

Introduced 2/1/16  
 Public Hearing 2/16/16 Tabled 3/7  
 Council Action 4/4/16  
 Executive Action 4/14/16  
 Effective Date 6/14/16

## 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 and setting forth the duties of the Office; 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; adding additional qualifications for the Howard County Housing Commission's voting commissioners; making certain technical corrections; and generally relating to the Executive Branch of County Government.

Introduced and read first time February 1, 2016. Ordered posted and hearing scheduled.

By order Jessica Feldmark  
 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 February 16, 2016.

Tabled on March 7, 2016.  
 By order Jessica Feldmark  
 Jessica Feldmark, Administrator

This Bill was read the third time on April 4, 2016 and Passed , Passed with amendments , Failed .

By order Jessica Feldmark  
 Jessica Feldmark, Administrator

Sealed with the County Seal and presented to the County Executive for approval this 7<sup>th</sup> day of April, 2016 at 11 a.m./p.m.

By order Jessica Feldmark  
 Jessica Feldmark, Administrator

Approved Vetoed by the County Executive April 14, 2016

Allan H. Kittleman  
 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)**

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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”**

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~~Section 6.313 "Commission on Aging"~~

Section 6.317 "Advisory Board on Consumer Affairs"

Title 12 - Health and Social Services.

Section 12.300. Local Children's Board established; purpose.

Subsections (a) and (b)

Section 12.301 "Membership of Local Children's Board; appointment"

Subparagraph (iv) of paragraph (2) of subsection (c)

~~Section 12.500 "Office on aging"~~

~~Subsections (b), (c), and (d)~~

Section 12.500 "Office on aging"

Subsections (b), (c), (d) and (e)

Section 12.501 "Commission on Aging"

~~Subsections (b), (c), (d) and (e)~~

Section 12.701 "Membership"

Subsection (d)

Section 12.901 "Department of Citizen Services"

Section 12.1500 "Office for Children's Services"

Section 12.1701 "Membership"

Paragraph (3) of subsection (d)

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

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*Paragraph (3) of Subsection (a)*

*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 (e)*

*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 (e)*

1           ~~Section 13.900 “Definitions”~~  
2           ~~Subsection (f)~~  
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4           ~~Section 13.901 “Establishment”~~  
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6           ~~Section 13.1000 “Definitions”~~  
7           ~~Subsection (h)~~  
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9           ~~Section 13.1201 “Definitions”~~  
10          ~~Subsection (e)~~  
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12          Section 13.1202 “Lease extensions”  
13          Paragraph (4) of Subsection (f)  
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15          Section 13.1204 “Administration, violations, enforcement, penalties”  
16          Subsection (a) and Subsection (c)  
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18          Section. 13.1305 “Composition; appointments; terms.”  
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20          Section 13.1307 “Chairperson; liaison to the Housing and Community  
21          Development Board; staff; legal services”  
22          Subsection (d)  
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24          ~~Section 13.1400 “Definitions”~~  
25          ~~Subsection (b)~~  
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27          Section 13.1500 “Prohibited participation”  
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29          Title 14 - Licenses, Permits and Inspections  
30          Section 14.700 “Definitions”  
31          Subsection (a)

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*Section 14.706 "Exceptions"*

*Subparagraph c. of Paragraph (8) of Subsection (a)*

*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)*

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*Section 17.602 “Administration; rates; registration; hearing”*

*Section 17.603 “Public notice; tow procedures”*

*Paragraph (2) of Subsection (b) and Paragraph (1) of Subsection (c)*

*Section 17.604 “Notice”*

*Subsections (a), (c), (e) and (f)*

*Section 17.608 “Redemption and storage procedures”*

*Paragraph (4) of Subsection (d), Subsection (e) and Subsection (g)*

*Section 17.611 “Penalties”*

*Title 20 – Taxes, Charge and Fees*

*Section 20.129 “Property tax credit for senior citizens”*

*Subsection (f)*

*Section 20.129C “Property tax credit for accessibility features”*

*Subsection (h)*

*Title 22 – General Provisions*

*Section 22.206 “Financial Disclosure Statements”*

*Subsection (c)*

*By repealing:*

~~*Title 6 – County Executive and the Executive Branch*~~

~~*Section 6.211 “Department of Housing and Community Development”*~~

*By adding:*

*Title 12. Health and Social Services.*

1           Subtitle 19. Office of Community Partnerships.

2                           **Title 1. Human Resources.**

3                                   **Subtitle 3. Pay Plan.**

4  
5   **Section 1.306. Executive exempt.**

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

- 8           (1)   *County Executive.* The County Executive is the appointing authority for  
9           the:  
10           Executive Assistant I, serving as the Assistant to the County Executive;  
11           Administrative Assistant, serving as the Secretary to the County  
12           Executive;  
13           Administrative Assistant, Constituent Relations Assistant to the County  
14           Executive;  
15           Administrative Assistant, serving as the Secretary to the Chief of Staff;  
16           Chief Administrative Officer;  
17           Chief of Staff;  
18           Director of ~~[[Citizen]]~~ COMMUNITY RESOURCES AND Services;  
19           Director of Corrections;  
20           Director of Finance;  
21           Chief of Fire and Rescue Services;  
22           ~~[[Director of Housing and Community Development;]]~~  
23           Director of Inspections, Licenses and Permits;  
24           Director of Planning and Zoning;  
25           Chief of Police;  
26           Director of Public Works;  
27           Director of Recreation and Parks; and  
28           Director of Technology and Communication Services.  
29           (6)   ~~[[Citizen]]~~ COMMUNITY RESOURCES AND Services. The Director  
30           of ~~[[Citizen]]~~ COMMUNITY RESOURCES AND Services, with the approval of  
31           the County Executive, is the appointing authority for the:

1 Human Services Manager II, serving as the Deputy Director of  
2 [[Citizen]]COMMUNITY RESOURCES AND Services;  
3 Human Services Manager [[I]]II, serving as the Administrator on Aging  
4 AND INDEPENDENCE;  
5 Human Services Manager I, serving as the Administrator of the Office  
6 [[for Children's Services]]OF CHILDREN AND FAMILIES;  
7 [[Human Services Specialist III, serving as the Local Children's Board  
8 coordinator;]]  
9 [[Human Services Specialist III, serving as the Grants  
10 coordinator]]HUMAN SERVICES MANAGER I, SERVING AS THE  
11 ADMINISTRATOR OF THE OFFICE OF HOUSING AND COMMUNITY  
12 PARTNERSHIPS; and  
13 Human Services Manager I, serving as the Consumer [[Affairs]]  
14 PROTECTION Administrator.  
15

16 **Title 1. Human Resources.**

17 **Subtitle 4. Retirement Plans.**

18 **Article 1. Generally.**

19  
20 **Section 1.406. Definitions.**

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

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

- 25 (4) A benefited employee shall include full-time or part-time employees of the  
26 Economic Development [[Authority]] AUTHORITY, THE HOWARD COUNTY  
27 HOUSING COMMISSION, and the Howard Soil Conservation District;  
28 provided that benefited employees of the Howard County Economic  
29 Development [[Authority]] AUTHORITY, THE HOWARD COUNTY HOUSING  
30 COMMISSION, and the Howard Soil Conservation District shall include





1 Advisory Board, the Public Works Board, the Recreation and Parks Board, the Alcohol  
2 and Drug Abuse Advisory Board, the Commission on Disability Issues, the [[Council for  
3 Children and Youth]]LOCAL CHILDREN’S BOARD, and the Soil Conservation District.

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**Title 2. Administrative Procedure.**  
**Subtitle 1. Administrative Procedure Act.**  
**Article III. Contested Cases**

9 **Section 2.109. Applicability.**

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

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**Title 4. Contracts, Purchasing and Property.**  
**Subtitle 2. Real Property.**

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23 **Section 4.202. Acceptance and disposition of surplus school property.**

24 (d) *Surplus School Use Committee.* Also within 45 days after notification by the Howard  
25 County Board of Education that a particular school and site is no longer needed for  
26 education purposes, the Howard County Council, by resolution, shall appoint a surplus  
27 school use committee. The surplus school use committee shall be composed of ten  
28 members and six nonvoting ex officio members. Seven of the ten members shall  
29 represent the following areas: Human services, education, government, culture and arts,  
30 housing, and the community. In addition, there shall be three at-large members. The ex  
31 officio members shall include representation from the Department of Public Works,

1 [[housing and community development]] THE DEPARTMENT OF COMMUNITY RESOURCES  
2 AND SERVICES, THE HOWARD COUNTY HOUSING COMMISSION, THE DEPARTMENT OF  
3 HOUSING AND COMMUNITY DEVELOPMENT, THE [[economic development]] ECONOMIC  
4 DEVELOPMENT AUTHORITY, the [[Fire]] Department OF FIRE AND RESCUE SERVICES, the  
5 [[budget office]]OFFICE OF BUDGET, and the County Council. The committee may call  
6 upon the County Executive to provide experts as needed.

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

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

10  
11 **Section 6.202. Department of [[Citizen]] COMMUNITY RESOURCES AND Services.**

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

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

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

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

27 (E) THERE IS AN OFFICE OF HOUSING AND COMMUNITY PARTNERSHIPS AND THE NATURE  
28 OF ITS DUTIES AND RESPONSIBILITIES ARE SET FORTH IN TITLE ~~13~~ 12, SUBTITLE ~~4~~ 19 OF THIS  
29 CODE.

1 **Title 6. County Executive and the Executive Branch.**

2 **Subtitle 3. Boards and Commissions.**

3  
4 **Section 6.313. Commission on Aging ~~AND INDEPENDENCE~~.**

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

8  
9 **Section 6.317. Advisory Board on Consumer ~~[[Affairs]]PROTECTION~~.**

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

13  
14 **Title 12. Health and Social Services.**

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

16  
17 **Section 12.300. Local Children's Board established; purpose.**

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

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

23  
24 **Section 12.301. Membership of Local Children's Board; appointment.**

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

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

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

30 a. The Director of the local Department of Social Services;

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- b. The Superintendent of Public Schools or an assistant superintendent;
- c. The Supervisor of the Local Office of Juvenile Justice;
- d. The Health Officer of Howard County;
- 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

1 housing and institutional and noninstitutional care, and present such plan  
2 to the County Executive. The annual plan shall include statements of the  
3 long- and short-term needs of the elderly in Howard County, the long- and  
4 short-term plans for serving those needs, and the proposed funding sources  
5 and administrative responsibility for these plans.

6 (2) Administer those programs and activities for the aged designated as the  
7 responsibility of the Office ~~[[on Aging]]~~ in the annual plan.

8 (3) Subject to existing law, review and coordinate all local programs and  
9 services, both public and private, insofar as they relate and are important  
10 to the well-being of the County's aged, including, but not limited to,  
11 programs and services in the areas of income, maintenance, public health,  
12 mental health, housing and urban development, employment, education,  
13 recreation and rehabilitation of persons with disabilities.

14 (4) Review and formulate policy recommendations to the County and County  
15 Council in reference to publicly funded plans and programs which have an  
16 impact on the aged.

17 ~~[[5]]~~ Consult with the County Commission on Aging ~~AND INDEPENDENCE~~ on all  
18 matters pertaining to policy and programs prior to making  
19 recommendations to the Executive and County Council. ~~]]~~

20 ~~[[6]]~~ After consultation with the Commission on Aging ~~AND INDEPENDENCE~~,  
21 present plans for programs ~~AND POLICY~~ for the elderly to the County  
22 Executive and County Council for budgetary approval.

23 ~~[[7]]~~ Consult with and advise the head of the principal departments of the  
24 County Government with respect to programs and services for the aged,  
25 for which they are primarily responsible.

26 ~~[[8]]~~ Cooperate with State, Federal and other local governmental units and  
27 agencies in effectuating the purposes of this subtitle.

28 ~~[[9]]~~ Establish and administer any programs or services deemed desirable by  
29 the Commission on ~~[[aging]]~~ AGING ~~AND INDEPENDENCE~~ and the County  
30 Executive, under direction of the State ~~Office on~~ DEPARTMENT OF Aging  
31 or the provisions of the Older Americans Act, as amended.

- 1           (~~10~~9) After prior consultation with the Commission on ~~[[aging]]AGING AND~~  
2           ~~INDEPENDENCE~~ and approval by the County Executive, apply for, accept  
3           and use any State or Federal funds, or other grant, fund and contributions,  
4           public or private, available for the purposes specified in this subtitle.
- 5           (~~11~~10) Prepare and submit to the County Executive a budget for the Office  
6           [[on]] and the Commission on ~~[[aging]]AGING AND INDEPENDENCE~~ in  
7           accordance with customary budget procedures.
- 8           (~~12~~11) Prepare and submit an annual report to the County Executive and the  
9           County Council, setting forth the activities of the Office ~~[[on Aging]]~~ and  
10          the Commission on ~~[[aging]]AGING AND INDEPENDENCE~~ in the preceding  
11          year, and its recommendations for legislation and funding.
- 12          (~~13~~12) Initiate and carry out any appropriate action, where relevant, to  
13          implement the above objectives, or other related objectives, as they  
14          become necessary and are deemed appropriate.
- 15          (~~14~~13) The Office ~~[[on Aging]]~~ shall be the principal County agency  
16          responsible for the development of services to the aged and the medium  
17          through which organizations exchange information, coordinate programs  
18          and engage in joint endeavors.
- 19          (~~15~~14) *Other duties and responsibilities.* The Office ~~[[on Aging]]~~ shall  
20          perform such other functions as may be prescribed by directive of the  
21          County Executive or by law.
- 22          (e) *Guardianship Responsibilities.* The Administrator ~~[[on aging]]~~ may serve as guardian  
23          of persons pursuant to section 13-707 of the estates and trusts article of the Annotated  
24          Code of Maryland.

