

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

County Council Of Howard County, Maryland

2016 Legislative Session

Legislative Day No. 2

Bill No. 12 -2016

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

AN ACT reorganizing the Executive Branch of County Government pursuant to Section 403 of the Howard County Charter; transferring certain functions currently performed by the Department of Housing and Community Development to the Department of Citizen Services; creating a new Office of Housing and Community Partnerships within the Department of Citizen Services; correcting the positions that are appointed by certain appointing authorities; amending the duties and responsibilities of certain offices; renaming the Department of Citizen Services to be the Department of Community Resources and Services; renaming the Office on Aging to be the Office on Aging and Independence; renaming the Office of Consumer Affairs to be the Office of Consumer Protection; renaming the Office of Children's Services to be the Office of Children and Families; renaming the Commission on Aging to the Commission on Aging and Independence; renaming the Advisory Board on Consumer Affairs to be the Advisory Board on Consumer Protection; providing that certain employees of the Howard County Housing Commission are members of the County Retirement Plan and eligible for Other Post-Employment Benefits; providing for certain legal representation of the Howard County Housing Commission; making certain technical corrections; and generally relating to the Executive Branch of County Government.

Introduced and read first time _____, 2016. Ordered posted and hearing scheduled.

By order _____
Jessica Feldmark, 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 _____, 2016.

By order _____
Jessica Feldmark, Administrator

This Bill was read the third time on _____, 2016 and Passed ____, Passed with amendments _____, Failed _____.

By order _____
Jessica Feldmark, Administrator

Sealed with the County Seal and presented to the County Executive for approval this ____ day of _____, 2016 at ____ a.m./p.m.

By order _____
Jessica Feldmark, Administrator

Approved/Vetoed by the County Executive _____, 2016

Allan H. Kittleman, 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 *Section 1.306 “Executive Exempt”*

6 *paragraphs (1) and (6) of subsection (b)*

7

8 *Section 1.406 “Definitions”*

9 *Paragraph (4) of subsection (h), paragraph (2) of subsection (r), and subsection*
10 *(w)*

11

12 *Section 1.404B “Definitions”*

13 *Subsection (e)*

14

15 *Section 1.405B “Purpose and scope of trust”*

16 *Subsection (b)*

17

18 *Title 2 - Administrative Procedure*

19 *Section 2.103 “Applicability”*

20 *Subsection (b)*

21

22 *Section 2.109 “Applicability”*

23 *Subsection (b)*

24

25 *Title 4 - Contracts, Purchasing and Property*

26 *Section 4.202 “Acceptance and disposition of surplus school property”*

27 *Subsection (d)*

28

29 *Title 6 - County Executive and the Executive Branch.*

30 *Section 6.202 “Department of Citizen Services”*

31

1 *Section 6.313 “Commission on Aging”*
2
3 *Section 6.317 “Advisory Board on Consumer Affairs”*
4
5 *Title 12 - Health and Social Services.*
6 *Section 12.300. Local Children's Board established; purpose.*
7 *Subsections (a) and (b)*
8
9 *Section 12.301 “Membership of Local Children's Board; appointment”*
10 *Subparagraph (iv) of paragraph (2) of subsection (c)*
11
12 *Section 12.500 “Office on aging”*
13 *Subsections (b), (c), and (d)*
14
15 *Section 12.500 “Office on aging”*
16 *Subsections (b), (c), (d) and (e)*
17
18 *Section 12.501 “Commission on Aging”*
19 *Subsections (b), (c), (d) and (e)*
20
21 *Section 12.701 “Membership”*
22 *Subsection (d)*
23
24 *Section 12.901 “Department of Citizen Services”*
25
26 *Section 12.1500 “Office for Children's Services”*
27
28 *Section 12.1701 “Membership”*
29 *Paragraph (3) of subsection (d)*
30
31 *Section 12.1706 “Committees; operating procedures; staffing”*

1 *Subsection (e)*
2
3 *Title 13 - Housing and Community Development*
4 *Section 13.100 "General Provisions"*
5
6 *Section 13.101 "Department of Housing and Community Development"*
7
8 *Section 13.102 "Transitional provision"*
9
10 *Section 13.103 "Federal, State, and local grants"*
11
12 *Section 13.201 "Organization"*
13 *Subsection (c)*
14
15 *Section 13.202 "Powers and duties"*
16 *Paragraph (iii) of Subsection (3) and Subsection (4)*
17
18 *Section 13.302 "Authorization procedure"*
19 *Subsection (a)*
20
21 *Section 13.303 "Remedy for nonpayment"*
22
23 *Section 13.401 "Definitions"*
24
25 *Section 13.402 "Development procedures; moderate income housing unit*
26 *agreement; alternative"*
27 *Paragraph (2) of Subsection (e) and Paragraph (3) of Subsection (f)*
28
29 *Section 13.403 "Prices for moderate income housing units offered for sale; rates*
30 *for rental units"*
31 *Paragraph (3) of Subsection (a)*

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Section 13.500 “Definitions”

Subsection (f)

Section 13.501 “Establishment”

Section 13.600 “Definitions”

Subsection (h)

Section 13.601 “Establishment”

Section 13.611 “Documents and closing”

Subsection (c)

Section 13.701 “Establishment”

Section 13.702 “Definitions”

Subsection (g)

Section 13.708 “Power and duties of Department”

Paragraph (4) of Subsection (b)

Section 13.800 “Definitions”

Subsection (l)

Section 13.801 “Establishment”

Section 13.812 “Loan documents and closing”

Subsection (c)

Section 13.900 “Definitions”

1 *Subsection (f)*
2
3 *Section 13.901 “Establishment”*
4
5 *Section 13.1000 “Definitions”*
6 *Subsection (h)*
7
8 *Section 13.1201 “Definitions”*
9 *Subsection (c)*
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11 *Section 13.1202 “Lease extensions”*
12 *Paragraph (4) of Subsection (f)*
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14 *Section 13.1204 “Administration, violations, enforcement, penalties”*
15 *Subsection (a) and Subsection (c)*
16
17 *Section 13.1307 “Chairperson; liaison to the Housing and Community*
18 *Development Board; staff; legal services”*
19 *Subsection (d)*
20
21 *Section 13.1400 “Definitions”*
22 *Subsection (b)*
23
24 *Section 13.1500 “Prohibited participation”*
25
26 *Title 14 - Licenses, Permits and Inspections*
27 *Section 14.700 “Definitions”*
28 *Subsection (a)*
29
30 *Section 14.706 “Exceptions”*
31 *Subparagraph c. of Paragraph (8) of Subsection (a)*

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Section 14.710 “Penalty”

Title 16 – Planning, Zoning and Subdivision and Land Development Regulations

Section 16.501 “Licenses generally”

Subsection (c)

Section 16.1104 “Housing Unit Allocation Process”

Subparagraph (ii) of Paragraph (1) of Subsection (e)

Title 17 – Public Protection Services

Section 17.400 “Definitions”

Subsections (f) and (g)

Section 17.401 “Office of Consumer Affairs”

Subsections (b) and (c) and Paragraph (4) of Subsection (d)

Section 17.402 “Advisory Board on Consumer Affairs”

Subsections (b), (d) and (f)

Section 17.408 “Procedures and enforcement”

Paragraph (1) of Subsection (b) and Subsection (f)

Section 17.412 “Penalties”

Subsection (a)

Section 17.504 “Administration, enforcement and penalties”

Subsections (a), (b) and (d)

Section 17.602 “Administration; rates; registration; hearing”

1 *Section 17.603 "Public notice; tow procedures"*
2 *Paragraph (2) of Subsection (b) and Paragraph (1) of Subsection (c)*

3
4 *Section 17.604 "Notice"*
5 *Subsections (a), (c), (e) and (f)*

6
7 *Section 17.608 "Redemption and storage procedures"*
8 *Paragraph (4) of Subsection (d), Subsection (e) and Subsection (g)*

9
10 *Section 17.611 "Penalties"*

11
12 *Title 20 – Taxes, Charge and Fees*
13 *Section 20.129 "Property tax credit for senior citizens"*
14 *Subsection (f)*

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16 *Section 20.129C "Property tax credit for accessibility features"*
17 *Subsection (h)*

18
19 *Title 22 – General Provisions*
20 *Section 22.206 "Financial Disclosure Statements"*
21 *Subsection (c)*

22
23 *By repealing:*
24 *Title 6 – County Executive and the Executive Branch*
25 *Section 6.211 "Department of Housing and Community Development"*

26
27 **Title 1. Human Resources.**
28 **Subtitle 3. Pay Plan.**

29
30 **Section 1.306. Executive exempt.**

1 (b) *Appointing Authorities.* Appointing authorities for executive exempt employees are
2 as provided in this subsection.

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

5 Executive Assistant I, serving as the Assistant to the County Executive;

6 Administrative Assistant, serving as the Secretary to the County
7 Executive;

8 Administrative Assistant, Constituent Relations Assistant to the County
9 Executive;

10 Administrative Assistant, serving as the Secretary to the Chief of Staff;
11 Chief Administrative Officer;

12 Chief of Staff;

13 Director of [[Citizen]] COMMUNITY RESOURCES AND Services;

14 Director of Corrections;

15 Director of Finance;

16 Chief of Fire and Rescue Services;

17 [[Director of Housing and Community Development;]]

18 Director of Inspections, Licenses and Permits;

19 Director of Planning and Zoning;

20 Chief of Police;

21 Director of Public Works;

22 Director of Recreation and Parks; and

23 Director of Technology and Communication Services.

24 (6) [[Citizen]]COMMUNITY RESOURCES AND Services. The Director
25 of [[Citizen]]COMMUNITY RESOURCES AND Services, with the approval of
26 the County Executive, is the appointing authority for the:

27 Human Services Manager II, serving as the Deputy Director of

28 [[Citizen]]COMMUNITY RESOURCES AND Services;

29 Human Services Manager [[I]]II, serving as the Administrator on Aging
30 AND INDEPENDENCE;

1 Human Services Manager I, serving as the Administrator of the Office
2 [[for Children's Services]]OF CHILDREN AND FAMILIES;
3 [[Human Services Specialist III, serving as the Local Children's Board
4 coordinator;]]
5 [[Human Services Specialist III, serving as the Grants
6 coordinator]]HUMAN SERVICES MANAGER I, SERVING AS THE
7 ADMINISTRATOR OF THE OFFICE OF HOUSING AND COMMUNITY
8 PARTNERSHIPS; and
9 Human Services Manager I, serving as the Consumer [[Affairs]]
10 PROTECTION Administrator.

