrative Officer shall submit a report to the County Executive and, subject to section 22.1000 of the County Code, the County Council on the County's vehicle fleet. The report shall include:

- a. A list of Class 1, 2, 3 and 4 County vehicles scheduled to be replaced in the current fiscal year; and
- b. A list of Class 1 vehicles that are past or within two years of the end of their estimated useful life.

- (iii) In addition to the information required by subparagraph (6)(ii) of this subsection, every two years the report shall include:

- a. For each Class 2, 3 and 4 County vehicle that is past or within five years of the end of its estimated useful life:

- 1. The date of purchase;

2. The purchase price;
 3. The estimated useful life;
 4. The estimated replacement cost;
 5. The estimated year of replacement;
 6. The current total mileage or hours of use;
 7. Except for Class 4 vehicles, the amount of the annual capitalization charge; and
 8. Except for Class 4 vehicles, the current balance of the capitalization charge; and
- b. The lifetime total for maintenance and repair for each Class 2, 3 and 4 County vehicle that is past or within three years of the end of its estimated useful life.]]
- (([[7]]6) *Risk management.* Regarding the County's risk management, loss prevention, and insurance management programs, the Chief Administrative Officer may (1) designate an individual to oversee the administration of the County's programs and (2) designate an individual to directly administer these programs who shall:
- (i) Develop insurance recommendations and coordinate insurance procurement packages;
 - (ii) Coordinate, develop, and manage in-house cost containment/loss control procedures;
 - (iii) Determine the allocation cost of self insurance and purchased insurance to the various agencies;
 - (iv) Review the County's contracts to determine liability impact;
 - (v) Supervise the County's safety program;
 - (vi) Supervise the claims management function involving the receipt, adjustment and disposal of claims filed against the County;
 - (vii) Authorize the denial and payment of liability claims;
 - (viii) Submit an annual report to the County Executive on the activities of the risk management function and the status of the risk management fund; and
 - (ix) Perform any other task necessary to administer the County's risk management program.

1
2 **[[Section 6.403. Office of Central Services.**

3 (a) *General Provisions.* General provisions regarding this Office are set forth in subtitle 2,
4 "Administrative Departments and Offices" of [this] title 6, "County Executive and the
5 Executive Branch" of the Howard County Code.

6 (b) *Head.* The Central Services Administrator shall head the Office of Central Services. The
7 Chief Administrative Officer shall exercise general supervision over the Office of Central
8 Services.

9 (c) *Qualifications of Central Services Administrator.* The Central Services Administrator shall
10 be a classified employee whose qualifications are set forth in the classification system.

11 (d) *Duties and Responsibilities.* The Office of Central Services shall be responsible for
12 providing central service functions and fleet management services for County offices,
13 Departments, Boards, and institutions as provided in this subsection.

14 (1) The Office shall provide central services, including:

15 (i) Copying and duplicating;

16 (ii) Printing services and associated services such as collating and binding;

17 (iii) Mail services including in-house mail handling, mailing and delivery of items sent
18 through U.S. mail or other delivery services;

19 (iv) Messenger service;

20 (v) Motor pool;

21 (vi) Maintaining a supply store for County agencies to purchase office and other work
22 supplies;

23 (vii) Operating warehouses for the storage of County equipment; and

24 (viii) Other central services as may be specified from time to time by directive of the
25 Chief Administrative Officer or the County Executive.

26 (2) Except for specific vehicles and small engines excluded by directive of the County
27 Executive, the Office shall provide fleet management and vehicle and small engine
28 operation services for all County-owned vehicles and small engines, including:

29 (i) Subject to County purchasing law, the acquisition and disposal of all County-
30 owned vehicles and small engines;

- 1 (ii) The assignment of County-owned vehicles and small engines to County
2 Departments and agencies; and
3 (iii) The maintenance and repair of County-owned vehicles and small engines.
4 (3) The Office shall perform such other functions as may be prescribed by directive of the
5 County Executive or by law.]]