25

26   **Section 12.501. Commission on Aging ~~AND INDEPENDENCE~~.**

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

29   (c) *Qualifications of Members:*

30       (1) All members shall be residents of Howard County.

1 (2) A majority of members of the Commission shall be at least ~~55~~50 years  
2 old.

3 (3) Members shall be selected because of their interest in the problems of the  
4 aging and shall be broadly representative of the citizens of the County.

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

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

9 (1) The Commission shall make such surveys concerning the problems of the  
10 aging as it may determine, or as directed by the Executive or the County  
11 Council, and promote in every manner possible the welfare and betterment  
12 of the aged people of the County.

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

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

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

27

28 **Title 12. Health and Social Services.**

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

30

31 **Section 12.701. Membership.**

1 (d) *Executive Secretary.* The Executive Secretary of the Commission shall be the  
2 Director of ~~[[Citizens]]~~ COMMUNITY RESOURCES AND Services or the Director's designee.  
3 The Executive Secretary shall attend all meetings and assist with the administrative  
4 affairs of the Commission, including preparing and submitting to the County Executive  
5 the Commission's recommendation on an annual budget.  
6

7 **Title 12. Health and Social Services.**

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

10 **Section 12.901. Department of ~~[[Citizen]]~~ COMMUNITY RESOURCES AND Services.**

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

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

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

20 (1) Overall supervision of program development and operations for the  
21 following functions:

22 (i) Aging.

23 (ii) Consumer ~~[[affairs]]~~ PROTECTION.

24 (iii) ~~[[Child care coordination.]]~~ CHILDREN AND FAMILY SERVICES.

25 (iv) ~~[[Youth services.]]~~ SUPPORT SERVICES FOR VETERANS.

26 (v) ~~[[Disabilities services.]]~~ SERVICES FOR PERSONS WITH DISABILITIES.

27 (vi) ~~HOUSING AND COMMUNITY~~ COMMUNITY PARTNERSHIPS.

28 (vii) COORDINATION OF THE AMERICANS WITH DISABILITIES ACT.

29 (viii) SELECTED EMERGENCY MANAGEMENT RESPONSIBILITIES.

30 (ix) ADMINISTERING THE PLAN TO END HOMELESSNESS.

1 (2) *Other duties and responsibilities.* The Department [[of Citizen Services]]  
2 shall perform such other functions as may be prescribed by directive of the  
3 County Executive or by law.

4 (3) *Setting of fees.* The Department [[of Citizen Services]] may set fees for  
5 programs, which may include the establishment of a procedure for  
6 payment of a reduced fee based upon a participant's financial ability to  
7 pay.

8 (d) *Authority to Adopt Regulations.* The Director [[of Citizen Services]] may adopt  
9 regulations to establish eligibility for those County Government HOUSING AND human  
10 service programs that provide financial support for elderly, disabled, or low or moderate  
11 income individuals, families and households and the requirements of the Administrative  
12 Procedure Act as defined in Title 2 of the Howard County Code shall be followed with  
13 regard to the adoption of the regulations described in this subsection.

14

15 **Title 12. Health and Social Services.**

16 **Subtitle 15. [[Children's]] Services FOR CHILDREN AND FAMILIES.**

17

18 **Section 12.1500. Office [[for Children's Services]] OF CHILDREN AND FAMILIES.**

19 (a) *Office.* There is an Office [[for Children's Services]] OF CHILDREN AND FAMILIES in  
20 the Department of [[Citizen]] COMMUNITY RESOURCES AND Services.

21 (b) *General Provisions.* General provisions applicable to this Office are set forth in  
22 subtitle 2, "Administrative Departments and Offices," of title 6, "County Executive and  
23 the Executive Branch," of the Howard County Code.

24 (c) *Head.* The Administrator of [[Children's Services]] CHILDREN AND FAMILIES shall  
25 head the Office [[for Children's Services]] OF CHILDREN AND FAMILIES. The Office [[for  
26 Children's Services]] and the Administrator [[of Children's Services]] are under the  
27 general supervision of the Director of [[Citizen]] COMMUNITY RESOURCES AND Services.

28 (d) *Qualifications of Administrator.* The Administrator of the Office [[for Children's  
29 Services]] shall be thoroughly trained and experienced in the principles and practices of a  
30 social services program with considerable knowledge of the financial, social, educational,  
31 organizational and other special needs and problems of children and youth. The

1 Administrator shall have had five years of increasingly responsible experience in social  
2 service or related work, two years of which shall have been in a managerial position  
3 dealing with the provision of services for children, youth and families.

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

7 (1) Develop, in cooperation with other County organizations, both public and  
8 private, a comprehensive County-wide annual plan for a coordinated  
9 system of health, social and community services for children and youth.  
10 The system will provide an integrated continuum of care and services that  
11 is child centered and family oriented the annual plan shall be presented to  
12 the County Executive and include statements of the long- and short-term  
13 needs of children and youth in Howard County; the long- and short-term  
14 plans for serving those needs, and the proposed funding sources and  
15 administrative responsibility for these plans.

16 (2) Consult with the Howard County Local Children's Board on all matters  
17 pertaining to policy and programs prior to making recommendations to the  
18 County Executive and County Council.

19 (3) Monitor the delivery of services for programs funded through the Howard  
20 County Local Children's Board to ensure access to effective programs,  
21 track outcomes, and track expenditures for reporting on service delivery.

22 (4) Subject to existing laws, review and coordinate all local programs and  
23 services, both public and private, insofar as they relate and are important  
24 to and promote the well-being of the County's children and youth.

25 (5) Review and formulate policy recommendations for the County Executive  
26 and County Council in reference to publicly funded plans and programs  
27 that have an impact on children and youth.

28 (6) Cooperate with State, Federal and other local governmental units and  
29 agencies in effectuating the purposes of this subtitle.

30 (7) Work collaboratively with the Local Children's Board and with the  
31 approval of the County Executive, apply for, accept and use any State or

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

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

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

26  
27 **Section 12.1701. Membership.**

28 (d) *Qualifications of Members:*

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

- 30 (i) The Director of the Department of Social Services, or the Director's  
31 designee;

- 1 (ii) The Director of the Department of ~~[[Citizen]]~~ COMMUNITY RESOURCES
- 2 AND Services, or the Director's designee;
- 3 (iii) The Director of the Mental Health Authority, or the Director's designee;
- 4 (iv) The Director of the Howard County Health Department, or the Director's
- 5 designee;
- 6 (v) The ~~[[~~Director of the Department of Housing and Community
- 7 Development~~]]] ADMINISTRATOR OF THE OFFICE OF HOUSING AND~~
- 8 ~~COMMUNITY PARTNERSHIPS~~ or the ~~[[~~Director's~~]]~~ ADMINISTRATOR'S OR THE
- 9 DIRECTOR'S designee;
- 10 (vi) The Director of the Department of Corrections, or the Director's designee;
- 11 (vii) The Administrator of the Office of Workforce Development, or the
- 12 Administrator's designee;
- 13 (viii) The President of Howard Community College, or the President's designee;
- 14 and
- 15 (ix) The Superintendent of the Howard County Public School System, or the
- 16 Superintendent's designee. ; AND
- 17 (x) THE CHAIRPERSON OF THE HOWARD COUNTY HOUSING COMMISSION OR
- 18 THE CHAIRPERSON'S DESIGNEE.

19

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

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

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

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

24 **SUBTITLE 19. OFFICE OF COMMUNITY PARTNERSHIPS.**

25

26 **SECTION 12.1900. OFFICE OF COMMUNITY PARTNERSHIPS.**

27 (A) OFFICE. THERE IS AN OFFICE OF COMMUNITY PARTNERSHIPS IN THE DEPARTMENT OF

28 COMMUNITY RESOURCES AND SERVICES.

29 (B) GENERAL PROVISIONS. GENERAL PROVISIONS APPLICABLE TO THIS OFFICE ARE SET

30 FORTH IN SUBTITLE 2, "ADMINISTRATIVE DEPARTMENTS AND OFFICES," OF TITLE 6,

31 "COUNTY EXECUTIVE AND THE EXECUTIVE BRANCH," OF THE HOWARD COUNTY CODE.

1 (C) HEAD. THE ADMINISTRATOR OF THE OFFICE OF COMMUNITY PARTNERSHIPS SHALL  
2 HEAD THE OFFICE OF COMMUNITY PARTNERSHIPS AND THE ADMINISTRATOR IS UNDER THE  
3 GENERAL SUPERVISION OF THE DIRECTOR OF THE DEPARTMENT OF COMMUNITY  
4 RESOURCES AND SERVICES.

5 (D) QUALIFICATIONS OF ADMINISTRATOR. THE ADMINISTRATOR OF THE OFFICE OF  
6 COMMUNITY PARTNERSHIPS SHALL HAVE A THOROUGH KNOWLEDGE OF HUMAN SERVICE  
7 DELIVERY SYSTEMS INCLUDING, BUT NOT LIMITED TO, PRINCIPLES OF STRATEGIC  
8 COMMUNITY PLANNING; MANAGEMENT OF SITE BASED SOCIAL SERVICE DELIVERY MODELS;  
9 GRANT MAKING FROM LOCAL, STATE AND NATIONAL SOURCES RELEVANT TO A WIDE RANGE  
10 OF HUMAN SERVICES; COORDINATED MODELS THAT REDUCE HOMELESSNESS; AND THE ROLE  
11 OF NON-PROFIT ORGANIZATIONS AS PART OF THE HUMAN SERVICE SYSTEM. AT THE TIME OF  
12 APPOINTMENT THE ADMINISTRATOR SHALL HAVE HAD AT LEAST FIVE YEARS' EXPERIENCE  
13 IN HUMAN SERVICE SYSTEMS AND AT LEAST TWO YEARS IN A MANAGERIAL CAPACITY.

14 (E) DUTIES AND RESPONSIBILITIES. UNDER THE DIRECTION OF THE DIRECTOR OF  
15 COMMUNITY RESOURCES AND SERVICES, THE OFFICE OF COMMUNITY PARTNERSHIPS  
16 SHALL:

17 (1) ADMINISTRATION OF GRANTS. ADMINISTER THE COMMUNITY SERVICE  
18 PARTNERSHIP GRANT PROGRAM, THE HOWARD COUNTY GOVERNMENT  
19 FUNDING PROGRAM; COORDINATE WITH RELEVANT STATE AND FEDERAL  
20 GRANTS; PROVIDE TECHNICAL SUPPORT TO NONPROFIT GRANTEES OR  
21 CONTRACTORS; AND MONITOR THE EFFECTIVENESS OF PROGRAMS AND  
22 GRANTEES.

23 (2) PARTICIPATION. PARTICIPATE IN COMMUNITY-BASED ORGANIZATIONS WITH  
24 MEMBERSHIP OF NONPROFIT AGENCIES TO INTEGRATE HUMAN SERVICE AND  
25 HOUSING EFFORTS OF COUNTY GOVERNMENT WITH NONPROFIT AGENCIES.

26 (3) IMPLEMENTING PLANS. ADMINISTER THE CONTINUUM OF CARE SYSTEM AND  
27 RELATED ORGANIZATIONAL UNITS IN THE PLAN TO END HOMELESSNESS.

28 (4) FACILITIES. ADMINISTER SITE- OR CENTER-BASED PROGRAMS THAT OFFER  
29 CONSUMERS ACCESS TO MULTIPLE SERVICES IN A SINGLE COMMUNITY  
30 BASED LOCATION.

- 1           (5) POLICY RECOMMENDATIONS. REVIEW AND FORMULATE POLICY  
2                   RECOMMENDATIONS FOR THE COUNTY EXECUTIVE AND COUNTY COUNCIL  
3                   IN REFERENCE TO PUBLICLY FUNDED PLANS AND PROGRAMS THAT HAVE AN  
4                   IMPACT ON POPULATIONS SEEKING AFFORDABLE HOUSING, MOVING OUT OF  
5                   HOMELESSNESS, OR OTHER ISSUES COVERED IN THIS OFFICE.
- 6           (6) INITIATE AND CARRY OUT ANY APPROPRIATE ACTION, WHERE RELEVANT, TO  
7                   IMPLEMENT THE ABOVE OBJECTIVES, OR OTHER RELATED OBJECTIVES, AS  
8                   THEY BECOME NECESSARY AND ARE DEEMED APPROPRIATE.