11
12 **Title 1. Human Resources.**

13 **Subtitle 4. Retirement Plans.**

14 **Article 1. Generally.**

15
16 **Section 1.406. Definitions.**

17 The following terms, as used herein, unless a different meaning is clearly implied by the
18 context, shall have the following meanings:

19 (h) *Benefited employee.* Except as provided in paragraph (3) below, benefited employee
20 means:

- 21 (4) A benefited employee shall include full-time or part-time employees of the
22 Economic Development [[Authority]] AUTHORITY, THE HOWARD COUNTY
23 HOUSING COMMISSION, and the Howard Soil Conservation District;
24 provided that benefited employees of the Howard County Economic
25 Development [[Authority]] AUTHORITY, THE HOWARD COUNTY HOUSING
26 COMMISSION, and the Howard Soil Conservation District shall include
27 only those part-time employees who are scheduled to work at least 50
28 percent of the regularly scheduled workweek for their positions.

29 (r) *Covered individual.*

- 30 (2) Effective September 29, 1997, covered individual includes:

31 (i) A participant in the plan on September 28, 1997; or

- 1 (ii) A person who, on or after September 29, 1997, is or becomes:
- 2 a. A full-time employee in either the classified service
- 3 (including a probationary employee) or the Executive
- 4 exempt service as described in subtitle 1 of this title;
- 5 b. An employee in a part-time benefited position, as defined
- 6 in section 1.308 of this title;
- 7 c. An employee in a grant-funded position, as defined
- 8 in section 1.307 of this title;
- 9 d. A person who works in a State-authorized exempt position,
- 10 as defined in section 1.305 of this title;
- 11 e. A benefited employee of the Howard County Economic
- 12 Development [[Authority]] AUTHORITY, THE HOWARD
- 13 COUNTY HOUSING COMMISSION or the Howard Soil
- 14 Conservation District;
- 15 f. A member of the Howard County Council; or
- 16 g. The Howard County Executive.

17 (w) *Employer* means:

- 18 (1) The County with respect to employees of the County;
- 19 (2) The Howard County Economic Development Authority with respect to
- 20 employees of the Authority; [[and]]
- 21 (3) The Howard Soil Conservation District with respect to employees of the
- 22 District[[]]; AND
- 23 (4) THE HOWARD COUNTY HOUSING COMMISSION WITH RESPECT TO
- 24 EMPLOYEES OF THE COMMISSION.

25
26 **Title 1. Human Resources.**

27 **Subtitle 4B. Howard County Other Post-Employment Benefits Trust.**

28
29 **Section 1.404B. Definitions.**

30 The following terms, as used herein, unless a different meaning is clearly implied by the
31 context, shall have the following meanings:

1 (e) *Employer* means the County or any other unit of government, including the Howard
2 County Board of Education, the Howard Community College, the Howard County Board
3 of Library Trustees, the Howard County Economic Development Authority, THE
4 HOWARD COUNTY HOUSING COMMISSION, THE HOWARD SOIL CONSERVATION DISTRICT,
5 or the Howard County Mental Health Authority.
6

7 **Section 1.405B. Purpose and scope of trust.**

8 (b) *Scope*. The County provides other post-employment benefits for retirees of the
9 County, and has provided funding for other post-employment benefits for retirees of the
10 Howard County Board of Education, the Howard Community College, the Howard
11 County Board of Library Trustees, the Howard County Economic Development
12 Authority, THE HOWARD COUNTY HOUSING COMMISSION, THE HOWARD SOIL
13 CONSERVATION DISTRICT, and the Howard County Mental Health Authority. The OPEB
14 trust may include participating employers as provided in section 1.411B of this subtitle.
15

16 **Title 2. Administrative Procedure.**

17 **Subtitle 1. Administrative Procedure Act**

18 **Article II. Administrative Rules**

19
20 **Section 2.103. Applicability.**

21 (b) This article does not apply to the following Agencies: The Adult Public Guardianship
22 Review Board, the Advisory Board on Consumer [[Affairs]]PROTECTION, the Board of
23 Appeals, the Board of Library Trustees, the Board of License Commissioners, the Board
24 of Social Services, the Cable Advisory Committee, the Commission on Aging AND
25 INDEPENDENCE, the Design Advisory Panel, the Fire and Rescue Services Board, the
26 Historic Landmarks and Sites Board, the Mental Health Advisory Board the Plumbing
27 Advisory Board, the Public Works Board, the Recreation and Parks Board, the Alcohol
28 and Drug Abuse Advisory Board, the Commission on Disability Issues, the [[Council for
29 Children and Youth]]LOCAL CHILDREN’S BOARD, and the Soil Conservation District.
30

31 **Title 2. Administrative Procedure.**

1 **Subtitle 1. Administrative Procedure Act**

2 **Article III. Contested Cases**

3
4 **Section 2.109. Applicability.**

5 (b) *This Article Does Not Apply to the Following Agencies:* The Adult Public
6 Guardianship Review Board, the Advisory Board on Consumer [[Affairs]]PROTECTION,
7 the Board of Appeals, the Board of Library [[trustees]]TRUSTEES, the Board of License
8 Commissioners, the Board of Social Services, the Cable Advisory Committee, the
9 Commission on Aging AND INDEPENDENCE, the Fire and Rescue Services Board, the
10 Historic Landmarks and Sites Board, the Mental Health Advisory Board, the Plumbing
11 Advisory Board, the Public Works Board, the Recreation and Parks Board, the Alcohol
12 and Drug Abuse Advisory Board, the Commission on Disability Issues, the [[Council
13 for Children and Youth]]LOCAL CHILDREN’S BOARD, and the Soil Conservation District.

14
15 **Title 4. Contracts, Purchasing and Property.**

16 **Subtitle 2. Real Property.**

17
18 **Section 4.202. Acceptance and disposition of surplus school property.**

19 (d) *Surplus School Use Committee.* Also within 45 days after notification by the Howard
20 County Board of Education that a particular school and site is no longer needed for
21 education purposes, the Howard County Council, by resolution, shall appoint a surplus
22 school use committee. The surplus school use committee shall be composed of ten
23 members and six nonvoting ex officio members. Seven of the ten members shall
24 represent the following areas: Human services, education, government, culture and arts,
25 housing, and the community. In addition, there shall be three at-large members. The ex
26 officio members shall include representation from the Department of Public Works,
27 [[housing and community development]] DEPARTMENT OF COMMUNITY RESOURCES AND
28 SERVICES, [[economic development]] ECONOMIC DEVELOPMENT AUTHORITY, the [[Fire]]
29 Department OF FIRE AND RESCUE SERVICES, the [[budget office]]OFFICE OF BUDGET, and
30 the County Council. The committee may call upon the County Executive to provide
31 experts as needed.

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Title 6. County Executive and the Executive Branch.
Subtitle 2. Administrative Departments and Offices.

Section 6.202. Department of [[Citizen]] COMMUNITY RESOURCES AND Services.

(a) *Department of [[Citizen]] COMMUNITY RESOURCES AND Services.* There is a Department of [[Citizen]] COMMUNITY RESOURCES AND Services. The qualifications of its Director and the nature of its duties and responsibilities are set forth in subtitle 9, "Department of [[Citizen]]COMMUNITY RESOURCES AND Services," of title 12, "Health and Social Services," of [[the Howard County]]THIS Code.

(b) *Office on Aging AND INDEPENDENCE.* There is an Office on Aging AND INDEPENDENCE. The qualifications of its Administrator and the nature of its duties and responsibilities are set forth in subtitle 5, "Older Howard Countians Act," of title 12, "Health and Social Services," of [[the Howard County]]THIS Code.

(c) *Office of Consumer [[Affairs]]PROTECTION.* There is an Office of Consumer [[Affairs]] PROTECTION. The qualifications of its Administrator and the nature of its duties and responsibilities are set forth in subtitle 4, "Consumer Protection," of title 17, "Public Protection Services," of [[the Howard County]]THIS Code.

(D) *THERE IS AN OFFICE OF CHILDREN AND FAMILIES AND THE NATURE OF ITS DUTIES AND RESPONSIBILITIES ARE SET FORTH IN TITLE 12, SUBTITLE 15 OF THIS CODE.*

(E) *THERE IS AN OFFICE OF HOUSING AND COMMUNITY PARTNERSHIPS AND THE NATURE OF ITS DUTIES AND RESPONSIBILITIES ARE SET FORTH IN TITLE 13, SUBTITLE 1 OF THIS CODE.*

Title 6. County Executive and the Executive Branch.
Subtitle 3. Boards and Commissions.

Section 6.313. Commission on Aging AND INDEPENDENCE.

1 There is a Commission on Aging AND INDEPENDENCE. Its membership and duties and
2 responsibilities are set forth in subtitle 5, "Older Howard Countians Act," of title 12,
3 "Health and Social Services," of the Howard County Code.

4
5 **Section 6.317. Advisory Board on Consumer [[Affairs]]PROTECTION.**

6 There is an Advisory Board on Consumer [[Affairs]]PROTECTION. Its membership and
7 duties and responsibilities are set forth in subtitle 4, "Consumer Protection," of title 17,
8 "Public Protection Services," of the Howard County Code.

9
10 **Title 12. Health and Social Services.**

11 **Subtitle 3. Local Children's Board.**

12
13 **Section 12.300. Local Children's Board established; purpose.**

14 (a) *Board Established.* There is a Howard County Local Children's Board within the
15 Department of [[Citizen]] COMMUNITY RESOURCES AND Services.

16 (b) *Staffing.* Except as provided in subsection 12.306(a) of this subtitle, the Department
17 of COMMUNITY RESOURCES AND [[Citizen]] Services shall provide staffing for the Local
18 Children's Board.