6
7 **Title 29. Department of General Services.**

8 **Subtitle 1. Department of General Services.**

9
10 **Section 29.102. Duties and responsibilities.**

11 (a) *Duties and Responsibilities.* The Department shall perform the following functions:

- 12 (1) Care for and maintain County-owned or leased space, including alterations, repairs,
13 cleaning, heating, cooling, lighting, power supply, floor covering, and painting.
14 Landscaping and mowing may be performed by the Department, the Department of
15 Public Works, or the Department of Recreation and Parks.
16 (2) Prepare reports, studies, surveys, maps, plans, specifications and estimates for the
17 County's public facilities.
18 (3) Construct County-owned buildings and improvements to County-owned or leased
19 buildings.
20 (4) Acquire real property as prescribed by law and as directed by the County Executive.
21 (5) Obtain and administer agreements which provide for the construction of public
22 facilities which the County may acquire upon completion of the terms of the
23 agreement.
24 (6) Provide architectural services for County Government buildings.
25 (7) Manage property owned or leased by the County which may include renting or leasing
26 County-owned property to private individuals or companies, if the County does not
27 have an immediate use for the property.
28 (8) Obtain leased space to be used by the County and agencies for which the County
29 provides space, including:
30 (i) Renting or leasing property; and

- 1 (ii) Coordinating with agencies to determine its needs for additional or alternate space
2 and securing that space in property.
- 3 (9) Develop and administer capital projects, including, but not limited to:
4 (i) Preparing necessary plans, and other documents;
5 (ii) Managing and inspecting, as appropriate, of construction; and
6 (iii) Participating with the Purchasing Agent in the tabulation and evaluation of bids
7 and recommendation of contract awards.
- 8 (10) Record deeds related to the release of utility easements pursuant to section 4.201 of
9 this Code.
- 10 (11) PROVIDE CENTRAL SERVICE AND FLEET MANAGEMENT FUNCTIONS FOR COUNTY OFFICES,
11 DEPARTMENTS, AND OTHER AFFILIATED AGENCIES AS PROVIDED IN SECTION 29.103 OF
12 THIS SUBTITLE.
- 13 ([[11]]12) Perform such other duties and responsibilities as may be prescribed by directive
14 of the County Executive or by law.
- 15

16 **SECTION 29.103. CENTRAL SERVICES AND FLEET MANAGEMENT.**

17 (A) *CENTRAL SERVICES*. THE DEPARTMENT SHALL PROVIDE CENTRAL SERVICES FUNCTIONS,
18 INCLUDING:

- 19 (1) MAIL SERVICES INCLUDING IN-HOUSE MAIL HANDLING, MAILING AND DELIVERY OF ITEMS
20 SENT THROUGH U.S. MAIL OR OTHER DELIVERY SERVICES;
- 21 (2) MESSENGER SERVICE;
- 22 (3) OPERATING WAREHOUSES FOR THE STORAGE OF COUNTY EQUIPMENT; AND
- 23 (4) OTHER CENTRAL SERVICES AS MAY BE SPECIFIED FROM TIME TO TIME BY DIRECTIVE OF THE
24 DIRECTOR, THE CHIEF ADMINISTRATIVE OFFICER OR THE COUNTY EXECUTIVE.

25 (B) *FLEET MANAGEMENT*. EXCEPT FOR SPECIFIC VEHICLES AND SMALL ENGINES EXCLUDED BY
26 DIRECTIVE OF THE COUNTY EXECUTIVE, THE DEPARTMENT SHALL PROVIDE FLEET MANAGEMENT
27 AND VEHICLE AND SMALL ENGINE OPERATION SERVICES FOR ALL COUNTY-OWNED VEHICLES AND
28 SMALL ENGINES, INCLUDING:

- 29 (1) SUBJECT TO COUNTY PURCHASING LAW, THE ACQUISITION AND DISPOSAL OF ALL COUNTY-
30 OWNED VEHICLES AND SMALL ENGINES;

(2) THE ASSIGNMENT OF COUNTY-OWNED VEHICLES AND SMALL ENGINES TO COUNTY DEPARTMENTS AND AGENCIES; AND

(3) THE MAINTENANCE AND REPAIR OF COUNTY-OWNED VEHICLES AND SMALL ENGINES.