9

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

11                   **Subtitle 1. ~~[[DEPARTMENT OF HOUSING AND COMMUNITY~~**  
12                                   **~~DEVELOPMENT]] DEPARTMENT OF COMMUNITY RESOURCES AND~~**  
13                                   **~~SERVICES, OFFICE OF HOUSING AND COMMUNITY PARTNERSHIPS.~~**

14                   **SUBTITLE 1. DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**

15

16           **Section 13.100. General provisions.**

17           General provisions applicable to this ~~[[Department]]~~ OFFICE are set forth in subtitle 2,  
18           "Administrative Departments and Offices," of title 6, "County Executive and the  
19           Executive Branch," of the Howard County Code.

20

21           **Section 13.101. ~~[[Department of Housing and Community Development]]~~ OFFICE OF**  
22           **~~HOUSING AND COMMUNITY PARTNERSHIPS.~~**

23           (a) ~~Head.~~ The ~~[[Director of Housing and Community Development]]~~ ADMINISTRATOR OF  
24           THE OFFICE OF HOUSING AND COMMUNITY PARTNERSHIPS shall head the ~~[[Department of~~  
25           Housing and Community Development]] OFFICE OF HOUSING AND COMMUNITY  
26           PARTNERSHIPS. THE ADMINISTRATOR SHALL WORK UNDER THE GENERAL DIRECTION OF  
27           THE DIRECTOR OF THE DEPARTMENT OF COMMUNITY RESOURCES AND SERVICES.

28           (b) ~~Qualifications of~~ ~~[[Director of Housing and Community Development]]~~  
29           ADMINISTRATOR OF THE OFFICE OF HOUSING AND COMMUNITY PARTNERSHIPS. The  
30           ~~[[Director of Housing and Community Development]]~~ ADMINISTRATOR shall have a  
31           thorough knowledge of ~~[[the methods and principles of community development, housing~~

1 management, rehabilitation of existing housing, and community planning, including grant  
2 programs associated with these functions]]HUMAN SERVICE DELIVERY SYSTEMS  
3 INCLUDING, BUT NOT LIMITED TO, AFFORDABLE HOUSING PROGRAMS; PRINCIPLES OF  
4 STRATEGIC COMMUNITY PLANNING; MANAGEMENT OF SITE BASED SOCIAL SERVICE  
5 DELIVERY MODELS; GRANT MAKING FROM LOCAL, STATE AND NATIONAL SOURCES  
6 RELEVANT TO A WIDE RANGE OF HUMAN AND HOUSING SERVICES; COORDINATED MODELS  
7 THAT REDUCE HOMELESSNESS; AND THE ROLE OF NON-PROFIT ORGANIZATIONS AS PART OF  
8 THE HUMAN SERVICE SYSTEM. At the time of appointment the [[Director]]ADMINISTRATOR  
9 shall have had at least five years' experience in [[community development, housing  
10 and/or real estate]]HUMAN SERVICE SYSTEMS, INCLUDING HOUSING, AND [[, including]] at  
11 least two years in a managerial capacity.

12 (c) *Executive Secretary.* The [[Director of Housing and Community  
13 Development]]ADMINISTRATOR shall serve as Executive Secretary of the Housing and  
14 Community Development Board.

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

20 (1) — *Policy and plans.* Consulting with other County agencies and with public  
21 and private organizations to develop policy and plans related to HUMAN  
22 SERVICES, housing, AND POSITIVE IMPACT AT THE INDIVIDUAL AND  
23 community LEVEL[[development and urban renewal]].

24 (2) — *Coordination.* Reviewing, analyzing and coordinating HUMAN SERVICE  
25 housing or community development projects, especially those which  
26 involve more than one Department of County Government.

27 (3) — *Grants.* Designing, writing and negotiating HUMAN SERVICE, HOUSING,  
28 [[housing]] and community development related grant proposals and  
29 applications.

30 (4) — *ADMINISTRATION OF GRANTS.* ADMINISTERING THE COMMUNITY SERVICES  
31 PARTNERSHIP PROGRAM, THE HOWARD COUNTY GOVERNMENT FUNDING

1 PROGRAM; COORDINATING WITH RELEVANT STATE AND FEDERAL GRANTS;  
2 PROVIDING TECHNICAL SUPPORT TO NONPROFIT GRANTEEES OR  
3 CONTRACTORS; AND MONITORING EFFECTIVENESS OF PROGRAMS AND  
4 GRANTEEES.

5 ~~(5) PARTICIPATION. PARTICIPATING IN COMMUNITY-BASED ORGANIZATIONS~~  
6 ~~WITH MEMBERSHIP OF NONPROFIT AGENCIES TO INTEGRATE HUMAN SERVICE~~  
7 ~~AND HOUSING EFFORTS OF COUNTY GOVERNMENT WITH NONPROFIT~~  
8 ~~AGENCIES.~~

9 ~~[[4]]6 Liaison. Maintaining liaison with other County, State and Federal agencies~~  
10 ~~with programs or services affecting HUMAN SERVICE INITIATIVES, housing~~  
11 ~~policy and specific housing and community development programs.~~

12 ~~[[5]]7 Administering programs. Administering various local, State and Federal~~  
13 ~~loan and grant programs for moderate and low-income individuals and~~  
14 ~~families including, but not limited to, the overall supervision of program~~  
15 ~~development and operations for the following:~~

- 16 ~~(i) The [[Housing and]] Community Development [[block~~  
17 ~~grant]] BLOCK GRANT PROGRAM;~~  
18 ~~(ii) The Home Investment Partnership Program; and~~  
19 ~~(iii) The Community Legacy Program and other programs offered by~~  
20 ~~the State of Maryland.~~

21 ~~[[6]] County-owned housing:~~

- 22 ~~(i) Managing and maintaining housing owned by Howard County or~~  
23 ~~funded in whole or in part with County funds.~~  
24 ~~(ii) Developing a senior housing project to be located on County~~  
25 ~~property on Mount Ida Drive in Ellicott City, to be known as the~~  
26 ~~Tiber Hudson Senior Housing Project.]]~~

27 ~~(8) IMPLEMENTING PLANS. ADMINISTERING THE COORDINATION OF CARE~~  
28 ~~SYSTEM AND RELATED ORGANIZATIONAL UNITS IN THE PLAN TO END~~  
29 ~~HOMELESSNESS.~~

1           ~~(9) FACILITIES. ADMINISTERING SITE OR CENTER BASED PROGRAMS THAT~~  
2           ~~OFFER CONSUMERS ACCESS TO MULTIPLE SERVICES IN A SINGLE COMMUNITY~~  
3           ~~BASED LOCATION.~~

4           ~~(10) POLICY RECOMMENDATIONS. REVIEWING AND FORMULATING POLICY~~  
5           ~~RECOMMENDATIONS FOR THE COUNTY EXECUTIVE AND COUNTY COUNCIL~~  
6           ~~IN REFERENCE TO PUBLICLY FUNDED PLANS AND PROGRAMS THAT HAVE AN~~  
7           ~~IMPACT ON POPULATIONS SEEKING AFFORDABLE HOUSING, MOVING OUT OF~~  
8           ~~HOMELESSNESS, OR OTHER ISSUES COVERED IN THIS OFFICE.~~

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

12           ~~[[7]]12) Other duties and responsibilities. [[The Department of Housing and~~  
13           ~~Community Development shall perform]] PERFORMING such other~~  
14           ~~functions as may be prescribed by directive of the County Executive or by~~  
15           ~~law.~~

16           **Section 13.101. Department of Housing and Community Development.**

17           (d) Duties and Responsibilities. The Department of Housing and Community  
18           Development develops, manages and implements various programs designed to secure  
19           safe and decent housing for the citizens of Howard County, including but not limited to  
20           the following:

21           (5) Administering programs. Administering various local, State and Federal  
22           loan and grant programs for moderate and low-income individuals and  
23           families including, but not limited to, the overall supervision of program  
24           development and operations for the following:

25           (i) The [[Housing and]] Community Development [[block  
26           grant]] BLOCK GRANT PROGRAM;

27           (ii) The Home Investment Partnership Program; and

28           (iii) The Community Legacy Program and other programs offered by  
29           the State of Maryland.

30           [[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                   (~~[[7]]~~6) Other duties and responsibilities. [[The Department of Housing and  
7                                   Community Development shall perform]] PERFORMING such other  
8                                   functions as may be prescribed by directive of the County Executive or by  
9                                   law.

10  
11   **Section 13.102. Transitional provision.**

12   ~~All agreements and contracts to which the [[Office of Housing and Community~~  
13   ~~Development]] DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT is a party~~  
14   ~~shall continue in effect as though made by the [[Department of Housing and Community~~  
15   ~~Development]] OFFICE OF HOUSING AND COMMUNITY PARTNERSHIPS.~~

16  
17   **Section 13.103. Federal, State, and local grants.**

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

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

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

- 30                   (1)   Its annual action plan]] ITS ANNUAL ACTION PLAN FOR COMMUNITY  
31                                   DEVELOPMENT BLOCK GRANT AND HOME INVESTMENT PARTNERSHIP

1 PROGRAM FUNDS before submitting the plan to the United States  
2 Department of Housing and Community URBAN Development[[]; and  
3 (2) Any other grant applications]].  
4 (d) *Authority to Award Grants and Loans.* Council approval of the plan [[and other grant  
5 applications]] under subsection (c) of this section shall be deemed to authorize the  
6 Department of ~~COMMUNITY RESOURCES AND SERVICES~~ to award HOUSING grants and  
7 loans in accordance with the programs approved in the plan or grant.

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

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

11  
12 **~~Section 13.201. Organization.~~**

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

16  
17 **~~Section 13.202. Powers and duties.~~**

18 ~~The Board shall have the following powers and duties:~~

- 19 ~~(3) To review and make recommendations to the County Executive and the County  
20 Council concerning:~~
- 21 ~~(iii) Any administrative procedures to implement Howard County laws which  
22 have been promulgated by the Department of COMMUNITY RESOURCES  
23 AND SERVICES [[Housing and Community Development.~~
- 24 ~~(4) To act as a grievance panel when so designated in administrative procedures by  
25 the Department of COMMUNITY RESOURCES AND SERVICES [[Housing and  
26 Community Development]].~~

27 **Section 13.202. Powers and duties.**

28 The Board shall have the following powers and duties:

- 29 [(6) To serve as a public housing agency in accordance with requirements developed by  
30 the U.S. Department of Housing and Urban Development and by the Maryland

1 Department of Housing and Community Development—Community Development  
2 Administration.]]

3 ([[7]]6) To review applications for housing-related industrial revenue bonds and MIDFA  
4 loans and bonds and make recommendations to the Industrial Revenue Bond Review  
5 Subcommittee of the Economic Development Authority.

6 ([[8]]7) To perform such other duties as may be designated by the County Executive  
7 pursuant to section 13.1103, "Powers, Authority," subsection (o).

8 ([[9]]8) At the direction of the County Executive, or by resolution of the County Council,  
9 the Board shall review and make recommendations on any matter related to housing in  
10 the County.

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 ~~(((H))M) Moderate income housing unit means a dwelling unit offered for sale or rent to~~  
31 ~~households with moderate incomes.~~

1 ~~([m])~~ 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])~~ 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])~~ 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])~~ 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]]~~ COMMUNITY RESOURCES  
24 AND SERVICES, determines that:

- 25 (i) a. The number of moderate income housing units to be  
26 constructed in the development will render the development  
27 economically unfeasible; or  
28 b. The development proposes an indivisible package of services  
29 and facilities to all residents that would cost the moderate  
30 income housing unit owners so much that the units would be  
31 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}}~~ COMMUNITY RESOURCES
- 8 AND SERVICES, shall consider whether:
- 9 (i) The phasing of moderate income housing units will be provided
- 10 sooner than would be required by the phasing of market rate units;
- 11 (ii) The units present innovative architecture or site design features
- 12 that contribute to affordability;
- 13 (iii) The design reduces operating and maintenance costs;
- 14 (iv) The location of the proposed alternative is part of a mixed-use
- 15 development with existing or potential transit service; and
- 16 (v) The development provides a package of services or amenities for
- 17 the benefit of moderate income residents.

18

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

20 **rental units.**

- 21 (a) *Base Prices for Moderate Income Housing Units Offered for Sale.* The base sale price
- 22 for a moderate income housing unit shall be determined by the Housing and Community
- 23 Development Board in accordance with this subsection.
- 24 (3) Before establishing the base sale price for moderate income housing units
  - 25 located in planned senior communities and age-restricted adult housing
  - 26 developments, the Board shall consult with the Office on Aging AND
  - 27 INDEPENDENCE.