19
20 **Section 12.301. Membership of Local Children's Board; appointment.**

21 (c) *Qualifications of Members of the Local Children's Board:*

22 (2) The membership of the Local Children's Board shall reflect, as closely as
23 is reasonable and practical, the profile contained in this paragraph.

24 (iv) The following individuals from the public sector shall be invited to
25 serve on the Board:

- 26 a. The Director of the local Department of Social Services;
- 27 b. The Superintendent of Public Schools or an assistant
28 superintendent;
- 29 c. The Supervisor of the Local Office of Juvenile Justice;
- 30 d. The Health Officer of Howard County;
- 31 e. The Chief of Police of Howard County;

- f. The State's Attorney for Howard County;
- g. The Director of Recreation and Parks;
- h. The Director of the Department of [[Citizen]] COMMUNITY RESOURCES AND Services; and
- i. The Executive Director of the Howard County Mental Health Authority.

Title 12. Health and Social Services.
Subtitle 5. Older Howard Countians Act.

Section 12.500. Office on [[aging]] AGING AND INDEPENDENCE.

(b) *Head.* The Administrator on Aging AND INDEPENDENCE shall head the Office on Aging AND INDEPENDENCE. The Office [[on Aging]] is under the general supervision of the Director of [[Citizen]]COMMUNITY RESOURCES AND Services.

(c) *Qualifications of Administrator on Aging AND INDEPENDENCE.* The Administrator on [[aging]] AGING AND INDEPENDENCE shall be thoroughly trained and experienced in the principles and practices of a social services program with considerable knowledge of the financial, social, educational, organizational and other special needs and problems of the elderly. The Administrator shall have had five years of increasingly responsible experience in social service or related work, two years of which shall have been in a managerial position dealing with the provision of services of the elderly.

(d) *Duties and Responsibilities.* The Office [[on Aging]] shall:

- (1) Develop, in cooperation with the Commission on Aging AND INDEPENDENCE and with other County organizations, both public and private, a comprehensive County-wide annual plan for a coordinated system of health, social and community services for the aged, including housing and institutional and noninstitutional care, and present such plan to the County Executive. The annual plan shall include statements of the long- and short-term needs of the elderly in Howard County, the long- and short-term plans for serving those needs, and the proposed funding sources and administrative responsibility for these plans.

- 1 (2) Administer those programs and activities for the aged designated as the
2 responsibility of the Office [[on Aging]] in the annual plan.
- 3 (3) Subject to existing law, review and coordinate all local programs and
4 services, both public and private, insofar as they relate and are important
5 to the well-being of the County's aged, including, but not limited to,
6 programs and services in the areas of income, maintenance, public health,
7 mental health, housing and urban development, employment, education,
8 recreation and rehabilitation of persons with disabilities.
- 9 (4) Review and formulate policy recommendations to the County and County
10 Council in reference to publicly funded plans and programs which have an
11 impact on the aged.
- 12 [[(5) Consult with the County Commission on Aging AND INDEPENDENCE on all
13 matters pertaining to policy and programs prior to making
14 recommendations to the Executive and County Council.]]
- 15 ([[6]]5)After consultation with the Commission on Aging AND INDEPENDENCE,
16 present plans for programs AND POLICY for the elderly to the County
17 Executive and County Council for budgetary approval.
- 18 ([[7]]6)Consult with and advise the head of the principal departments of the
19 County Government with respect to programs and services for the aged,
20 for which they are primarily responsible.
- 21 ([[8]]7)Cooperate with State, Federal and other local governmental units and
22 agencies in effectuating the purposes of this subtitle.
- 23 ([[9]]8)Establish and administer any programs or services deemed desirable by
24 the Commission on [[aging]] AGING AND INDEPENDENCE and the County
25 Executive, under direction of the State Office on Aging or the provisions
26 of the Older Americans Act, as amended.
- 27 ([[10]]9) After prior consultation with the Commission on [[aging]]AGING AND
28 INDEPENDENCE and approval by the County Executive, apply for, accept
29 and use any State or Federal funds, or other grant, fund and contributions,
30 public or private, available for the purposes specified in this subtitle.

1 ([[11]]10) Prepare and submit to the County Executive a budget for the Office
2 [[on]] and the Commission on [[aging]]AGING AND INDEPENDENCE in
3 accordance with customary budget procedures.

4 ([[12]]11) Prepare and submit an annual report to the County Executive and the
5 County Council, setting forth the activities of the Office [[on Aging]] and
6 the Commission on [[aging]]AGING AND INDEPENDENCE in the preceding
7 year, and its recommendations for legislation and funding.

8 ([[13]]12) Initiate and carry out any appropriate action, where relevant, to
9 implement the above objectives, or other related objectives, as they
10 become necessary and are deemed appropriate.

11 ([[14]]13) The Office [[on Aging]] shall be the principal County agency
12 responsible for the development of services to the aged and the medium
13 through which organizations exchange information, coordinate programs
14 and engage in joint endeavors.

15 ([[15]]14) *Other duties and responsibilities.* The Office [[on Aging]] shall
16 perform such other functions as may be prescribed by directive of the
17 County Executive or by law.

18 (e) *Guardianship Responsibilities.* The Administrator [[on aging]] may serve as guardian
19 of persons pursuant to section 13-707 of the estates and trusts article of the Annotated
20 Code of Maryland.

21
22 **Section 12.501. Commission on Aging AND INDEPENDENCE.**

23 (b) *Number of Members.* There is a Howard County Commission on Aging AND
24 INDEPENDENCE composed of no more than 15 members.

25 (c) *Qualifications of Members:*

- 26 (1) All members shall be residents of Howard County.
27 (2) A majority of members of the Commission shall be at least [[55]]50 years
28 old.
29 (3) Members shall be selected because of their interest in the problems of the
30 aging and shall be broadly representative of the citizens of the County.

1 (d) *Executive Secretary.* The Administrator on Aging AND INDEPENDENCE, or the
2 Administrator's designee, shall serve as Executive Secretary of the Commission and shall
3 attend all meetings of the Commission.

4 (e) *Duties of the Commission on Aging AND INDEPENDENCE:*

5 (1) The Commission shall make such surveys concerning the problems of the
6 as it may determine, or as directed by the Executive or the County Council, and promote
7 in every manner possible the welfare and betterment of the aged people of
8 the County.

9 (2) The Commission shall act as the advisory body to the Office on Aging
10 AND INDEPENDENCE and shall review and make recommendations
11 concerning all new programs proposed by the Administrator on aging
12 prior to their implementation.

13 (3) The Commission [[shall review the proposed budget of]]MAY MAKE
14 BUDGET RECOMMENDATIONS TO the Office on Aging AND INDEPENDENCE
15 PRIOR TO THE SUBMISSION OF THE OFFICE'S BUDGET TO THE DEPARTMENT
16 OF COUNTY ADMINISTRATION[[and make such recommendations as it
17 deems appropriate to the Administrator on aging and the County
18 Executive, prior to its submission to the County Council]].

19 (4) Other matters. At the directive of the County Executive or by resolution of
20 the County Council, the Commission on Aging AND INDEPENDENCE shall
21 review and make recommendations on any matter related to older
22 residents of the County.

23
24 **Title 12. Health and Social Services.**

25 **Subtitle 7. Women's Issues.**

26
27 **Section 12.701. Membership.**

28 (d) *Executive Secretary.* The Executive Secretary of the Commission shall be the
29 Director of [[Citizens]]COMMUNITY RESOURCES AND Services or the Director's designee.
30 The Executive Secretary shall attend all meetings and assist with the administrative

1 affairs of the Commission, including preparing and submitting to the County Executive
2 the Commission's recommendation on an annual budget.

3
4 **Title 12. Health and Social Services.**

5 **Subtitle 9. Department of COMMUNITY RESOURCES AND [[Citizen]] Services.**

6
7 **Section 12.901. Department of [[Citizen]]COMMUNITY RESOURCES AND Services.**

8 (a) *Head:* The Director of [[Citizen]] COMMUNITY RESOURCES AND Services shall head
9 the Department of Citizen Services.

10 (b) *Qualifications of THE Director [[of Citizen Services]].* The Director [[of Citizen
11 Services]] shall be thoroughly trained and experienced in the principles and practices of
12 human services and their administration. The Director shall have had at least ten years of
13 increasingly responsible experience in human services administration, including a
14 minimum of five years in a managerial position.

15 (c) *Duties and Responsibilities.* The Department [[of Citizen Services shall be]] IS
16 responsible for the County's human services programs, including but not limited to:

- 17 (1) Overall supervision of program development and operations for the
18 following functions:
- 19 (i) Aging.
 - 20 (ii) Consumer [[affairs]]PROTECTION.
 - 21 (iii) [[Child care coordination.]]CHILDREN AND FAMILY SERVICES.
 - 22 (iv) [[Youth services.]] SUPPORT SERVICES FOR VETERANS.
 - 23 (v) [[Disabilities services.]]SERVICES FOR PERSONS WITH DISABILITIES.
 - 24 (vi) HOUSING AND COMMUNITY PARTNERSHIPS.
 - 25 (vii) COORDINATION OF THE AMERICANS WITH DISABILITIES ACT.
 - 26 (viii) SELECTED EMERGENCY MANAGEMENT RESPONSIBILITIES.
 - 27 (ix) ADMINISTERING THE PLAN TO END HOMELESSNESS.
- 28 (2) *Other duties and responsibilities.* The Department [[of Citizen Services]]
29 shall perform such other functions as may be prescribed by directive of the
30 County Executive or by law.