(C) *REPORT ON COUNTY VEHICLE FLEET.*

(1) IN THIS SUBSECTION THE FOLLOWING WORDS HAVE THE MEANINGS INDICATED:

(I) *CLASS 1 VEHICLE* MEANS A PASSENGER CAR OR A TRUCK WITH A MANUFACTURER'S RATED CAPACITY OF ONE TON OR LESS;

(II) *CLASS 2 VEHICLE* MEANS A VEHICLE WITH A MANUFACTURER'S RATED CAPACITY OF MORE THAN ONE TON;

(III) *CLASS 3 VEHICLE* MEANS A VEHICLE USED PRIMARILY FOR CONSTRUCTION OR A SIMILAR PURPOSE AND NOT CATEGORIZED AS A CLASS 1, 2 OR 4 VEHICLE; AND

(IV) *CLASS 4 VEHICLE* MEANS A VEHICLE THAT IS USED BY THE DEPARTMENT OF FIRE AND RESCUE SERVICES AND IS NOT A CLASS 1 VEHICLE.

(2) ON OR BEFORE FEBRUARY 1 OF EACH YEAR, THE DIRECTOR SHALL SUBMIT A REPORT TO THE CHIEF ADMINISTRATIVE OFFICER, THE COUNTY EXECUTIVE AND, SUBJECT TO SECTION 22.1000 OF THE COUNTY CODE, THE COUNTY COUNCIL ON THE COUNTY'S VEHICLE FLEET. THE REPORT SHALL INCLUDE:

(I) A LIST OF CLASS 1, 2, 3 AND 4 COUNTY VEHICLES SCHEDULED TO BE REPLACED IN THE CURRENT FISCAL YEAR; AND

(II) A LIST OF CLASS 1 VEHICLES THAT ARE PAST OR WITHIN TWO YEARS OF THE END OF THEIR ESTIMATED USEFUL LIFE.

(3) IN ADDITION TO THE INFORMATION REQUIRED BY SUBPARAGRAPH (2) OF THIS SUBSECTION, EVERY TWO YEARS THE REPORT SHALL INCLUDE:

(I) FOR EACH CLASS 2, 3 AND 4 COUNTY VEHICLE THAT IS PAST OR WITHIN FIVE YEARS OF THE END OF ITS ESTIMATED USEFUL LIFE:

A. THE DATE OF PURCHASE;

B. THE PURCHASE PRICE;

C. THE ESTIMATED USEFUL LIFE;

D. THE ESTIMATED REPLACEMENT COST;

E. THE ESTIMATED YEAR OF REPLACEMENT;

F. THE CURRENT TOTAL MILEAGE OR HOURS OF USE;

1 G. EXCEPT FOR CLASS 4 VEHICLES, THE AMOUNT OF THE ANNUAL CAPITALIZATION
2 CHARGE; AND

3 H. EXCEPT FOR CLASS 4 VEHICLES, THE CURRENT BALANCE OF THE CAPITALIZATION
4 CHARGE; AND

5 (II) THE LIFETIME TOTAL FOR MAINTENANCE AND REPAIR FOR EACH CLASS 2, 3 AND 4
6 COUNTY VEHICLE THAT IS PAST OR WITHIN THREE YEARS OF THE END OF ITS ESTIMATED
7 USEFUL LIFE.

8
9 ***Section 2. And Be It Further Enacted by the County Council of Howard County, Maryland,***
10 ***that this Act shall become effective 61 days after its enactment.***