28

29 ~~**Title 13. Housing and Community Development.**~~

30 ~~**Subtitle 5. Tenant Retrofit Loan and Grant Program**~~

31

1 **Section 13.500. Definitions.**

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

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

5  
6 **Section 13.501. Establishment.**

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

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

11 **Subtitle 6. Housing Initiatives Loan Program.**

12  
13 **Section 13.600. Definitions.**

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

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

17  
18 **Section 13.601. Establishment.**

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

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

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

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

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

31

1 **Section 13.701. Establishment.**

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

4  
5 **Section 13.702. Definitions.**

6 ~~In this subtitle the following words have the meaning indicated.~~

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

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

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

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

17  
18 **Title 13. Housing and Community Development.**  
19 **Subtitle 8. Rental Housing Development Program.**

20  
21 **Section 13.800. Definitions.**

22 ~~In this subtitle the following words have the meanings indicated:~~

23 ~~(i) *Department* means the Department of [[Housing and Community Development]]~~  
24 ~~COMMUNITY RESOURCES AND SERVICES.~~

25  
26 **Section 13.801. Establishment.**

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

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

1 ~~(e) The County Executive may designate the Chief Administrative Officer, the Deputy~~  
2 ~~Chief Administrative Officer, or the Director of [[Housing and Community~~  
3 ~~Development]]COMMUNITY RESOURCES AND SERVICES TO execute the [[load]]LOAN~~  
4 ~~documents and take such other action on behalf of the County Executive as is required or~~  
5 ~~permitted to be taken by the County Executive pursuant to this subtitle.~~

6  
7 **~~Title 13. Housing and Community Development.~~**

8 **~~Subtitle 9. Homeownership Assistance Program.~~**

9  
10 **~~Section 13.900. Definitions.~~**

11 ~~In this subtitle the following words have the meanings indicated:~~

12 ~~(f) Department means the Department of [[Housing and Community~~  
13 ~~Development]]COMMUNITY RESOURCES AND SERVICES.~~

14  
15 **~~Section 13.901. Establishment.~~**

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

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

22 **~~Subtitle 10. Displacement Assistance Program.~~**

23  
24 **~~Section 13.1000. Definitions.~~**

25 ~~In this subtitle the following words having the meanings indicated:~~

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

29  
30 **Title 13. Housing and Community Development.**

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

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**Section 13.1201. Definitions.**

~~(e) Department means the Department of [[Housing and Community Development]]  
COMMUNITY RESOURCES AND SERVICES.~~

**Section 13.1202. Lease extensions.**

(f) *Offering of Lease Extension:*

- (4) *Notification to Howard County Office of Consumer*  
[[Affairs]]PROTECTION. Within 75 days after giving of notice of intent to  
convert, the owner shall provide the Howard County Office of Consumer  
[[Affairs]]PROTECTION with the following:
  - a. A notice indicating the number of units in the rental facility being  
made available to qualified households pursuant to subsections (b)  
and (c) of this section; and
  - b. A list of all households meeting the criteria of subsections (b) and  
(c) indicating the priority of each in relation to the total number of  
units being made available; and
  - c. A list of households submitting notarized applications who do not  
meet the criteria for lease extensions; and
  - d. A list of all households as to whom an extended lease has become  
effective, specifying the criteria under which each household  
qualified.

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

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

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

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

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

**Section. 13.1305. - Composition; appointments; terms.**

**(a) Appointment:**

**(1) Voting Commissioners.** The Commission has seven voting Commissioners, at least five of whom shall be residents of Howard County. The Commissioners shall be appointed by the County Executive with the approval of the County Council.

**(2) Nonvoting Commissioner:**

**(i)** The Commission shall have an additional nonvoting Commissioner who shall be a member of the Housing and Community Development Board selected in accordance with subsection 13.501(d) of this Code.

**(ii)** The Commission may have an additional nonvoting Commissioner who shall be an employee of the County who is not an elected official of the County. This nonvoting Commissioner shall be appointed by the County Executive and approved by the County Council.

**(3) Evidence of due and proper appointment.** A certificate of the appointment or reappointment of a Commissioner shall be filed with the custodian of records, and the certificate shall be conclusive evidence of the due and proper appointment of a Commissioner.

**(b) Qualifications: [[. Of the seven voting Commissioners, at the time of appointment one shall be a person of eligible income.]]**

**(1) OF THE SEVEN VOTING COMMISSIONERS, AT THE TIME OF APPOINTMENT AT LEAST ONE SHALL BE A PERSON OF ELIGIBLE INCOME;**

**(2) OF THE REMAINING SIX VOTING COMMISSIONERS, EACH SHALL HAVE**

1                                   EXPERIENCE IN ONE OR MORE OF THE FOLLOWING AREAS:

- 2                   (I)   AFFORDABLE HOUSING DEVELOPMENT;
- 3                   (II)   AFFORDABLE HOUSING FINANCE;
- 4                   (III)   MULTI-FAMILY RESIDENTIAL PROPERTY MANAGEMENT;
- 5                   (IV)   MULTI-FAMILY RESIDENTIAL CONSTRUCTION OR DESIGN;
- 6                   (V)   FEDERAL, STATE, OR LOCAL HOUSING FINANCE PROGRAMS;
- 7                   (VI)   BUSINESS MANAGEMENT, INCLUDING BUDGET, FINANCE, OR
- 8   HUMAN RESOURCES; OR
- 9                   (VII)   OTHER RELEVANT EXPERTISE.

10                   AS NEW APPOINTMENTS ARE CONSIDERED, SPECIAL ATTENTION SHALL BE GIVEN  
11                   TO ENSURE THAT A DIVERSITY OF EXPERTISE IS MAINTAINED ON THE  
12                   COMMISSION.

13                   (c)   Ineligibility to Serve as Commissioners. The following individuals are not  
14                                   eligible to serve as voting Commissioners:

- 15                   (1)   An employee of the housing Commission;
- 16                   (2)   An elected official of the County;
- 17                   (3)   An employee of the County.

18                   (d)   Terms of Office:

- 19                   (1)   A Commissioner shall serve for a term of five years, except that a  
20                                   nonvoting Commissioner shall serve at the pleasure of the County  
21                                   Executive.
- 22                   (2)   The terms of the Commissioners shall be staggered as required by  
23                                   law.
- 24                   (3)   No Commissioner shall be reappointed after having served eight or  
25                                   more consecutive years immediately before reappointment.
- 26                   (4)   All vacancies shall be filled for the balance of the unexpired term  
27                                   only. A Commissioner shall hold office until the Commissioner's  
28                                   successor has been appointed.
- 29                   (5)   A Commissioner who is absent from three consecutive regular  
30                                   meetings of the Commission, unless excused by resolution of the  
31                                   Commission, may be removed from office.

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

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

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

~~**Subtitle 14. Notice Sale of Multifamily Dwelling Units**~~

~~**Section 13.1400. Definitions.**~~

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

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

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

**Section 13.1500. Prohibited participation.**

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

- (a) Increase the poverty level in a census tract block group if the poverty level in the census tract block group is ten percent or greater; or
- (b) Increase the poverty level in a census tract block group to ten percent or greater.

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

**Subtitle 7. Solicitors and Peddlers**

**Section 14.700. Definitions.**

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

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**Section 14.706. Exceptions.**

- (a) The provisions of this subtitle shall not apply to:
  - (8) Any person selling or attempting to obtain orders for the sale of goods, wares, merchandise, services or foodstuffs for companies, firms, corporations or partnerships which:
    - c. Are in compliance with all orders, directives, stipulations and agreements between them and the Howard County Office of Consumer [[Affairs]]PROTECTION.

**Section 14.710. Penalty.**

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

**Title 16. Planning, Zoning and Subdivision and Land Development Regulations.**  
**Subtitle 5. Mobile Home Development.**

**Section 16.501. Licenses generally.**

(c) After 30 days' notice to the licensee of any complaint filed with the licensing authority by any Law Enforcement Officer, Health Officer, Building Inspector, Fire Inspector, Consumer [[Affairs]]PROTECTION Investigator, or any person, the Board of Appeals may, after a public hearing and upon a finding of a violation of any provision of this subtitle or of the provisions of any health, zoning or building laws or regulations, revoke or suspend any license granted pursuant to this subtitle; or the Board may, after such notice, hearing and appropriate finding, in its lawful discretion, place such

1 restrictions and conditions upon the continued operation of the licensee as may be in the  
2 public interest. Any party to this proceeding aggrieved by the decision of the Board shall  
3 have the right to appeal the finding, decision and order of the Board to the Circuit Court  
4 of Howard County within 30 days in accordance with the Maryland rules of procedure for  
5 appeals from administrative agencies.

6  
7 **~~Title 16. Planning, Zoning and Subdivision and Land Development Regulations~~**

8 **~~Subtitle 11. Adequate Public Facilities.~~**

9  
10 **~~Section 16.1104. Housing unit allocation process.~~**

11 **~~(e) Special Affordable Housing Opportunities:~~**

12 (1) ~~From time to time, the County may be presented with a special affordable~~  
13 ~~housing opportunity for development of either:~~

14 (ii) ~~An innovative moderate income housing unit development,~~  
15 ~~including, without limitation, multiplexes, stacked units, or~~  
16 ~~accessory apartments, that has been determined by the Department~~  
17 ~~of [[Housing and Community Development]]COMMUNITY~~  
18 ~~RESOURCES AND SERVICES and the Department of Planning and~~  
19 ~~Zoning to:~~

20 a. ~~Demonstrate a new housing product that is more affordable~~  
21 ~~than existing housing products; and~~

22 b. ~~Have the potential to promote housing diversity and the~~  
23 ~~construction of a broader range of affordable housing.~~

24  
25 **Title 17. Public Protection Services.**

26 **Subtitle 4. Consumer Protection.**

27  
28 **Section 17.400. Definitions.**

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

30 (g) *Advisory Board on Consumer [[Affairs]]PROTECTION*, hereinafter known as the

31 "Board," shall consist of seven members. Each appointment shall be for an overlapping

1 five-year term, and each appointee shall hold office until a successor is appointed and  
2 confirmed. A vacancy on the Board shall be filled for the unexpired term of the departing  
3 member. All members of the Board shall be designated by the County Executive, subject  
4 to [[conformation]]CONFIRMATION by the County Council. The members of the Board  
5 shall serve without compensation, but they may be reimbursed for all expenses  
6 reasonably incurred in the performance of their duties as may be provided in the budget.

7

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

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

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

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

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

31

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

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

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

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

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

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

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

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

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

24 **Section 17.408. Procedures and enforcement.**

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

29 (1) *Conciliation.* Attempt to conciliate the matter, either by methods of initial  
30 conference and persuasion with all interested parties and such  
31 representatives as the parties may choose to assist them, or by such other

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

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

19  
20 **Section 17.412. Penalties.**

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

25  
26 **Title 17. Public Protection Services.**  
27 **Subtitle 5. New Home Contract of Sale.**

28  
29 **Section 17.504. Administration, enforcement and penalties.**

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

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

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

7  
8 **Title 17. Public Protection Services.**

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

10  
11 **Section 17.602. Administration; rates; registration; hearing.**

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

16  
17 (b) Each trespass towing service shall be registered with the Office of Consumer  
18 [[Affairs]]PROTECTION and shall pay annually in January a registration fee recommended  
19 by the Consumer [[Affairs]] PROTECTION Administrator and which is set annually by  
20 resolution of the County Council.

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

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

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

30 (f) Each trespass towing service shall enter into a written contract with every owner of  
31 private property that authorizes the towing service to tow vehicles from its property. The

1 towing service shall keep on file each contract that is in effect, or that was terminated  
2 within the previous 12 months. The Office of Consumer [[Affairs]] PROTECTION, the  
3 Police Department or the owner of any vehicle towed by the service may inspect and  
4 copy any contract during normal business hours. The cost of photocopying the contract  
5 shall be no more than the County charges the public for photocopying County documents.  
6 The Office of Consumer [[Affairs]] PROTECTION may issue model contracts that meet the  
7 requirements of this subsection.

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

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

21 (i) Within 30 days of the date of a decision of the Administrator of the Office of  
22 Consumer [[Affairs]]PROTECTION, or the Administrator's designee, to revoke a towing  
23 service's registration, the towing service may appeal that decision to the Board of  
24 Appeals pursuant to the procedures set forth in title 2, subtitle 2 of the Howard County  
25 Code. The appeal to the Board of Appeals shall be heard on the record of the hearing  
26 before the Office of Consumer [[Affairs]]PROTECTION in accordance with the procedures  
27 set forth in subsection 2.210(b) of the Howard County Code.

28

29 **Section 17.603. Public notice; tow procedures.**

30 (b) *Signs.* Except as provided in paragraph (3) of this subsection, a property owner shall  
31 post a sign notifying the public of parking restrictions at least 24 hours before towing or

1 ordering the towing of an unauthorized vehicle in accordance with the following  
2 provisions:

3 (2) Each sign shall:

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

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

24 (1) Except as provided in paragraph (2) of this subsection, a towing service  
25 shall not tow a vehicle from private property unless the property owner  
26 has directly or through an agent expressly authorized the towing of the  
27 particular vehicle. Authorization shall be in the form of a tow slip. The  
28 Office of Consumer [[Affairs]]PROTECTION may issue a model tow slip.  
29 The tow slip shall:

- 30 (i) Contain the following information:
  - 31 a. The address from which the vehicle was towed;

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

15     **Section 17.604. Notice.**

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

- 19             (1)    The name of the towing service;
- 20             (2)    The make, model, color, year, vehicle identification number and
- 21                 registration plate number of the towed vehicle;
- 22             (3)    The address the vehicle was towed from;
- 23             (4)    The time the vehicle was towed; and
- 24             (5)    The storage site where the vehicle will be stored.