1 (e) *Duties and Responsibilities.* Under the direction of the Director of
2 [[Citizen]]COMMUNITY RESOURCES AND SERVICES, [[Services]] the Office [[for
3 Children's Services]]OF CHILDREN AND FAMILIES shall:

- 4 (1) Develop, in cooperation with other County organizations, both public and
5 private, a comprehensive County-wide annual plan for a coordinated
6 system of health, social and community services for children and youth.
7 The system will provide an integrated continuum of care and services that
8 is child centered and family oriented the annual plan shall be presented to
9 the County Executive and include statements of the long- and short-term
10 needs of children and youth in Howard County, the long- and short-term
11 plans for serving those needs, and the proposed funding sources and
12 administrative responsibility for these plans.
- 13 (2) Consult with the Howard County Local Children's Board on all matters
14 pertaining to policy and programs prior to making recommendations to the
15 County Executive and County Council.
- 16 (3) Monitor the delivery of services for programs funded through the Howard
17 County Local Children's Board to ensure access to effective programs,
18 track outcomes, and track expenditures for reporting on service delivery.
- 19 (4) Subject to existing laws, review and coordinate all local programs and
20 services, both public and private, insofar as they relate and are important
21 to and promote the well-being of the County's children and youth.
- 22 (5) Review and formulate policy recommendations for the County Executive
23 and County Council in reference to publicly funded plans and programs
24 that have an impact on children and youth.
- 25 (6) Cooperate with State, Federal and other local governmental units and
26 agencies in effectuating the purposes of this subtitle.
- 27 (7) Work collaboratively with the Local Children's Board and with the
28 approval of the County Executive, apply for, accept and use any State or
29 Federal funds, or other grant, fund and contributions, public or private,
30 available for the purposes specified in this subtitle.

- 1 (8) Prepare and submit to the County Executive a budget for the Office and
2 Local Children's Board in accordance with customary budget procedures.
- 3 (9) Prepare and submit an annual report to the County Executive and the
4 County Council, setting forth the activities of the Office [[for Children's
5 Services]] and the Local Children's Board in the preceding year, and the
6 Office's recommendations for legislation and funding.
- 7 (10) Initiate and carry out any appropriate action, where relevant, to implement
8 the above objectives, or other related objectives, as they become necessary
9 and are deemed appropriate.
- 10 (11) In collaboration with the Local Children's Board, be the principal County
11 agency, outside the Howard County Public School System, responsible for
12 the development of services to the children and youth and the medium
13 through which organizations exchange information, coordinate programs
14 and engage in joint endeavors.
- 15 (12) Perform such other functions as may be prescribed by directive of the
16 Director of [[Citizen]]COMMUNITY RESOURCES AND Services, the County
17 Executive or by law.
- 18 (f) *Staffing of the Howard County Local Children's Board.* The Administrator of the
19 Office [[for Children's Services]]OF CHILDREN AND FAMILIES shall be responsible for
20 providing staff support for the Howard County Local Children's Board.

21
22 **Title 12. Health and Social Services.**

23 **Subtitle 17. Board to Promote Self Sufficiency.**

24
25 **Section 12.1701. Membership.**

26 (d) *Qualifications of Members:*

27 (3) Ex-officio members from the public sector shall include the following:

- 28 (i) The Director of the Department of Social Services, or the Director's
29 designee;
- 30 (ii) The Director of the Department of [[Citizen]] COMMUNITY RESOURCES
31 AND Services, or the Director's designee;

- 1 (iii) The Director of the Mental Health Authority, or the Director's designee;
- 2 (iv) The Director of the Howard County Health Department, or the Director's
- 3 designee;
- 4 (v) The [[Director of the Department of Housing and Community
- 5 Development]] ADMINISTRATOR OF THE OFFICE OF HOUSING AND
- 6 COMMUNITY PARTNERSHIPS or the [[Director's]]ADMINISTRATOR'S
- 7 designee;
- 8 (vi) The Director of the Department of Corrections, or the Director's designee;
- 9 (vii) The Administrator of the Office of Workforce Development, or the
- 10 Administrator's designee;
- 11 (viii) The President of Howard Community College, or the President's designee;
- 12 and
- 13 (ix) The Superintendent of the Howard County Public School System, or the
- 14 Superintendent's designee.

15

16 **Section 12.1706. Committees; operating procedures; staffing.**

17 (e) *Department of [[Citizen]] COMMUNITY RESOURCES AND Services.* The Department

18 of [[Citizen]] COMMUNITY RESOURCES AND Services shall provide staffing for the Board.

19

20 **Title 13. Housing and Community Development.**

21 **Subtitle 1. – [[DEPARTMENT OF HOUSING AND COMMUNITY**

22 **DEVELOPMENT]] DEPARTMENT OF COMMUNITY RESOURCES AND**

23 **SERVICES, OFFICE OF HOUSING AND COMMUNITY PARTNERSHIPS.**

24

25 **Section 13.100. General provisions.**

26 General provisions applicable to this [[Department]]OFFICE are set forth in subtitle 2,

27 "Administrative Departments and Offices," of title 6, "County Executive and the

28 Executive Branch," of the Howard County Code.

29

30 **Section 13.101. [[Department of Housing and Community Development]] OFFICE OF**

31 **HOUSING AND COMMUNITY PARTNERSHIPS.**

1 (a) *Head.* The [[Director of Housing and Community Development]] ADMINISTRATOR OF
2 THE OFFICE OF HOUSING AND COMMUNITY PARTNERSHIPS shall head the [[Department of
3 Housing and Community Development]] OFFICE OF HOUSING AND COMMUNITY
4 PARTNERSHIPS. THE ADMINISTRATOR SHALL WORK UNDER THE GENERAL DIRECTION OF
5 THE DIRECTOR OF THE DEPARTMENT OF COMMUNITY RESOURCES AND SERVICES.

6 (b) *Qualifications of [[Director of Housing and Community Development]]*
7 *ADMINISTRATOR OF THE OFFICE OF HOUSING AND COMMUNITY PARTNERSHIPS.* The
8 [[Director of Housing and Community Development]]ADMINISTRATOR shall have a
9 thorough knowledge of [[the methods and principles of community development, housing
10 management, rehabilitation of existing housing, and community planning, including grant
11 programs associated with these functions]]HUMAN SERVICE DELIVERY SYSTEMS
12 INCLUDING, BUT NOT LIMITED TO, AFFORDABLE HOUSING PROGRAMS; PRINCIPLES OF
13 STRATEGIC COMMUNITY PLANNING; MANAGEMENT OF SITE BASED SOCIAL SERVICE
14 DELIVERY MODELS; GRANT MAKING FROM LOCAL, STATE AND NATIONAL SOURCES
15 RELEVANT TO A WIDE RANGE OF HUMAN AND HOUSING SERVICES; COORDINATED MODELS
16 THAT REDUCE HOMELESSNESS; AND THE ROLE OF NON-PROFIT ORGANIZATIONS AS PART OF
17 THE HUMAN SERVICE SYSTEM. At the time of appointment the [[Director]]ADMINISTRATOR
18 shall have had at least five years' experience in [[community development, housing
19 and/or real estate]]HUMAN SERVICE SYSTEMS, INCLUDING HOUSING, AND [[, including]] at
20 least two years in a managerial capacity.

21 (c) *Executive Secretary.* The [[Director of Housing and Community
22 Development]]ADMINISTRATOR shall serve as Executive Secretary of the Housing and
23 Community Development Board.

24 (d) *Duties and Responsibilities.* The [[Department of Housing and Community
25 Development]] OFFICE develops, manages and implements various programs designed to
26 [[secure safe and decent housing for the citizens of Howard County]] FUND OR PROVIDE A
27 RANGE OF HUMAN SERVICES AND HOUSING FOR HOWARD COUNTY CITIZENS, including but
28 not limited to the following:

- 29 (1) *Policy and plans.* Consulting with other County agencies and with public
30 and private organizations to develop policy and plans related to HUMAN

SERVICES, housing, AND POSITIVE IMPACT AT THE INDIVIDUAL AND
community LEVEL[[development and urban renewal]].

- (2) *Coordination.* Reviewing, analyzing and coordinating HUMAN SERVICE housing or community development projects, especially those which involve more than one Department of County Government.
- (3) *Grants.* Designing, writing and negotiating HUMAN SERVICE, HOUSING, [[housing]] and community development related grant proposals and applications.
- (4) *ADMINISTRATION OF GRANTS.* ADMINISTERING THE COMMUNITY SERVICES PARTNERSHIP PROGRAM, THE HOWARD COUNTY GOVERNMENT FUNDING PROGRAM; COORDINATING WITH RELEVANT STATE AND FEDERAL GRANTS; PROVIDING TECHNICAL SUPPORT TO NONPROFIT GRANTEES OR CONTRACTORS; AND MONITORING EFFECTIVENESS OF PROGRAMS AND GRANTEES.
- (5) *PARTICIPATION.* PARTICIPATING IN COMMUNITY-BASED ORGANIZATIONS WITH MEMBERSHIP OF NONPROFIT AGENCIES TO INTEGRATE HUMAN SERVICE AND HOUSING EFFORTS OF COUNTY GOVERNMENT WITH NONPROFIT AGENCIES.
- (6) *Liaison.* Maintaining liaison with other County, State and Federal agencies with programs or services affecting HUMAN SERVICE INITIATIVES, housing policy and specific housing and community development programs.
- (7) *Administering programs.* Administering various local, State and Federal loan and grant programs for moderate and low-income individuals and families including, but not limited to, the overall supervision of program development and operations for the following:
 - (i) The [[Housing and]] Community Development [[block grant]]BLOCK GRANT PROGRAM;
 - (ii) The Home Investment Partnership Program; and
 - (iii) The Community Legacy Program and other programs offered by the State of Maryland.
- (6) County-owned housing:

1 (i) Managing and maintaining housing owned by Howard County or
2 funded in whole or in part with County funds.

3 (ii) Developing a senior housing project to be located on County
4 property on Mount Ida Drive in Ellicott City, to be known as the
5 Tiber Hudson Senior Housing Project.]]

6 (8) *IMPLEMENTING PLANS.* ADMINISTERING THE COORDINATION OF CARE
7 SYSTEM AND RELATED ORGANIZATIONAL UNITS IN THE PLAN TO END
8 HOMELESSNESS.

9 (9) *FACILITIES.* ADMINISTERING SITE- OR CENTER-BASED PROGRAMS THAT
10 OFFER CONSUMERS ACCESS TO MULTIPLE SERVICES IN A SINGLE COMMUNITY
11 BASED LOCATION.

12 (10) *POLICY RECOMMENDATIONS.* REVIEWING AND FORMULATING POLICY
13 RECOMMENDATIONS FOR THE COUNTY EXECUTIVE AND COUNTY COUNCIL
14 IN REFERENCE TO PUBLICLY FUNDED PLANS AND PROGRAMS THAT HAVE AN
15 IMPACT ON POPULATIONS SEEKING AFFORDABLE HOUSING, MOVING OUT OF
16 HOMELESSNESS, OR OTHER ISSUES COVERED IN THIS OFFICE.

17 (11) INITIATING AND CARRYING OUT ANY APPROPRIATE ACTION, WHERE
18 RELEVANT, TO IMPLEMENT THE ABOVE OBJECTIVES, OR OTHER RELATED
19 OBJECTIVES, AS THEY BECOME NECESSARY AND ARE DEEMED APPROPRIATE.

20 ([[7]]12) *Other duties and responsibilities.* [[The Department of Housing and
21 Community Development shall perform]] PERFORMING such other
22 functions as may be prescribed by directive of the County Executive or by
23 law.

24
25 **Section 13.102. Transitional provision.**

26 All agreements and contracts to which the [[Office of Housing and Community
27 Development]] DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT is a party
28 shall continue in effect as though made by the [[Department of Housing and Community
29 Development]] OFFICE OF HOUSING AND COMMUNITY PARTNERSHIPS.

30
31 **Section 13.103. Federal, State, and local grants.**

1 (a) *Application for Grant.* The Department OF COMMUNITY RESOURCES AND SERVICES
2 may apply on behalf of Howard County to any source for any grant, gift, contribution, or
3 aid of any kind for the purpose of implementing approved urban renewal and community
4 development plans subject to the approvals required by law.

5 (b) *Acceptance of Grants.* The Department OF COMMUNITY RESOURCES AND SERVICES
6 may accept grants, gifts, contributions, or bequests of property of any kind on behalf of
7 Howard County for the purpose of implementing approved urban renewal and
8 community development plans. Such acceptance shall be subject to the approvals
9 required by law, including normal budgetary approval.

10 (c) *Council Approval of Plan [[and Grant Applications]].* The Department OF
11 COMMUNITY RESOURCES AND SERVICES shall obtain County Council approval, through a
12 resolution, of[[:

13 (1) Its annual action plan]] ITS ANNUAL ACTION PLAN FOR COMMUNITY
14 DEVELOPMENT BLOCK GRANT AND HOME INVESTMENT PARTNERSHIP
15 PROGRAM FUNDS before submitting the plan to the United States
16 Department of Housing and Community Development[[:; and

17 (2) Any other grant applications]].

18 (d) *Authority to Award Grants and Loans.* Council approval of the plan [[and other grant
19 applications]] under subsection (c) of this section shall be deemed to authorize the
20 Department OF COMMUNITY RESOURCES AND SERVICES to award HOUSING grants and
21 loans in accordance with the programs approved in the plan or grant.

22

23 **Title 13. Housing and Community Development.**

24 **Subtitle 2. Housing and Community Development Board.**

25

26 **Section13.201. Organization.**

27 (c) *Executive Secretary.* The Director of THE DEPARTMENT OF COMMUNITY RESOURCES
28 AND SERVICES[[Housing and Community Development]] or the Director's designee shall
29 serve as Executive Secretary to the Board and shall attend all meetings.

30

31 **Section13.202. Powers and duties.**

1 The Board shall have the following powers and duties:

2 (3) To review and make recommendations to the County Executive and the County
3 Council concerning:

4 (iii) Any administrative procedures to implement Howard County laws which
5 have been promulgated by the Department of COMMUNITY RESOURCES
6 AND SERVICES [[Housing and Community Development.

7 (4) To act as a grievance panel when so designated in administrative procedures by
8 the Department of COMMUNITY RESOURCES AND SERVICES [[Housing and
9 Community Development]].

10

11 **Title 13. Housing and Community Development.**

12 **Subtitle 3. Rehabilitation Fund.**

13

14 **Section 13.302. Authorization procedure.**

15 (a) The Department of COMMUNITY RESOURCES AND SERVICES MAY [[Housing and
16 Community Development is authorized to]] establish and administer rules and procedures
17 for the County-wide rehabilitation fund in accordance with section 2.103 of the Howard
18 County Code.

19

20 **Section 13.303. Remedy for nonpayment.**

21 If the property owner defaults on payment of his loan, the [[Director of Housing and
22 Community Development is authorized to]]COUNTY MAY enforce the terms of the loan
23 and/or mortgage obtained pursuant to the loan against the owner of record at the time the
24 loan was granted or the owner of record at time a suit is filed, or any owner of record
25 between said dates.

26

27 **Title 13. Housing and Community Development.**

28 **Subtitle 4. Moderate Income Housing Units.**

29

30 **Section 13.401. Definitions.**

31 (a) *In General.* In this subtitle, the following words have the meanings indicated:

1 (B) *ADMINISTRATOR* MEANS THE ADMINISTRATOR OF THE OFFICE OF HOUSING AND
2 COMMUNITY PARTNERSHIPS.

3 ([[b]]C) *Commission* means the Howard County Housing Commission.

4 ([[c]]D)*Department* means the Howard County Department of [[Housing and Community
5 Development]]COMMUNITY RESOURCES AND SERVICES.

6 ([[d]]E)*Designee* means the Howard County Housing Commission, a nonprofit
7 corporation, or a quasi-public housing development organization designated by the
8 Department as eligible to operate and maintain moderate income housing units on a long-
9 term basis.

10 ([[e]]F)*Director* means the Director of the Department of COMMUNITY RESOURCES AND
11 SERVICES [[Housing and Community Development]].

12 ([[f]]G) Dwelling unit has the meaning stated in the Howard County Zoning Regulations.

13 ([[g]]H) Eligible purchaser means a holder of a certificate of eligibility under section
14 13.406 of this subtitle who has been prequalified by the Department to obtain a mortgage
15 in an amount sufficient to enable the individual to purchase a moderate income housing
16 unit.

17 ([[g]]I) First-time home buyer means an individual who, during the three years before
18 receiving a certificate of eligibility:

19 (1) Has not owned any property used or usable as a residence; or
20 (2) Has owned a personal residence but, because of the separation or divorce
21 of the joint tenants or the death of one of the joint tenants, needs to
22 purchase a personal residence without the former joint tenant.

23 ([[i]]J) Initial sale price means the price set by the Housing and Community Development
24 Board under section 13.403 of this subtitle for the first sale of a type of moderate income
25 housing unit.

26 ([[j]]K) Median income means the median annual income of Howard County as
27 determined by the U.S. Census Bureau.

28 ([[k]]L) Moderate income means an annual household income of up to 80 percent of the
29 median income in Howard County.

30 ([[l]]M) Moderate income housing unit means a dwelling unit offered for sale or rent to
31 households with moderate incomes.

1 ([[m]]N) Moderate income housing unit offered for sale means a unit that is built on a
2 subdivided lot or subject to a condominium regime, as provided in a moderate income
3 housing unit agreement under subsection 13.402(b) of this subtitle.

4 ([[n]]O) Proffered unit means a moderate income housing unit in a development for
5 which the provision of moderate income housing is proffered by the petitioner and made
6 a condition of approval in a preliminary development plan approved by the Zoning
7 Board.

8 ([[o]]P) Rehabilitated existing moderate income housing unit means an existing
9 residential housing unit that has been determined by the Department [[of Housing and
10 Community Development]] to have met the specified eligibility criteria and rehabilitation
11 requirements for such units as provided in this subtitle and that is subject to and bound to
12 comply with all of the requirements in this subtitle applicable to newly built moderate
13 income housing units.

14 ([[p]]Q) Rental unit means a moderate income housing unit that is not a moderate income
15 housing unit offered for sale.

16

17 **13.402. Development procedures; moderate income housing unit agreement;**
18 **alternative.**

19 (e) *Optional Methods:*

20 (2) A developer may use an optional method under this subsection if the
21 Director, upon recommendation from the Housing and Community
22 Development Board and in consultation with the Director of Planning and
23 Zoning [[and the Director of Citizen Services]], determines that:

24 (i) a. The number of moderate income housing units to be
25 constructed in the development will render the development
26 economically unfeasible; or

27 b. The development proposes an indivisible package of services
28 and facilities to all residents that would cost the moderate
29 income housing unit owners so much that the units would be
30 rendered unaffordable to eligible purchasers; and

- 1 (ii) The optional method results in geographic distribution of
2 moderate income housing units throughout the County.
- 3 (f) *Alternative Compliance to Optional Methods.*
- 4 (3) In determining whether to approve a request under this subsection, the
5 Director, upon recommendation from the Housing and Community
6 Development Board and in consultation with the Director of Planning and
7 Zoning[[and the Director of Citizen Services]], shall consider whether:
- 8 (i) The phasing of moderate income housing units will be provided
9 sooner than would be required by the phasing of market rate units;
- 10 (ii) The units present innovative architecture or site design features
11 that contribute to affordability;
- 12 (iii) The design reduces operating and maintenance costs;
- 13 (iv) The location of the proposed alternative is part of a mixed-use
14 development with existing or potential transit service; and
- 15 (v) The development provides a package of services or amenities for
16 the benefit of moderate income residents.

17

18 **Section 13.403. Prices for moderate income housing units offered for sale; rates for**
19 **rental units.**

20 (a) *Base Prices for Moderate Income Housing Units Offered for Sale.* The base sale price
21 for a moderate income housing unit shall be determined by the Housing and Community
22 Development Board in accordance with this subsection.

- 23 (3) Before establishing the base sale price for moderate income housing units
24 located in planned senior communities and age-restricted adult housing
25 developments, the Board shall consult with the Office on Aging AND
26 INDEPENDENCE.

27

28 **Title 13. Housing and Community Development.**

29 **Subtitle 5. Tenant Retrofit Loan and Grant Program**

30

31 **Section 13.500. Definitions.**

1 In this subtitle, the following words have the meanings indicated:

2 (f) *Department* means the Department of [[Housing and Community Development]]
3 COMMUNITY RESOURCES AND SERVICES.

4
5 **Section 13.501. Establishment.**

6 There is a tenant retrofit loan and grant program administered by the Department [[of
7 Housing and Community Development]].