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

30     (e) The towing service shall retain each tow slip and, and for those vehicles towed  
31     without tow slips as provided in section 17.603(c)(2), a record of the information

1 furnished to the police, for 12 months after the tow. For each vehicle towed without a tow  
2 slip, the towing service shall record and retain the name of the owner of the property and,  
3 if the tow was authorized by an agent, the name of the agent. The Police Department, the  
4 Office of Consumer [[Affairs]]PROTECTION and the owner of any vehicle towed by the  
5 service may inspect and copy this information at any time during normal business hours.

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

10  
11 **Section 17.608. Redemption and storage procedures.**

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

13 (4) Options:

- 14 (i) Each trespass towing service shall accept as full payment either a  
15 credit card or a personal check, at the option of the towing service,  
16 validly signed by the vehicle owner or the vehicle owner's agent  
17 for the amount of all valid charges.
- 18 (ii) Each trespass towing service shall notify the Office of Consumer  
19 [[Affairs]]PROTECTION on the rate schedule filed under section  
20 17.602 of this subtitle whether it opts to accept credit cards or  
21 personal checks or both. The towing service shall notify the Office  
22 of Consumer [[Affairs]]PROTECTION if it changes that option.
- 23 (iii) The option chosen by a trespass towing service shall be available  
24 to the owners of all vehicles towed by that service without the  
25 consent of their owners.

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

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

- 4 (1) Record the amount paid to redeem the vehicle, the actions for which the  
5 vehicle owner paid, and the date and time of the redemption;
- 6 (2) Be signed legibly by an agent of the towing service, and list the name,  
7 address and telephone number of the towing service;
- 8 (3) Briefly inform the vehicle owner that the Office of Consumer  
9 [[Affairs]]PROTECTION can explain the vehicle owner's rights. If the  
10 vehicle owner believes that any provision of County law has been violated  
11 the vehicle owner may obtain a copy of the law from the Office of  
12 Consumer [[Affairs]]PROTECTION.

13  
14 **Section 17.611. Penalties.**

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

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

- 19 (1) Seek a civil fine not to exceed \$1,000.00 for any violation of this subtitle;  
20 or
- 21 (2) Enforce the provisions of this subtitle with penalties as provided in title  
22 24, "Civil Penalties," of the Howard County Code. A violation of this  
23 subtitle shall be a Class A offense. Each day that a violation continues is a  
24 separate violation.

25  
26 **Title 20. Taxes, Charges and Fees.**

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

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

29  
30 **Section 20.129. Property tax credit for senior citizens.**

31 (f) *Publicity:*

- 1 (1) The Director of Finance shall develop and carry out a plan to publicize the  
2 credit authorized by this section. The plan shall be designed to reach those  
3 taxpayers most likely to be eligible for the credit.
- 4 (2) The [[Department of Citizen Services]]OFFICE OF AGING AND  
5 INDEPENDENCE, or another appropriate unit of County Government that  
6 the County Executive selects, shall develop and carry out a plan to educate  
7 senior citizens about the credit authorized by this section.  
8

9 **Section 20.129C. Property tax credit for accessibility features.**

- 10 (h) *Publicity.* The Department of Finance and the [[Department of Citizen Services]]  
11 OFFICE OF AGING AND INDEPENDENCE shall publicize the credit authorized by this section  
12 in a way designed to inform those most likely to benefit from the credit.  
13

14 **Title 22. General Provisions.**

15 **Subtitle 2. Public Ethics Law.**

16  
17 **Section 22.206. Financial Disclosure Statements.**

- 18 (c) This section applies to members of the following boards and commissions:
- 19 (1) Board of Appeals;  
20 (2) Planning Board;  
21 (3) Recreation and Parks Board;  
22 (4) Public Works Board;  
23 (5) Ethics Commission;  
24 (6) Housing and Community Development Board;  
25 (7) Agricultural Land Preservation Advisory Board;  
26 (8) Equal Business Opportunity Commission;  
27 (9) Historic [[District]]PRESERVATION Commission;  
28 (10) Board of Library Trustees;  
29 (11) Howard County Housing Commission;  
30 (12) Economic Development Authority Board;  
31 (13) Howard County Pension Oversight Commission;

- 1 (14) Howard County Mental Health Authority Board;
- 2 (15) Howard County Alcoholic Beverage Hearing Board;
- 3 (16) Howard County Revenue Authority Board;
- 4 (17) Design Advisory Panel;
- 5 (18) Animal Matters Hearing Board;
- 6 (19) Advisory Board on Consumer ~~[[Affairs]]~~PROTECTION;
- 7 (20) Board of Electrical Examiners;
- 8 (21) Board of Health; and
- 9 (22) Human Rights Commission.

10

11 ~~At a future time, we will have to do a ZRA to amend the following definition in Section~~  
12 ~~103.0 of the Zoning Regs:~~

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

18

19 *Section 2. And Be It Further Enacted by the County Council of Howard County,*  
20 *Maryland that the provisions of Section 1 of this Act that make amendments to the*  
21 *Howard County Retirement Plan and to Other Post-Employment Benefits in sections*  
22 *1.406, 1.404B (e) and 1.405B of the Howard County Code shall apply beginning on July*  
23 *1, 2016.*

24

25 *Section 3. And Be It Further Enacted, That, except as expressly provided to the contrary*  
26 *in this Act, any transaction or employment status affected by or flowing from any change*  
27 *of nomenclature or any statute amended by this Act and validly entered into or existing*  
28 *before the effective date of this Act and every right, duty, or interest flowing from a*  
29 *statute amended by this Act remains valid after the effective date of this Act and may be*  
30 *terminated, completed, consummated, or enforced as required or allowed by any statute*  
31 *amended by this Act as though the amendment had not occurred. If a change in*

1 nomenclature involves a change in name or designation of any County agency, the  
2 successor unit shall be considered in all respects as having the powers and obligations  
3 granted the former unit.  
4

5 **Section 4. And Be It Further Enacted, that any transaction or employment status**  
6 **affected by or flowing from any change of nomenclature or any statute amended by this**  
7 **Act shall apply beginning on July 1, 2016.**  
8

9 **Section 5. And Be It Further Enacted by the County Council of Howard County,**  
10 **Maryland, that the County Council requests that the Howard County Commission on**  
11 **Aging review Section 6.313 as well as Title 12, Subtitle 5 of the Howard County Code**  
12 **and make recommendations to the County Executive and the Council regarding the**  
13 **Commission's mission and responsibilities, diversity of Commission membership,**  
14 **updating of archaic or obsolete language, and any other suggested revisions to better**  
15 **align the roles of the Commission and the Office on Aging and Independence.**  
16

17 **Section 3 6. And Be It Further Enacted by the County Council of Howard County,**  
18 **Maryland, that this Act shall become effective 61 days after its enactment.**

**Amendment 4 to Council Bill No. 12-2016**

**BY: The Chairperson  
at the request of the County Executive  
and cosponsored by Mary Kay Sigaty**

**Legislative Day No. 4  
Date: April 4, 2016**

**Amendment No. 4**

*(This amendment:*

- 1. Maintains the Department of Housing and Community Development and the position of Director of Housing and Community Development;*
- 2. Renames the proposed Office of Housing and Community Resources to be the Office of Community Partnerships;*
- 3. Adds the Housing Commission to the list of entities on the Surplus School Use Committee;*
- 4. Makes a technical fix to correctly reflect a State agency;*
- 5. Corrects a reference to the current Code;*
- 6. Provides that the Chairperson of the Housing Commission shall serve as an Ex-Officio member of the Board to Promote Self Sufficiency;*
- 7. Sets forth the duties of the Office of Community Partnerships;*
- 8. Removes certain provisions from the Bill that are no longer proposed to be amended and that will remain in the County Code as they currently exist;*
- 9. Removes a note that should have been removed at prefile;*
- 10. Clarifies when certain changes shall apply; and*
- 11. Replaces Amendment 1 to CB 12 which was never introduced.)*

1 In the title;

2 1. Beginning in the second line, strike “transferring certain functions currently  
3 performed by the Department of Housing and Community Development to the  
4 Department of Citizen Services;”;

5 2. In the fourth line, strike “Housing and”; and

**ADOPTED**

**FAILED**

**SIGNATURE**

4/4/16

*Jessica Feldman*

1           3.       In the fifth line, after “Services” insert “and setting forth the duties of the Office”.

2  
3       On page 2, strike lines 12 and 13.

4  
5       On page 3, strike line 4.

6  
7       On page 3, in line 7, insert:  
8       “Paragraphs (5), (6) and (7) of Subsection (d)”.

9  
10      On page 3, strike line 8.

11  
12     On page 3, in line 11, insert:  
13     “Subsections (c) and (d)”.

14  
15     On page 3, strike lines 12 and 13

16  
17     On page 3, strike line 16 and substitute “Subsections (6), (7), (8) and (9)”.

18  
19     On page 3, strike lines 18 and 19.

20  
21     On page 3, strike line 23.

22  
23     On page 4, strike beginning with line 1 down through and including line 9 on page 5.

24  
25     On page 5, strike lines 21 and 22.

26  
27     On page 6, strike lines 8 and 9.

28  
29     On page 7, strike lines 23 through 25, inclusive and in their entirety and substitute:

30     “By adding:

1 Title 12. Health and Social Services.

2 Subtitle 19. Office of Community Partnerships."

3  
4 On page 8, in line 17, strike both sets of brackets.

5  
6 On page 9, in line 7, strike "HOUSING AND".

7  
8 On page 12, in line 27, before "DEPARTMENT", insert "THE".

9  
10 On page 12 in line 28, after "SERVICES," insert "THE HOWARD COUNTY HOUSING COMMISSION,  
11 THE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT, THE".

12  
13 On page 13, in line 21, strike "HOUSING AND".

14  
15 On page 13, in line 22, strike "13" and substitute "12" and, in the same line, strike "1" and  
16 substitute "19".

17  
18 On page 16, in line 25, strike "Office on" and substitute "DEPARTMENT OF".

19  
20 On page 18, in line 5, after "of the" insert "aging".

21  
22 On page 19, in line 9, strike "Citizen" and substitute "COMMUNITY RESOURCES AND".

23  
24 On page 19, in line 24, strike "HOUSING AND COMMUNITY" and substitute "COMMUNITY".

25  
26 On page 20, in line 6, strike "HOUSING AND".

27  
28 On page 23, in line 4, strike the "[[".

29  
30 On page 23, in line 5, strike "]]] ADMINISTRATOR OF THE OFFICE OF HOUSING AND".

1  
2 On page 23, strike line 6 and substitute "OR THE DIRECTOR'S".

3  
4 On page 23, in line 12, strike "and".

5  
6 On page 23, in line 14, strike the period after "designee" and substitute ";AND".

7  
8 On page 23, in line 15, insert:

9 "      (X)      THE CHAIRPERSON OF THE HOWARD COUNTY HOUSING COMMISSION OR THE  
10 CHAIRPERSON'S DESIGNEE.".

11  
12 On page 23, in line 19, insert:

13 **"Title 12. Health and Social Services.**  
14 **SUBTITLE 19. OFFICE OF COMMUNITY PARTNERSHIPS.**

15  
16 **SECTION 12.1900. OFFICE OF COMMUNITY PARTNERSHIPS.**

17 (A) OFFICE. THERE IS AN OFFICE OF COMMUNITY PARTNERSHIPS IN THE DEPARTMENT OF  
18 COMMUNITY RESOURCES AND SERVICES.

19 (B) GENERAL PROVISIONS. GENERAL PROVISIONS APPLICABLE TO THIS OFFICE ARE SET FORTH IN  
20 SUBTITLE 2, "ADMINISTRATIVE DEPARTMENTS AND OFFICES," OF TITLE 6, "COUNTY EXECUTIVE  
21 AND THE EXECUTIVE BRANCH," OF THE HOWARD COUNTY CODE.

22 (C) HEAD. THE ADMINISTRATOR OF THE OFFICE OF COMMUNITY PARTNERSHIPS SHALL HEAD THE  
23 OFFICE OF COMMUNITY PARTNERSHIPS AND THE ADMINISTRATOR IS UNDER THE GENERAL  
24 SUPERVISION OF THE DIRECTOR OF THE DEPARTMENT OF COMMUNITY RESOURCES AND SERVICES.