8
9 **Title 13. Housing and Community Development.**

10 **Subtitle 6. - Housing Initiatives Loan Program.**

11
12 **Section 13.600. Definitions.**

13 In this subtitle, the following words have the meanings indicated:

14 (h) *Department* means the Department of [[Housing and Community Development]]
15 COMMUNITY RESOURCES AND SERVICES.

16
17 **Section 13.601. Establishment.**

18 There is a housing initiatives loan program administered by the Department [[of Housing
19 and Community Development]].

20
21 **Section 13.611. Documents and closing.**

22 (c) The County Executive may designate the Chief Administrative Officer, the Deputy
23 Chief Administrative Officer, or the Director of [[Housing and Community
24 Development]] THE DEPARTMENT OF COMMUNITY RESOURCES AND SERVICES to execute
25 the loan documents and take such other action on behalf of the County Executive as is
26 required or permitted to be taken by the County Executive pursuant to this subtitle.

27
28 **Title 13. Housing and Community Development.**

29 **Subtitle 7. Rental Housing Expense Assistance Program.**

30
31 **Section 13.701. Establishment.**

1 There is a rental housing expense assistance program administered by the Department of
2 [[Housing and Community Development]]COMMUNITY RESOURCES AND SERVICES.

3
4 **Section 13.702. Definitions.**

5 In this subtitle the following words have the meaning indicated.

6 (g) *Department* means the Department of [[Housing and Community Development]]
7 COMMUNITY RESOURCES AND SERVICES.

8
9 **Section 13.708. Powers and duties of Department.**

10 (b) Any rules or amendments to rules adopted pursuant to this subtitle shall be
11 promulgated in accordance with the Administrative Procedure Act, title 2, subtitle 1 of
12 this Code and, in addition, shall be subject to the following procedures:

- 13 (4) Not less than 15 days following the date of the publication of the public
14 notice, the Department [[of Housing and Community Development]] shall
15 hold a public hearing on any rules or amendments to rules.

16
17 **Title 13. Housing and Community Development.**

18 **Subtitle 8. Rental Housing Development Program.**

19
20 **Section 13.800. Definitions.**

21 In this subtitle the following words have the meanings indicated:

22 (l) *Department* means the Department of [[Housing and Community Development]]
23 COMMUNITY RESOURCES AND SERVICES.

24
25 **Section 13.801. Establishment.**

26 There is a rental housing development program administered by the Department[[of
27 Housing and Community Development]].

28
29 **Section 13.812. Loan documents and closing.**

30 (c) The County Executive may designate the Chief Administrative Officer, the Deputy
31 Chief Administrative Officer, or the Director of [[Housing and Community

1 Development]]COMMUNITY RESOURCES AND SERVICES TO execute the [[load]]LOAN
2 documents and take such other action on behalf of the County Executive as is required or
3 permitted to be taken by the County Executive pursuant to this subtitle.

4
5 **Title 13. Housing and Community Development.**

6 **Subtitle 9. Homeownership Assistance Program.**

7
8 **Section 13.900. Definitions.**

9 In this subtitle the following words have the meanings indicated:

10 (f) Department means the Department of [[Housing and Community
11 Development]]COMMUNITY RESOURCES AND SERVICES.

12
13 **Section 13.901. Establishment.**

14 There is a Homeownership Assistance Program administered by the Department
15 [[of Housing and Community Development]]. The County Council shall approve by
16 resolution any rules, programs and policies adopted to implement the program in
17 conformance with this subtitle.

18
19 **Title 13. Housing and Community Development.**

20 **Subtitle 10. Displacement Assistance Program.**

21
22 **Section 13.1000. Definitions.**

23 In this subtitle the following words having the meanings indicated:

24 (h) *Department* means the Department of [[Housing and Community Development]]
25 COMMUNITY RESOURCES AND SERVICES, OFFICE OF HOUSING AND COMMUNITY
26 PARTNERSHIPS.

27
28 **Title 13. Housing and Community Development.**

29 **Subtitle 12. Lease extensions-conversion of rental housing to a condominium regime.**

30
31 **Section 13.1201. Definitions.**

1 (c) *Department* means the Department of [[Housing and Community Development]]
2 COMMUNITY RESOURCES AND SERVICES.

3
4 **Section 13.1202. Lease extensions.**

5 (f) *Offering of Lease Extension:*

6 (4) *Notification to Howard County Office of Consumer*
7 *[[Affairs]]PROTECTION.* Within 75 days after giving of notice of intent to
8 convert, the owner shall provide the Howard County Office of Consumer
9 *[[Affairs]]PROTECTION* with the following:

- 10 a. A notice indicating the number of units in the rental facility being
11 made available to qualified households pursuant to subsections (b)
12 and (c) of this section; and
13 b. A list of all households meeting the criteria of subsections (b) and
14 (c) indicating the priority of each in relation to the total number of
15 units being made available; and
16 c. A list of households submitting notarized applications who do not
17 meet the criteria for lease extensions; and
18 d. A list of all households as to whom an extended lease has become
19 effective, specifying the criteria under which each household
20 qualified.

21
22 **Section 13.1204. Administration, violations, enforcement, penalties.**

23 (a) *Administration.* The Office of Consumer *[[Affairs]]PROTECTION* shall administer this
24 subtitle. It shall develop and issue written regulations for the administration of this
25 subtitle in accordance with Howard County Administrative Procedures Act.

26 (c) *Enforcement.* The Office of Consumer *[[Affairs]]PROTECTION* shall enforce the
27 provisions of this subtitle pursuant to its duties, powers, authority and the procedures set
28 forth in subtitle 4, "Consumer Protection" of title 17 "Public Protection Services," of the
29 Howard County Code.

30
31 **Title 13. Housing and Community Development.**

1 **Subtitle 13. Howard County Housing Commission Articles of Organization.**

2

3 **Section 13.1307. Chairperson; liaison to the Housing and Community Development**
4 **Board; staff; legal services.**

5 (d) *Legal Services.* For the legal services it may require, the Commission [[shall]]MAY
6 use the services of the County Solicitor[[, who]] OR may employ [[outside]]ITS OWN legal
7 counsel [[for these purposes]].

8

9 **Title 13. Housing and Community Development.**

10 **Subtitle 14. - Notice-Sale of Multifamily Dwelling Units**

11

12 **Section 13.1400. Definitions.**

13 (b) *Department* means the Department of [[Housing and Community Development]]
14 COMMUNITY RESOURCES AND SERVICES.

15

16 **Title 13. Housing and Community Development.**

17 **Subtitle 15. Howard County Participation in Housing Projects.**

18

19 **Section 13.1500. Prohibited participation.**

20 Neither the [[Department of Housing and Community Development]] COUNTY nor the
21 Housing Commission may construct or provide financing or financial assistance for a
22 housing project that would:

23 (a) Increase the poverty level in a census tract block group if the poverty level in the
24 census tract block group is ten percent or greater; or

25 (b) Increase the poverty level in a census tract block group to ten percent or greater.

26

27 **Title 14. Licenses, Permits and Inspections.**

28 **Subtitle 7. Solicitors and Peddlers**

29

30 **Section 14.700. Definitions.**

1 (a) *Administrator* means the Administrator of the Howard County Office of Consumer
2 [[Affairs]]PROTECTION OR THE ADMINISTRATOR’S [[or his/her]] designee.

3
4 **Section 14.706. Exceptions.**

5 (a) The provisions of this subtitle shall not apply to:

6 (8) Any person selling or attempting to obtain orders for the sale of goods,
7 wares, merchandise, services or foodstuffs for companies, firms,
8 corporations or partnerships which:

9 c. Are in compliance with all orders, directives, stipulations and
10 agreements between them and the Howard County Office of
11 Consumer [[Affairs]]PROTECTION.

12
13 **Section 14.710. Penalty.**

14 Any person who violates any of the provisions of this subtitle shall be guilty of a
15 misdemeanor and, upon conviction, shall be fined not less than \$50.00 nor more than
16 \$500.00 or imprisoned for not more than 30 days, or be both fined and imprisoned.
17 Alternatively or in addition to and concurrent with all other remedies, the Office of
18 Consumer [[Affairs]]PROTECTION or the Police Department may enforce this subtitle with
19 civil penalties pursuant to title 24, "Civil Penalties," of the Howard County Code. A first
20 violation of this subtitle shall be a Class D offense. Subsequent violations shall be Class
21 B offenses.

22
23 **Title 16. Planning, Zoning and Subdivision and Land Development Regulations.**

24 **Subtitle 5. Mobile Home Development.**

25
26 **Section 16.501. Licenses generally.**

27 (c) After 30 days' notice to the licensee of any complaint filed with the licensing
28 authority by any Law Enforcement Officer, Health Officer, Building Inspector, Fire
29 Inspector, Consumer [[Affairs]]PROTECTION Investigator, or any person, the Board of
30 Appeals may, after a public hearing and upon a finding of a violation of any provision of
31 this subtitle or of the provisions of any health, zoning or building laws or regulations,

1 revoke or suspend any license granted pursuant to this subtitle; or the Board may, after
2 such notice, hearing and appropriate finding, in its lawful discretion, place such
3 restrictions and conditions upon the continued operation of the licensee as may be in the
4 public interest. Any party to this proceeding aggrieved by the decision of the Board shall
5 have the right to appeal the finding, decision and order of the Board to the Circuit Court
6 of Howard County within 30 days in accordance with the Maryland rules of procedure for
7 appeals from administrative agencies.

8
9 **Title 16. Planning, Zoning and Subdivision and Land Development Regulations**
10 **Subtitle 11. Adequate Public Facilities.**

11
12 **Section 16.1104. Housing unit allocation process.**

13 (e) *Special Affordable Housing Opportunities:*

- 14 (1) From time to time, the County may be presented with a special affordable
15 housing opportunity for development of either:
- 16 (ii) An innovative moderate income housing unit development,
17 including, without limitation, multiplexes, stacked units, or
18 accessory apartments, that has been determined by the Department
19 of [[Housing and Community Development]]COMMUNITY
20 RESOURCES AND SERVICES and the Department of Planning and
21 Zoning to:
- 22 a. Demonstrate a new housing product that is more affordable
23 than existing housing products; and
24 b. Have the potential to promote housing diversity and the
25 construction of a broader range of affordable housing.