25 (D) QUALIFICATIONS OF ADMINISTRATOR. THE ADMINISTRATOR OF THE OFFICE OF COMMUNITY  
26 PARTNERSHIPS SHALL HAVE A THOROUGH KNOWLEDGE OF HUMAN SERVICE DELIVERY SYSTEMS  
27 INCLUDING, BUT NOT LIMITED TO, PRINCIPLES OF STRATEGIC COMMUNITY PLANNING;  
28 MANAGEMENT OF SITE BASED SOCIAL SERVICE DELIVERY MODELS; GRANT MAKING FROM LOCAL,  
29 STATE AND NATIONAL SOURCES RELEVANT TO A WIDE RANGE OF HUMAN SERVICES; COORDINATED  
30 MODELS THAT REDUCE HOMELESSNESS; AND THE ROLE OF NON-PROFIT ORGANIZATIONS AS PART OF

1 THE HUMAN SERVICE SYSTEM. AT THE TIME OF APPOINTMENT THE ADMINISTRATOR SHALL HAVE  
2 HAD AT LEAST FIVE YEARS' EXPERIENCE IN HUMAN SERVICE SYSTEMS AND AT LEAST TWO YEARS IN  
3 A MANAGERIAL CAPACITY.

4 (E) DUTIES AND RESPONSIBILITIES. UNDER THE DIRECTION OF THE DIRECTOR OF COMMUNITY  
5 RESOURCES AND SERVICES, THE OFFICE OF COMMUNITY PARTNERSHIPS SHALL:

6 (1) ADMINISTRATION OF GRANTS. ADMINISTER THE COMMUNITY SERVICE PARTNERSHIP  
7 GRANT PROGRAM, THE HOWARD COUNTY GOVERNMENT FUNDING PROGRAM;  
8 COORDINATE WITH RELEVANT STATE AND FEDERAL GRANTS; PROVIDE TECHNICAL  
9 SUPPORT TO NONPROFIT GRANTEEES OR CONTRACTORS; AND MONITOR THE  
10 EFFECTIVENESS OF PROGRAMS AND GRANTEEES.

11 (2) PARTICIPATION. PARTICIPATE IN COMMUNITY-BASED ORGANIZATIONS WITH  
12 MEMBERSHIP OF NONPROFIT AGENCIES TO INTEGRATE HUMAN SERVICE AND  
13 HOUSING EFFORTS OF COUNTY GOVERNMENT WITH NONPROFIT AGENCIES.

14 (3) IMPLEMENTING PLANS. ADMINISTER THE CONTINUUM OF CARE SYSTEM AND  
15 RELATED ORGANIZATIONAL UNITS IN THE PLAN TO END HOMELESSNESS.

16 (4) FACILITIES. ADMINISTER SITE- OR CENTER-BASED PROGRAMS THAT OFFER  
17 CONSUMERS ACCESS TO MULTIPLE SERVICES IN A SINGLE COMMUNITY BASED  
18 LOCATION.

19 (5) POLICY RECOMMENDATIONS. REVIEW AND FORMULATE POLICY RECOMMENDATIONS  
20 FOR THE COUNTY EXECUTIVE AND COUNTY COUNCIL IN REFERENCE TO PUBLICLY  
21 FUNDED PLANS AND PROGRAMS THAT HAVE AN IMPACT ON POPULATIONS SEEKING  
22 AFFORDABLE HOUSING, MOVING OUT OF HOMELESSNESS, OR OTHER ISSUES  
23 COVERED IN THIS OFFICE.

24 (6) INITIATE AND CARRY OUT ANY APPROPRIATE ACTION, WHERE RELEVANT, TO  
25 IMPLEMENT THE ABOVE OBJECTIVES, OR OTHER RELATED OBJECTIVES, AS THEY  
26 BECOME NECESSARY AND ARE DEEMED APPROPRIATE.”.

27  
28 On page 23, strike lines 21 through 23, inclusive and in their entirety, and substitute:

29 “Subtitle 1. Department of Housing and Community Development.”.  
30

1 On page 23, strike lines 25 through 28, inclusive and in their entirety.

2  
3 On page 23, strike beginning with “Section” in line 30 down through and including “law.” on  
4 page 26 in line 23 and substitute:

5 **“Section 13.101. Department of Housing and Community Development.**

6 (d) Duties and Responsibilities. The Department of Housing and Community Development  
7 develops, manages and implements various programs designed to secure safe and decent housing  
8 for the citizens of Howard County, including but not limited to the following:

9 (5) Administering programs. Administering various local, State and Federal loan and  
10 grant programs for moderate and low-income individuals and families including,  
11 but not limited to, the overall supervision of program development and operations  
12 for the following:

13 (i) The ~~[[Housing and]]~~ Community Development ~~[[block grant]]~~BLOCK  
14 GRANT PROGRAM;

15 (ii) The Home Investment Partnership Program; and

16 (iii) The Community Legacy Program and other programs offered by the State  
17 of Maryland.

18 ~~[[~~(6) County-owned housing:

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

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

24 ~~[[~~(7)]6) Other duties and responsibilities. ~~[[The Department of Housing and Community~~  
25 Development shall perform]] PERFORMING such other functions as may be  
26 prescribed by directive of the County Executive or by law.”.

27  
28 On page 26, strike lines 25 through 29, inclusive and in their entirety.

29  
30 On page 27, strike lines 1 through 9, inclusive and in their entirety.

1  
2  
3  
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On page 27, in line 10, after “Department” strike “OF”.

On page 27, in line 11, strike “COMMUNITY RESOURCES AND SERVICES”.

On page 27, in line 16, strike “Community” and substitute “URBAN”.

On page 27, in line 20, strike “OF COMMUNITY RESOURCES AND SERVICES” and, in the same line, strike “HOUSING”.

On page 27, strike beginning with “Section” in line 26 down through and including “Development]].” on page 28 in line 9 and substitute:

**“Section 13.202. Powers and duties.**

The Board shall have the following powers and duties:

[[6] To serve as a public housing agency in accordance with requirements developed by the U.S. Department of Housing and Urban Development and by the Maryland Department of Housing and Community Development—Community Development Administration.]]”.

([[7]]6) To review applications for housing-related industrial revenue bonds and MIDFA loans and bonds and make recommendations to the Industrial Revenue Bond Review Subcommittee of the Economic Development Authority.

([[8]]7) To perform such other duties as may be designated by the County Executive pursuant to section 13.1103, "Powers, Authority," subsection (o).

([[8]]9) At the direction of the County Executive, or by resolution of the County Council, the Board shall review and make recommendations on any matter related to housing in the County.

On page 28, strike lines 14 through 18, inclusive and in their entirety.

On page 28, strike beginning with “Section” in line 30 down through and including “sale.” on page 30 in line 15.

1 On page 30, in line 23, strike the first set of brackets and, in the same line, strike “Citizen  
2 Services]]” and substitute “COMMUNITY RESOURCES AND SERVICES”.

3  
4 On page 31, in line 7, strike the first set of brackets and, in the same line, strike “Citizen  
5 Services]]” and substitute “COMMUNITY RESOURCES AND SERVICES”.

6  
7 On page 31, strike beginning with “**Title**” in line 28 down through and including  
8 “PARTNERSHIPS.” on page 34 in line 26.

9  
10 On page 34, strike line 31.

11  
12 On page 35, strike lines 1 and 2.

13  
14 On page 36, strike lines 9 through 14, inclusive and in their entirety.

15  
16 On page 38, strike lines 9 through 25, inclusive and in their entirety.

17  
18 On page 49, strike lines 20 through 26, inclusive and in their entirety.

19  
20 On page 50, in line 3, insert:

21 “Section 3. And Be It Further Enacted, That, except as expressly provided to the contrary in  
22 this Act, any transaction or employment status affected by or flowing from any change of  
23 nomenclature or any statute amended by this Act and validly entered into or existing before the  
24 effective date of this Act and every right, duty, or interest flowing from a statute amended by this  
25 Act remains valid after the effective date of this Act and may be terminated, completed,  
26 consummated, or enforced as required or allowed by any statute amended by this Act as though  
27 the amendment had not occurred. If a change in nomenclature involves a change in name or  
28 designation of any County agency, the successor unit shall be considered in all respects as  
29 having the powers and obligations granted the former unit.

1 Section 4. And Be It Further Enacted, that any transaction or employment status affected by or  
2 flowing from any change of nomenclature or any statute amended by this Act shall apply  
3 beginning on July 1, 2016.”.

4

5 On page 50, in line 4, strike “3” and substitute “5”.

6

Amendment 5 to Council Bill 12-2016

BY: Mary Kay Sigaty

Legislative Day No: 4  
Date: April 4, 2016

Amendment No. 5

1 (This amendment would add additional qualifications for the Housing Commission's voting  
2 members and replace the previously prefiled Amendment #2).  
3  
4  
5

6 On the title page, in line 15 of the title, after the semi-colon, insert "adding additional  
7 qualifications for the Howard County Housing Commission's voting  
8 commissioners;".  
9

10 On page 5, immediately following line 16, insert the following:

11 "Section. 13.1305 "Composition; appointments; terms.""  
12

13 On page 36, immediately following line 2, insert the following:

14 **Section. 13.1305. - Composition; appointments; terms.**

15 (a) Appointment:

16 (1) Voting Commissioners. The Commission has seven voting  
17 Commissioners, at least five of whom shall be residents of Howard  
18 County. The Commissioners shall be appointed by the County Executive  
19 with the approval of the County Council.

20 (2) Nonvoting Commissioner:

21 (i) The Commission shall have an additional nonvoting Commissioner  
22 who shall be a member of the Housing and Community  
23 Development Board selected in accordance with subsection  
24 13.501(d) of this Code.

25 (ii) The Commission may have an additional nonvoting Commissioner

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1                   who shall be an employee of the County who is not an elected  
2                   official of the County. This nonvoting Commissioner shall be  
3                   appointed by the County Executive and approved by the County  
4                   Council.

5                   (3) Evidence of due and proper appointment. A certificate of the appointment  
6                   or reappointment of a Commissioner shall be filed with the custodian of  
7                   records, and the certificate shall be conclusive evidence of the due and  
8                   proper appointment of a Commissioner.

9                   (b) Qualifications: [[. Of the seven voting Commissioners, at the time of appointment  
10                   one shall be a person of eligible income.]]

11                   (1) OF THE SEVEN VOTING COMMISSIONERS, AT THE TIME OF APPOINTMENT AT  
12                   LEAST ONE SHALL BE A PERSON OF ELIGIBLE INCOME;

13                   (2) OF THE REMAINING SIX VOTING COMMISSIONERS, EACH SHALL HAVE  
14                   EXPERIENCE IN ONE OR MORE OF THE FOLLOWING AREAS:

15                   (I) AFFORDABLE HOUSING DEVELOPMENT;

16                   (II) AFFORDABLE HOUSING FINANCE;

17                   (III) MULTI-FAMILY RESIDENTIAL PROPERTY MANAGEMENT;

18                   (IV) MULTI-FAMILY RESIDENTIAL CONSTRUCTION OR DESIGN;

19                   (V) FEDERAL, STATE, OR LOCAL HOUSING FINANCE PROGRAMS;

20                   (VI) BUSINESS MANAGEMENT, INCLUDING BUDGET, FINANCE, OR HUMAN  
21                   RESOURCES; OR

22                   (VII) OTHER RELEVANT EXPERTISE.

23                   AS NEW APPOINTMENTS ARE CONSIDERED, SPECIAL ATTENTION SHALL BE GIVEN TO  
24                   ENSURE THAT A DIVERSITY OF EXPERTISE IS MAINTAINED ON THE COMMISSION.

25                   (c) Ineligibility to Serve as Commissioners. The following individuals are not eligible  
26                   to serve as voting Commissioners:

27                   (1) An employee of the housing Commission;

28                   (2) An elected official of the County;

29                   (3) An employee of the County.

1       (d) Terms of Office:

2           (1) A Commissioner shall serve for a term of five years, except that a  
3                 nonvoting Commissioner shall serve at the pleasure of the County  
4                 Executive.

5           (2) The terms of the Commissioners shall be staggered as required by law.

6           (3) No Commissioner shall be reappointed after having served eight or more  
7                 consecutive years immediately before reappointment.

8           (4) All vacancies shall be filled for the balance of the unexpired term only. A  
9                 Commissioner shall hold office until the Commissioner's successor has  
10                been appointed.

11          (5) A Commissioner who is absent from three consecutive regular meetings of  
12                 the Commission, unless excused by resolution of the Commission, may be  
13                 removed from office.

Amendment 3 to Council Bill 12-2016

BY: Mary Kay Sigaty

Legislative Day No: 3  
Date: March 7, 2016

Amendment No. 3

1 *(This amendment would remove all changes to the Commission on Aging and insert uncodified*  
2 *language requesting that the Commission on Aging review portions of the County Code and*  
3 *make recommendations to the County Executive and County Council).*  
4  
5  
6

7 On the title page, in lines 10 and 11 of the title, after the semi-colon in line 10, strike  
8 “renaming the Commission on Aging to the Commission on Aging and  
9 Independence;”.

10  
11 On page 2, strike lines 1, 18, and 19, in their entirety.

12  
13 On page 11, in lines 24 and 25, strike “AND INDEPENDENCE”.

14  
15 On page 12, in line 9, strike “AND INDEPENDENCE”.

16  
17 On page 13, in line 29, strike “AND INDEPENDENCE”.

18  
19 On page 14, in line 1, strike “AND INDEPENDENCE”.

20  
21 On page 15, in lines 23 and 24, strike “AND INDEPENDENCE”.

22  
23 On page 16, in lines 12 and 14, strike the double brackets. Also, in line 12, strike “AND  
24 INDEPENDENCE”.

25  
26 On page 16, in line 15, strike the double brackets and “5” and “AND INDEPENDENCE”.

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On page 16, in line 16, strike “AND POLICY”.

On page 16, in line 18, strike the double brackets and “6”.

On page 16, in line 21, strike the double brackets and “7”.

On page 16, in lines 23 and 24, strike the double brackets and “8” and “AND INDEPENDENCE”.

On page 16, in lines 27 and 28, strike the first set of double brackets and “9” and “AND INDEPENDENCE”.

On page 17, in line 1, strike the double brackets and “10”.

On page 17, in line 2, strike “AND INDEPENDENCE”.

On page 17, in line 4, strike the double brackets and “11”.

On page 17, in line 6, strike “AND INDEPENDENCE”.

On page 17, in line 8, strike the double brackets and “12”.

On page 17, in line 11, strike the first set of double brackets and “13”.

On page 17, in line 15, strike the first set of double brackets and “14”.

On page 17, in line 22, strike “AND INDEPENDENCE”.

On page 17, in lines 23 and 24, strike “AND INDEPENDENCE”.

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On page 17, in line 27, strike the double brackets and “50”.

On page 18, in line 4, strike “AND INDEPENDENCE”.

On page 18, lines 13 -18, strike all of the double brackets, “MAY MAKE BUDGET RECOMMENDATIONS TO”, and “PRIOR TO THE SUBMISSION OF THE OFFICE’S BUDGET TO THE DEPARTMENT OF COUNTY ADMINISTRATION”.

On page 18, in line 20, strike “AND INDEPENDENCE”.

On page 50, immediately following line 3, insert the following:

“Section 3. And Be It Further Enacted by the County Council of Howard County, Maryland, that the County Council requests that the Howard County Commission on Aging review Section 6.313 as well as Title 12, Subtitle 5 of the Howard County Code and make recommendations to the County Executive and the Council regarding the Commission’s mission and responsibilities, diversity of Commission membership, updating of archaic or obsolete language, and any other suggested revisions to better align the roles of the Commission and the Office on Aging and Independence.”

On page 50, in line 4, strike “3” and substitute “4”.

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"*

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*Section 6.313 "Commission on Aging"*

*Section 6.317 "Advisory Board on Consumer Affairs"*

*Title 12 - Health and Social Services.*

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

*Subsections (a) and (b)*

*Section 12.301 "Membership of Local Children's Board; appointment"*

*Subparagraph (iv) of paragraph (2) of subsection (e)*

*Section 12.500 "Office on aging"*

*Subsections (b), (c), and (d)*

*Section 12.500 "Office on aging"*

*Subsections (b), (c), (d) and (e)*

*Section 12.501 "Commission on Aging"*

*Subsections (b), (c), (d) and (e)*

*Section 12.701 "Membership"*

*Subsection (d)*

*Section 12.901 "Department of Citizen Services"*

*Section 12.1500 "Office for Children's Services"*

*Section 12.1701 "Membership"*

*Paragraph (3) of subsection (d)*

*Section 12.1706 "Committees; operating procedures; staffing"*

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*Subsection (e)*

*Title 13 - Housing and Community Development*

*Section 13.100 "General Provisions"*

*Section 13.101 "Department of Housing and Community Development"*

*Section 13.102 "Transitional provision"*

*Section 13.103 "Federal, State, and local grants"*

*Section 13.201 "Organization"*

*Subsection (c)*

*Section 13.202 "Powers and duties"*

*Paragraph (iii) of Subsection (3) and Subsection (4)*

*Section 13.302 "Authorization procedure"*

*Subsection (a)*

*Section 13.303 "Remedy for nonpayment"*

*Section 13.401 "Definitions"*

*Section 13.402 "Development procedures; moderate income housing unit agreement; alternative"*

*Paragraph (2) of Subsection (e) and Paragraph (3) of Subsection (f)*

*Section 13.403 "Prices for moderate income housing units offered for sale; rates for rental units"*

*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"  
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5 Section 13.1000 "Definitions"  
6 Subsection (h)  
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8 Section 13.1201 "Definitions"  
9 Subsection (c)  
10  
11 Section 13.1202 "Lease extensions"  
12 Paragraph (4) of Subsection (f)  
13  
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)  
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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 (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.

**Title 1. Human Resources.**

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

**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  
2 **Title 6. County Executive and the Executive Branch.**

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

4  
5 **Section 6.202. Department of [[Citizen]] COMMUNITY RESOURCES AND Services.**

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

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

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

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

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

24  
25  
26 **Title 6. County Executive and the Executive Branch.**

27 **Subtitle 3. Boards and Commissions.**

28  
29 **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 (3) *Setting of fees.* The Department [[of Citizen Services]] may set fees for  
2 programs, which may include the establishment of a procedure for  
3 payment of a reduced fee based upon a participant's financial ability to  
4 pay.

5 (d) *Authority to Adopt Regulations.* The Director [[of Citizen Services]] may adopt  
6 regulations to establish eligibility for those County Government HOUSING AND human  
7 service programs that provide financial support for elderly, disabled, or low or moderate  
8 income individuals, families and households and the requirements of the Administrative  
9 Procedure Act as defined in Title 2 of the Howard County Code shall be followed with  
10 regard to the adoption of the regulations described in this subsection.

11

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

13 **Subtitle 15. [[Children's]] Services FOR CHILDREN AND FAMILIES.**

14

15 **Section 12.1500. Office [[for Children's Services]] OF CHILDREN AND FAMILIES.**

16 (a) *Office.* There is an Office [[for Children's Services]] OF CHILDREN AND FAMILIES in  
17 the Department of [[Citizen]] COMMUNITY RESOURCES AND Services.

18 (b) *General Provisions.* General provisions applicable to this Office are set forth in  
19 subtitle 2, "Administrative Departments and Offices," of title 6, "County Executive and  
20 the Executive Branch," of the Howard County Code.

21 (c) *Head.* The Administrator of [[Children's Services]] CHILDREN AND FAMILIES shall  
22 head the Office [[for Children's Services]] OF CHILDREN AND FAMILIES. The Office [[for  
23 Children's Services]] and the Administrator [[of Children's Services]] are under the  
24 general supervision of the Director of [[Citizen]] COMMUNITY RESOURCES AND Services.

25 (d) *Qualifications of Administrator.* The Administrator of the Office [[for Children's  
26 Services]] shall be thoroughly trained and experienced in the principles and practices of a  
27 social services program with considerable knowledge of the financial, social, educational,  
28 organizational and other special needs and problems of children and youth. The  
29 Administrator shall have had five years of increasingly responsible experience in social  
30 service or related work, two years of which shall have been in a managerial position  
31 dealing with the provision of services for children, youth and families.

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  
23  
24

**Title 12. Health and Social Services.**  
**Subtitle 17. Board to Promote Self Sufficiency.**

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

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

3 (2) *Coordination.* Reviewing, analyzing and coordinating HUMAN SERVICE  
4 housing or community development projects, especially those which  
5 involve more than one Department of County Government.

6 (3) *Grants.* Designing, writing and negotiating HUMAN SERVICE, HOUSING,  
7 [[housing]] and community development related grant proposals and  
8 applications.

9 (4) *ADMINISTRATION OF GRANTS.* ADMINISTERING THE COMMUNITY SERVICES  
10 PARTNERSHIP PROGRAM, THE HOWARD COUNTY GOVERNMENT FUNDING  
11 PROGRAM; COORDINATING WITH RELEVANT STATE AND FEDERAL GRANTS;  
12 PROVIDING TECHNICAL SUPPORT TO NONPROFIT GRANTEES OR  
13 CONTRACTORS; AND MONITORING EFFECTIVENESS OF PROGRAMS AND  
14 GRANTEES.

15 (5) *PARTICIPATION.* PARTICIPATING IN COMMUNITY-BASED ORGANIZATIONS  
16 WITH MEMBERSHIP OF NONPROFIT AGENCIES TO INTEGRATE HUMAN SERVICE  
17 AND HOUSING EFFORTS OF COUNTY GOVERNMENT WITH NONPROFIT  
18 AGENCIES.

19 ([[4]]6)*Liaison.* Maintaining liaison with other County, State and Federal agencies  
20 with programs or services affecting HUMAN SERVICE INITIATIVES, housing  
21 policy and specific housing and community development programs.

22 ([[5]]7)*Administering programs.* Administering various local, State and Federal  
23 loan and grant programs for moderate and low-income individuals and  
24 families including, but not limited to, the overall supervision of program  
25 development and operations for the following:

- 26 (i) The [[Housing and]] Community Development [[block  
27 grant]]BLOCK GRANT PROGRAM;
- 28 (ii) The Home Investment Partnership Program; and
- 29 (iii) The Community Legacy Program and other programs offered by  
30 the State of Maryland.

31 [[(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.**

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.

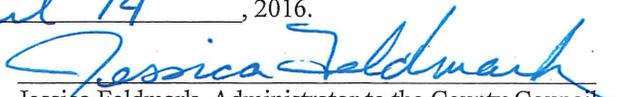
3

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.



BY THE COUNCIL

This Bill, having been approved by the Executive and returned to the Council, stands enacted on April 14, 2016.

  
Jessica Feldmark, Administrator to the County Council

BY THE COUNCIL

This Bill, having been passed by the yeas and nays of two-thirds of the members of the Council notwithstanding the objections of the Executive, stands enacted on \_\_\_\_\_, 2016.

\_\_\_\_\_  
Jessica Feldmark, Administrator to the County Council

BY THE COUNCIL

This Bill, having received neither the approval nor the disapproval of the Executive within ten days of its presentation, stands enacted on \_\_\_\_\_, 2016.

\_\_\_\_\_  
Jessica Feldmark, Administrator to the County Council

BY THE COUNCIL

This Bill, not having been considered on final reading within the time required by Charter, stands failed for want of consideration on \_\_\_\_\_, 2016.

\_\_\_\_\_  
Jessica Feldmark, Administrator to the County Council

BY THE COUNCIL

This Bill, having been disapproved by the Executive and having failed on passage upon consideration by the Council stands failed on \_\_\_\_\_, 2016.

\_\_\_\_\_  
Jessica Feldmark, Administrator to the County Council

BY THE COUNCIL

This Bill, the withdrawal of which received a vote of two-thirds (2/3) of the members of the Council, is withdrawn from further consideration on \_\_\_\_\_, 2016.

\_\_\_\_\_  
Jessica Feldmark, Administrator to the County Council

Not introduced

Amendment 1 to Council Bill No. 12-2016

BY: The Chairperson  
at the request of the County Executive

Legislative Day No. 3  
Date: March 7, 2016

Amendment No. 1

*(This amendment:*

1. *Adds the Housing Commission to the list of entities on the Surplus School Use Committee;*
2. *Makes a technical fix to correctly reflect the State agency;*
3. *Corrects a reference to the current Code;*
4. *Fixes an inconsistency in who acts as the Executive Secretary of the Housing and Community Development Board;*
5. *Provides that the Chairperson of the Housing Commission shall serve as an Ex-Officio member of the Board to Promote Self Sufficiency; and*
6. *Removes a note that should have been removed at prefile.)*

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On page 12, in line 27, before "DEPARTMENT", insert "THE".

On page 12 in line 28, after "SERVICES," insert "THE HOWARD COUNTY HOUSING COMMISSION, THE".

On page 16, in line 25, strike "Office on" and substitute "DEPARTMENT OF".

On page 18, in line 5, after "of the" insert "aging".

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On page 20, after line 10, insert:

“(E) EXECUTIVE SECRETARY. THE DIRECTOR OF THE DEPARTMENT OF COMMUNITY RESOURCES AND SERVICES OR THE DIRECTOR’S DESIGNEE SHALL SERVE AS THE EXECUTIVE SECRETARY OF THE HOUSING AND COMMUNITY DEVELOPMENT BOARD.”.

On page 23, strike lines 4 through 7, inclusive and in their entirety and substitute:

“ (v) THE CHAIRPERSON OF THE HOWARD COUNTY HOUSING COMMISSION OR THE CHAIRPERSON’S DESIGNEE;”.

On page 24, in line 21, before “(c)”, insert “[[“ and strike the double brackets before “Director”.

On page 24, in line 22, strike “]] ADMINISTRATOR”.

On page 24, in line 23, after “Board.”, insert “[]”.

On page 24, in line 24, strike “(d)” and substitute “(C)”.

On page 49, strike lines 20 through 26, inclusive and in their entirety.