26
27 **Title 17. Public Protection Services.**
28 **Subtitle 4. Consumer Protection.**

29
30 **Section 17.400. Definitions.**

31 (f) *Administrator* means the head of the Office of Consumer [[Affairs]]PROTECTION.

1 (g) *Advisory Board on Consumer [[Affairs]]PROTECTION*, hereinafter known as the
2 "Board," shall consist of seven members. Each appointment shall be for an overlapping
3 five-year term, and each appointee shall hold office until a successor is appointed and
4 confirmed. A vacancy on the Board shall be filled for the unexpired term of the departing
5 member. All members of the Board shall be designated by the County Executive, subject
6 to [[conformation]]CONFIRMATION by the County Council. The members of the Board
7 shall serve without compensation, but they may be reimbursed for all expenses
8 reasonably incurred in the performance of their duties as may be provided in the budget.
9

10 **Section 17.401. Office of Consumer [[Affairs]]PROTECTION.**

11 (b) *Head.* The Consumer [[Affairs]]PROTECTION Administrator shall head the Office of
12 Consumer [[Affairs]]PROTECTION. The Director of [[Citizen]]COMMUNITY RESOURCES
13 AND Services shall exercise administrative supervision over the Office of Consumer
14 [[Affairs]]PROTECTION.

15 (c) *Qualifications of Consumer [[Affairs]]PROTECTION Administrator.* The Consumer
16 [[Affairs]]PROTECTION Administrator shall have thorough knowledge of methods and
17 practices of protecting consumer interest, including knowledge of County, State and
18 Federal laws, and knowledge of the methods and techniques of investigating complaints
19 and charges of unlawful trade practices. The Administrator shall have at least five years
20 of experience in community service or related work, including one year dealing with
21 consumer protection or trade practices and at least one year of managerial experience.

22 (d) *Duties and Responsibilities.* The Office [[of Consumer Affairs]] shall have the
23 following duties:

- 24 (4) To issue cease and desist orders with respect to consumer practices
25 declared to be in violation of this subtitle by the Office. If, upon all the
26 evidence, the Administrator of the Office [[of Consumer Affairs]] finds
27 that the respondent has engaged in a deceptive or unfair trade practice
28 within the scope of any provision of this subtitle, it shall so state its
29 findings. The Office thereupon shall issue and cause to be served upon the
30 respondent an order requiring the respondent to cease and desist from the

1 deceptive or unfair trade practice and to take such affirmative action as
2 equity and justice may require to effectuate the purposes of this subtitle.

3
4 **Section 17.402. Advisory Board on Consumer [[Affairs]]PROTECTION.**

5 (b) *Number of Members.* There is an Advisory Board on Consumer
6 [[Affairs]]PROTECTION which shall consist of seven members.

7 (d) *Executive Secretary.* The Consumer [[Affairs]]PROTECTION Administrator or the
8 Administrator's designee shall serve as Executive Secretary of the Board and shall attend
9 all meetings of the Board.

10 (f) *Duties and Responsibilities.* The [[Advisory]] Board [[on Consumer Affairs]] shall
11 carry out all duties and responsibilities assigned to it by law.

12 (1) The Board may annually review the programs of the Office OF CONSUMER
13 PROTECTION and make recommendations to the Administrator prior to the
14 submitting of the annual budget.

15 (2) The Board shall submit an annual report to the County Executive and to
16 the County Council.

17 (3) The Board may advise the Office [[of Consumer Affairs]] in carrying out
18 its duties.

19 (4) The Board may hold public hearings as deemed necessary, including
20 hearings for the purpose of forming recommendations on inclusion or
21 exclusion of persons or organizations from applications of the provisions
22 of this subtitle.

23 (5) At the directive of the County Executive or by resolution of the County
24 Council, the [[Advisory]] Board [[on Consumer Affairs]] shall review and
25 make recommendations on any matter related to consumer protection.

26
27 **Section 17.408. Procedures and enforcement.**

28 (b) *Reasonable Grounds a Violation Has Occurred.* Whenever the Administrator
29 determines that there are reasonable grounds to believe a violation has occurred, the
30 Office shall commence with one or more of the following procedures, which it, in its sole
31 discretion, deems appropriate:

1 (1) *Conciliation.* Attempt to conciliate the matter, either by methods of initial
2 conference and persuasion with all interested parties and such
3 representatives as the parties may choose to assist them, or by such other
4 methods as this office shall, in its discretion, deem appropriate. In
5 attempting such conciliation to assist a complaining consumer to resolve
6 the individual dispute, the Office may utilize the goods services of the
7 Advisory Board on Consumer [[Affairs]]PROTECTION. Conciliation
8 conferences shall be informal, and nothing said or done during such initial
9 conference shall be made public by the Office, the Board, or its members,
10 unless the parties agree thereto in writing. The terms of the conciliation
11 agreed to by the parties may be reduced to writing and incorporated into a
12 written conciliation or settlement agreement to be signed by the parties,
13 which written agreement is for conciliation purposes only and does not
14 constitute an admission by any party that the law has been violated. A
15 written conciliation or settlement agreement shall be signed, on behalf of
16 the Office, by the Administrator of the Office.

17 (f) *Referral to Office of Law.* If the Office [[of Consumer Affairs]], with respect to any
18 matter which involves a violation of section 17.403, fails to effect an assurance of
19 compliance or discontinuance or determines that a complaint is not susceptible of
20 settlement, the Office may transmit the matter to the Office of Law for appropriate legal
21 action.

22
23 **Section 17.412. Penalties.**

24 (a) *Civil Penalties.* The Office of Consumer [[Affairs]]PROTECTION may enforce the
25 provisions of this subtitle with civil penalties pursuant to the provisions of title 24,
26 "Civil Penalties," of the Howard County Code. A first violation of this subtitle shall be
27 a Class D offense. Subsequent violations shall be Class A offenses.

28
29 **Title 17. Public Protection Services.**
30 **Subtitle 5. New Home Contract of Sale.**

31

1 **Section 17.504. Administration, enforcement and penalties.**

2 (a) This subtitle shall be administered by the Office of Consumer
3 [[Affairs]]PROTECTION.

4 (b) The Office of Consumer [[Affairs]]PROTECTION may enforce the provisions of this
5 subtitle with civil penalties pursuant to the provisions of title 24, "Civil Penalties," of the
6 Howard County Code. A violation of this subtitle shall be a Class B offense.

7 (d) The Office of Consumer [[Affairs]]PROTECTION may seek an injunction to prohibit a
8 person who has engaged or is engaging in a violation of this subtitle from continuing or
9 engaging in the violation.

10
11 **Title 17. Public Protection Services.**

12 **Subtitle 6. Towing from Private Property.**

13
14 **Section 17.602. Administration; rates; registration; hearing.**

15 (a) Each tow truck operated by a trespass towing service shall be identified, registered,
16 and insured as required under State law, except that any required lettering shall be placed
17 on both sides of the truck. Each driver employed by a trespass towing service shall be at
18 least 18 years of age and shall have a valid license to operate a tow truck.

19
20 (b) Each trespass towing service shall be registered with the Office of Consumer
21 [[Affairs]]PROTECTION and shall pay annually in January a registration fee recommended
22 by the Consumer [[Affairs]] PROTECTION Administrator and which is set annually by
23 resolution of the County Council.

24 (c) Every trespass towing service shall file with the Office of Consumer [[Affairs]]
25 PROTECTION a schedule of its rates for each action connected with the towing or storage
26 of unauthorized vehicles.

27 (d) A trespass towing service shall not charge a rate that is higher than the rate on file
28 with the Office of Consumer [[Affairs]] PROTECTION for any action in connection with
29 the towing or storage of any unauthorized vehicle.

1 (e) Each trespass towing service shall inform the Office of Consumer [[Affairs]]
2 PROTECTION of the type of business organization or ownership in which the service
3 operates and the address of a person authorized to accept service.

4 (f) Each trespass towing service shall enter into a written contract with every owner of
5 private property that authorizes the towing service to tow vehicles from its property. The
6 towing service shall keep on file each contract that is in effect, or that was terminated
7 within the previous 12 months. The Office of Consumer [[Affairs]] PROTECTION, the
8 Police Department or the owner of any vehicle towed by the service may inspect and
9 copy any contract during normal business hours. The cost of photocopying the contract
10 shall be no more than the County charges the public for photocopying County documents.
11 The Office of Consumer [[Affairs]] PROTECTION may issue model contracts that meet the
12 requirements of this subsection.

13 (g) The Office of Consumer [[Affairs]] PROTECTION may revoke the registration of
14 trespass towing services which violate the provisions of this subtitle. The Administrator
15 shall send a written decision to the trespass towing service stating that the registration has
16 been revoked and the reasons for the revocation. The decision shall indicate the right of
17 the trespass towing service to a hearing before the Administrator of the Office of
18 Consumer [[Affairs]] PROTECTION or the Administrator's designee under the
19 Administrative Procedures Act set forth at Title 2, Subtitle 1 of the Howard County Code.

20 (h) A towing service may appeal a decision of the Office of Consumer Affairs to revoke
21 its registration to the Administrator or the Administrator's designee within 30 days of the
22 date of the decision. The hearing on a decision to revoke a towing service's registration
23 shall be conducted in accordance with title 2, subtitle 1, article III of the Howard County
24 Code, the Administrative Procedures Act, and shall be heard by the Administrator of the
25 Office of Consumer [[Affairs]] PROTECTION or the Administrator's designee.

26 (i) Within 30 days of the date of a decision of the Administrator of the Office of
27 Consumer [[Affairs]]PROTECTION, or the Administrator's designee, to revoke a towing
28 service's registration, the towing service may appeal that decision to the Board of
29 Appeals pursuant to the procedures set forth in title 2, subtitle 2 of the Howard County
30 Code. The appeal to the Board of Appeals shall be heard on the record of the hearing

1 before the Office of Consumer [[Affairs]]PROTECTION in accordance with the procedures
2 set forth in subsection 2.210(b) of the Howard County Code.

3
4 **Section 17.603. Public notice; tow procedures.**

5 (b) *Signs.* Except as provided in paragraph (3) of this subsection, a property owner shall
6 post a sign notifying the public of parking restrictions at least 24 hours before towing or
7 ordering the towing of an unauthorized vehicle in accordance with the following
8 provisions:

9 (2) Each sign shall:

- 10 (i) Be at least 24 inches high by 30 inches wide;
- 11 (ii) Summarize all parking restrictions enforced on the property,
12 including time and area restrictions;
- 13 (iii) State that a vehicle that violates the restrictions may be towed at
14 the vehicle owner's expense;
- 15 (iv) State that County and State law require that towed vehicles be
16 available for redemption 24 hours per day, seven days per week;
- 17 (v) State the maximum amount that the owner of the vehicle may be
18 charged for the towing or removal of an unauthorized vehicle;
- 19 (vi) List the name and telephone number of each towing service hired
20 to tow unauthorized vehicles from the property and the location to
21 which the vehicle will be towed;
- 22 (vii) State that a vehicle owner may contact the Office of Consumer
23 [[Affairs]]PROTECTION and state the phone number of the Office
24 [[of Consumer Affairs]];
- 25 (viii) Be sized, printed, and located so that it is able to be read by
26 motorists in daylight and at night; and
- 27 (ix) Be maintained in a legible and unobstructed condition.

28 (c) *Tow Procedures.* Each tow conducted pursuant to this subtitle shall be conducted in
29 the following manner:

- 30 (1) Except as provided in paragraph (2) of this subsection, a towing service
31 shall not tow a vehicle from private property unless the property owner

1 has directly or through an agent expressly authorized the towing of the
2 particular vehicle. Authorization shall be in the form of a tow slip. The
3 Office of Consumer [[Affairs]]PROTECTION may issue a model tow slip.

4 The tow slip shall:

- 5 (i) Contain the following information:
- 6 a. The address from which the vehicle was towed;
 - 7 b. The date and time the vehicle was towed;
 - 8 c. The make, model, year, and color of the vehicle;
 - 9 d. If available, the vehicle identification number;
 - 10 e. The reason the vehicle was towed;
 - 11 f. The name and signature of the tow operator and the person
12 who authorized the vehicle to be towed; and
 - 13 g. The name and phone number of the Office of Consumer
14 [[Affairs]]PROTECTION; and
- 15 (ii) Be signed by the property owner, or the owner's agent, and the
16 driver of the tow truck immediately before the vehicle is towed;
17 and
- 18 (iii) Be legibly copied and a copy of which shall be securely attached to
19 the vehicle.
20

21 **Section 17.604. Notice.**

22 (a) A towing service that tows an unauthorized vehicle from private property shall notify
23 the Police Department and the Office of Consumer [[Affairs]]PROTECTION of the
24 following information within one hour after leaving the property:

- 25 (1) The name of the towing service;
- 26 (2) The make, model, color, year, vehicle identification number and
27 registration plate number of the towed vehicle;
- 28 (3) The address the vehicle was towed from;
- 29 (4) The time the vehicle was towed; and
- 30 (5) The storage site where the vehicle will be stored.

1 (c) If a vehicle has not been redeemed within three days after towing or removing the
2 vehicle, the towing service shall notify the owner, any secured party, and the insurer of
3 record by certified mail, return receipt requested, and first class mail, of the same
4 information required to be given to the Police Department and Office of Consumer
5 [[Affairs]]PROTECTION in subsection (a) of this section.

6 (e) The towing service shall retain each tow slip and, and for those vehicles towed
7 without tow slips as provided in section 17.603(c)(2), a record of the information
8 furnished to the police, for 12 months after the tow. For each vehicle towed without a tow
9 slip, the towing service shall record and retain the name of the owner of the property and,
10 if the tow was authorized by an agent, the name of the agent. The Police Department, the
11 Office of Consumer [[Affairs]]PROTECTION and the owner of any vehicle towed by the
12 service may inspect and copy this information at any time during normal business hours.

13 (f) If a towing service tows an unauthorized vehicle from private property when the
14 Office of Consumer [[Affairs]]PROTECTION is closed, the towing service shall notify the
15 Office of the tow before 10:00 a.m. on the next business day following the tow, either by
16 telephone or by facsimile machine.

17
18 **Section 17.608. Redemption and storage procedures.**

19 (d) *Payment and Promise to Pay:*

20 (4) Options:

21 (i) Each trespass towing service shall accept as full payment either a
22 credit card or a personal check, at the option of the towing service,
23 validly signed by the vehicle owner or the vehicle owner's agent
24 for the amount of all valid charges.

25 (ii) Each trespass towing service shall notify the Office of Consumer
26 [[Affairs]]PROTECTION on the rate schedule filed under section
27 17.602 of this subtitle whether it opts to accept credit cards or
28 personal checks or both. The towing service shall notify the Office
29 of Consumer [[Affairs]]PROTECTION if it changes that option.

1 (iii) The option chosen by a trespass towing service shall be available
2 to the owners of all vehicles towed by that service without the
3 consent of their owners.

4 (e) *Rates Displayed.* Every trespass towing service shall display prominently, at each
5 redemption area, a copy of its current rates and a statement that these rates do not exceed
6 the rates filed with the Office of Consumer [[Affairs]]PROTECTION. Every trespass towing
7 service shall also display prominently a sign, furnished at a reasonable fee by the Office
8 of Consumer [[Affairs]]PROTECTION, listing the office's telephone number and
9 summarizing the vehicle owner's rights under this subtitle.

10 (g) *Receipt.* Upon receiving payment, a towing service shall furnish the vehicle owner a
11 receipt on a form approved by the Office of Consumer [[Affairs]]PROTECTION. The
12 receipt shall:

- 13 (1) Record the amount paid to redeem the vehicle, the actions for which the
14 vehicle owner paid, and the date and time of the redemption;
- 15 (2) Be signed legibly by an agent of the towing service, and list the name,
16 address and telephone number of the towing service;
- 17 (3) Briefly inform the vehicle owner that the Office of Consumer
18 [[Affairs]]PROTECTION can explain the vehicle owner's rights. If the
19 vehicle owner believes that any provision of County law has been violated
20 the vehicle owner may obtain a copy of the law from the Office of
21 Consumer [[Affairs]]PROTECTION.

22

23 **Section 17.611. Penalties.**

24 (a) The Office of Consumer [[Affairs]]PROTECTION may take any action at law or in
25 equity, including injunction and mandamus, to enforce the provisions of this subtitle.

26 (b) Alternatively or in addition to and concurrent with other remedies, the Office of
27 Consumer [[Affairs]]PROTECTION may:

- 28 (1) Seek a civil fine not to exceed \$1,000.00 for any violation of this subtitle;
29 or
- 30 (2) Enforce the provisions of this subtitle with penalties as provided in title
31 24, "Civil Penalties," of the Howard County Code. A violation of this

1 subtitle shall be a Class A offense. Each day that a violation continues is a
2 separate violation.

3
4 **Title 20. Taxes, Charges and Fees.**

5 **Subtitle 1. Real Property Tax; Administration, Credits, and Enforcement.**

6 **Part III. - State-Authorized Howard County Tax Credits.**

7
8 **Section 20.129. Property tax credit for senior citizens.**

9 (f) *Publicity:*

10 (1) The Director of Finance shall develop and carry out a plan to publicize the
11 credit authorized by this section. The plan shall be designed to reach those
12 taxpayers most likely to be eligible for the credit.

13 (2) The [[Department of Citizen Services]]OFFICE OF AGING AND
14 INDEPENDENCE, or another appropriate unit of County Government that
15 the County Executive selects, shall develop and carry out a plan to educate
16 senior citizens about the credit authorized by this section.

17
18 **Section 20.129C. Property tax credit for accessibility features.**

19 (h) *Publicity.* The Department of Finance and the [[Department of Citizen Services]]
20 OFFICE OF AGING AND INDEPENDENCE shall publicize the credit authorized by this section
21 in a way designed to inform those most likely to benefit from the credit.

22
23 **Title 22. General Provisions.**

24 **Subtitle 2. Public Ethics Law.**

25
26 **Section 22.206. Financial Disclosure Statements.**

27 (c) This section applies to members of the following boards and commissions:

- 28 (1) Board of Appeals;
29 (2) Planning Board;
30 (3) Recreation and Parks Board;
31 (4) Public Works Board;

- 1 (5) Ethics Commission;
- 2 (6) Housing and Community Development Board;
- 3 (7) Agricultural Land Preservation Advisory Board;
- 4 (8) Equal Business Opportunity Commission;
- 5 (9) Historic [[District]]PRESERVATION Commission;
- 6 (10) Board of Library Trustees;
- 7 (11) Howard County Housing Commission;
- 8 (12) Economic Development Authority Board;
- 9 (13) Howard County Pension Oversight Commission;
- 10 (14) Howard County Mental Health Authority Board;
- 11 (15) Howard County Alcoholic Beverage Hearing Board;
- 12 (16) Howard County Revenue Authority Board;
- 13 (17) Design Advisory Panel;
- 14 (18) Animal Matters Hearing Board;
- 15 (19) Advisory Board on Consumer [[Affairs]]PROTECTION;
- 16 (20) Board of Electrical Examiners;
- 17 (21) Board of Health; and
- 18 (22) Human Rights Commission.

19

20 At a future time, we will have to do a ZRA to amend the following definition in Section
21 103.0 of the Zoning Regs:

22 Moderate Income Housing Unit: A dwelling unit offered for sale or rent to households
23 with incomes up to 80% of the median income in Howard County, in accordance with
24 Title 13, Subtitle 4 of the Howard County Code and the Procedures of the Howard
25 County Department of [[Housing and Community Development]]COMMUNITY
26 RESOURCES AND SERVICES.

27

28 ***Section 2. And Be It Further Enacted*** by the County Council of Howard County,
29 *Maryland that the provisions of Section 1 of this Act that make amendments to the*
30 *Howard County Retirement Plan and to Other Post-Employment Benefits in sections*

1 *1.406, 1.404B (e) and 1.405B of the Howard County Code shall apply beginning on July*
2 *1, 2016.*

3

4 ***Section 3. And Be It Further Enacted*** *by the County Council of Howard County,*
5 *Maryland, that this Act shall become effective 61 days after its enactment.*