Not introduced

Amendment 2 to Council Bill 12-2016

BY: Mary Kay Sigaty

Legislative Day No: 3  
Date: March 7, 2016

Amendment No. 2

1 (This amendment would add additional qualifications for the Housing Commission's voting  
2 members).  
3  
4  
5

6 On the title page, in line 15 of the title, after the semi-colon, insert "adding additional  
7 qualifications for the Howard County Housing Commission's voting  
8 commissioners;".  
9

10 On page 5, immediately following line 16, insert the following:

11 "Section. 13.1305 "Composition; appointments; terms."".  
12

13 On page 36, immediately following line 2, insert the following:

14 **Section. 13.1305. - Composition; appointments; terms.**

15 (a) Appointment:

16 (1) Voting Commissioners. The Commission has seven voting  
17 Commissioners, at least five of whom shall be residents of Howard  
18 County. The Commissioners shall be appointed by the County Executive  
19 with the approval of the County Council.

20 (2) Nonvoting Commissioner:

21 (i) The Commission shall have an additional nonvoting Commissioner  
22 who shall be a member of the Housing and Community  
23 Development Board selected in accordance with subsection  
24 13.501(d) of this Code.

25 (ii) The Commission may have an additional nonvoting Commissioner

1                   who shall be an employee of the County who is not an elected  
2                   official of the County. This nonvoting Commissioner shall be  
3                   appointed by the County Executive and approved by the County  
4                   Council.

5                   (3) Evidence of due and proper appointment. A certificate of the appointment  
6                   or reappointment of a Commissioner shall be filed with the custodian of  
7                   records, and the certificate shall be conclusive evidence of the due and  
8                   proper appointment of a Commissioner.

9                   (b) Qualifications: [[. Of the seven voting Commissioners, at the time of appointment  
10                   one shall be a person of eligible income.]]

11                   (1) OF THE SEVEN VOTING COMMISSIONERS, AT THE TIME OF APPOINTMENT AT  
12                   LEAST ONE SHALL BE A PERSON OF ELIGIBLE INCOME;

13                   (2) OF THE REMAINING SIX VOTING COMMISSIONERS, EACH SHALL HAVE  
14                   EXPERIENCE IN ONE OR MORE OF THE FOLLOWING AREAS:

15                   (I) AFFORDABLE HOUSING DEVELOPMENT;

16                   (II) AFFORDABLE HOUSING FINANCE;

17                   (III) MULTI-FAMILY RESIDENTIAL PROPERTY MANAGEMENT;

18                   (IV) MULTI-FAMILY RESIDENTIAL CONSTRUCTION OR DESIGN;

19                   (V) FEDERAL, STATE, OR LOCAL HOUSING FINANCE PROGRAMS;

20                   (VI) BUSINESS MANAGEMENT, INCLUDING BUDGET, FINANCE, OR HUMAN  
21                   RESOURCES; OR

22                   (VII) OTHER RELEVANT HOUSING EXPERTISE.

23                   AS NEW APPOINTMENTS ARE CONSIDERED, SPECIAL ATTENTION SHALL BE GIVEN TO  
24                   ENSURE THAT A DIVERSITY OF EXPERTISE IS MAINTAINED ON THE COMMISSION.

25                   (c) Ineligibility to Serve as Commissioners. The following individuals are not eligible  
26                   to serve as voting Commissioners:

27                   (1) An employee of the housing Commission;

28                   (2) An elected official of the County;

29                   (3) An employee of the County.

1           (d) Terms of Office:

2           (1) A Commissioner shall serve for a term of five years, except that a  
3           nonvoting Commissioner shall serve at the pleasure of the County  
4           Executive.

5           (2) The terms of the Commissioners shall be staggered as required by law.

6           (3) No Commissioner shall be reappointed after having served eight or more  
7           consecutive years immediately before reappointment.

8           (4) All vacancies shall be filled for the balance of the unexpired term only. A  
9           Commissioner shall hold office until the Commissioner's successor has  
10          been appointed.

11          (5) A Commissioner who is absent from three consecutive regular meetings of  
12          the Commission, unless excused by resolution of the Commission, may be  
13          removed from office.

Amendment 1 to Council Bill No. 12-2016

BY: The Chairperson  
at the request of the County Executive

Legislative Day No. 3  
Date: March 7, 2016

Amendment No. 1

*(This amendment:*

- 1. Adds the Housing Commission to the list of entities on the Surplus School Use Committee;*
- 2. Makes a technical fix to correctly reflect the State agency;*
- 3. Corrects a reference to the current Code;*
- 4. Fixes an inconsistency in who acts as the Executive Secretary of the Housing and Community Development Board;*
- 5. Provides that the Chairperson of the Housing Commission shall serve as an Ex-Officio member of the Board to Promote Self Sufficiency; and*
- 6. Removes a note that should have been removed at prefile.)*

1 On page 12, in line 27, before "DEPARTMENT", insert "THE".

2  
3 On page 12 in line 28, after "SERVICES," insert "THE HOWARD COUNTY HOUSING COMMISSION,  
4 THE".

5  
6 On page 16, in line 25, strike "Office on" and substitute "DEPARTMENT OF".

7  
8 On page 18, in line 5, after "of the" insert "aging".

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On page 20, after line 10, insert:

“(E) EXECUTIVE SECRETARY. THE DIRECTOR OF THE DEPARTMENT OF COMMUNITY RESOURCES AND SERVICES OR THE DIRECTOR’S DESIGNEE SHALL SERVE AS THE EXECUTIVE SECRETARY OF THE HOUSING AND COMMUNITY DEVELOPMENT BOARD.”.

On page 23, strike lines 4 through 7, inclusive and in their entirety and substitute:

“(V) THE CHAIRPERSON OF THE HOWARD COUNTY HOUSING COMMISSION OR THE CHAIRPERSON’S DESIGNEE;”.

On page 24, in line 21, before “(c)”, insert “[[“ and strike the double brackets before “Director”.

On page 24, in line 22, strike “[] ADMINISTRATOR”.

On page 24, in line 23, after “Board.”, insert “[]”.

On page 24, in line 24, strike “(d)” and substitute “(C)”.

On page 49, strike lines 20 through 26, inclusive and in their entirety.

Amendment 2 to Council Bill 12-2016

BY: Mary Kay Sigaty

Legislative Day No: 3  
Date: March 7, 2016

Amendment No. 2

1 (This amendment would add additional qualifications for the Housing Commission's voting  
2 members).  
3  
4  
5

6 On the title page, in line 15 of the title, after the semi-colon, insert "adding additional  
7 qualifications for the Howard County Housing Commission's voting  
8 commissioners;".  
9

10 On page 5, immediately following line 16, insert the following:

11 "Section. 13.1305 "Composition; appointments; terms."".  
12

13 On page 36, immediately following line 2, insert the following:

14 **Section. 13.1305. - Composition; appointments; terms.**

15 (a) Appointment:

16 (1) Voting Commissioners. The Commission has seven voting  
17 Commissioners, at least five of whom shall be residents of Howard  
18 County. The Commissioners shall be appointed by the County Executive  
19 with the approval of the County Council.

20 (2) Nonvoting Commissioner:

21 (i) The Commission shall have an additional nonvoting Commissioner  
22 who shall be a member of the Housing and Community  
23 Development Board selected in accordance with subsection  
24 13.501(d) of this Code.

25 (ii) The Commission may have an additional nonvoting Commissioner

1                   who shall be an employee of the County who is not an elected  
2                   official of the County. This nonvoting Commissioner shall be  
3                   appointed by the County Executive and approved by the County  
4                   Council.

5                   (3) Evidence of due and proper appointment. A certificate of the appointment  
6                   or reappointment of a Commissioner shall be filed with the custodian of  
7                   records, and the certificate shall be conclusive evidence of the due and  
8                   proper appointment of a Commissioner.

9                   (b) Qualifications: []. Of the seven voting Commissioners, at the time of appointment  
10                  one shall be a person of eligible income.]]

11                  (1) OF THE SEVEN VOTING COMMISSIONERS, AT THE TIME OF APPOINTMENT AT  
12                  LEAST ONE SHALL BE A PERSON OF ELIGIBLE INCOME;

13                  (2) OF THE REMAINING SIX VOTING COMMISSIONERS, EACH SHALL HAVE  
14                  EXPERIENCE IN ONE OR MORE OF THE FOLLOWING AREAS:

15                         (I) AFFORDABLE HOUSING DEVELOPMENT;

16                         (II) AFFORDABLE HOUSING FINANCE;

17                         (III) MULTI-FAMILY RESIDENTIAL PROPERTY MANAGEMENT;

18                         (IV) MULTI-FAMILY RESIDENTIAL CONSTRUCTION OR DESIGN;

19                         (V) FEDERAL, STATE, OR LOCAL HOUSING FINANCE PROGRAMS;

20                         (VI) BUSINESS MANAGEMENT, INCLUDING BUDGET, FINANCE, OR HUMAN  
21                         RESOURCES; OR

22                         (VII) OTHER RELEVANT HOUSING EXPERTISE.

23                   AS NEW APPOINTMENTS ARE CONSIDERED, SPECIAL ATTENTION SHALL BE GIVEN TO  
24                   ENSURE THAT A DIVERSITY OF EXPERTISE IS MAINTAINED ON THE COMMISSION.

25                   (c) Ineligibility to Serve as Commissioners. The following individuals are not eligible  
26                   to serve as voting Commissioners:

27                         (1) An employee of the housing Commission;

28                         (2) An elected official of the County;

29                         (3) An employee of the County.

1           (d) Terms of Office:

2           (1) A Commissioner shall serve for a term of five years, except that a  
3           nonvoting Commissioner shall serve at the pleasure of the County  
4           Executive.

5           (2) The terms of the Commissioners shall be staggered as required by law.

6           (3) No Commissioner shall be reappointed after having served eight or more  
7           consecutive years immediately before reappointment.

8           (4) All vacancies shall be filled for the balance of the unexpired term only. A  
9           Commissioner shall hold office until the Commissioner's successor has  
10          been appointed.

11          (5) A Commissioner who is absent from three consecutive regular meetings of  
12          the Commission, unless excused by resolution of the Commission, may be  
13          removed from office.



Amendment 3 to Council Bill 12-2016

BY: Mary Kay Sigaty

Legislative Day No: 3  
Date: March 7, 2016

Amendment No. 3

1 *(This amendment would remove all changes to the Commission on Aging and insert uncodified*  
2 *language requesting that the Commission on Aging review portions of the County Code and*  
3 *make recommendations to the County Executive and County Council).*  
4  
5  
6

7 On the title page, in lines 10 and 11 of the title, after the semi-colon in line 10, strike  
8 “renaming the Commission on Aging to the Commission on Aging and  
9 Independence;”.

10  
11 On page 2, strike lines 1, 18, and 19, in their entirety.

12  
13 On page 11, in lines 24 and 25, strike “AND INDEPENDENCE”.

14  
15 On page 12, in line 9, strike “AND INDEPENDENCE”.

16  
17 On page 13, in line 29, strike “AND INDEPENDENCE”.

18  
19 On page 14, in line 1, strike “AND INDEPENDENCE”.

20  
21 On page 15, in lines 23 and 24, strike “AND INDEPENDENCE”.

22  
23 On page 16, in lines 12 and 14, strike the double brackets. Also, in line 12, strike “AND  
24 INDEPENDENCE”.

25  
26 On page 16, in line 15, strike the double brackets and “5” and “AND INDEPENDENCE”.

- 1 On page 16, in line 16, strike "AND POLICY".
- 2
- 3 On page 16, in line 18, strike the double brackets and "6".
- 4
- 5 On page 16, in line 21, strike the double brackets and "7".
- 6
- 7 On page 16, in lines 23 and 24, strike the double brackets and "8" and "AND
- 8 INDEPENDENCE".
- 9
- 10 On page 16, in lines 27 and 28, strike the first set of double brackets and "9" and "AND
- 11 INDEPENDENCE".
- 12
- 13 On page 17, in line 1, strike the double brackets and "10".
- 14
- 15 On page 17, in line 2, strike "AND INDEPENDENCE".
- 16
- 17 On page 17, in line 4, strike the double brackets and "11".
- 18
- 19 On page 17, in line 6, strike "AND INDEPENDENCE".
- 20
- 21 On page 17, in line 8, strike the double brackets and "12".
- 22
- 23 On page 17, in line 11, strike the first set of double brackets and "13".
- 24
- 25 On page 17, in line 15, strike the first set of double brackets and "14".
- 26
- 27 On page 17, in line 22, strike "AND INDEPENDENCE".
- 28
- 29 On page 17, in lines 23 and 24, strike "AND INDEPENDENCE".

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On page 17, in line 27, strike the double brackets and “50”.

On page 18, in line 4, strike “AND INDEPENDENCE”.

On page 18, lines 13 -18, strike all of the double brackets, “MAY MAKE BUDGET RECOMMENDATIONS TO”, and “PRIOR TO THE SUBMISSION OF THE OFFICE’S BUDGET TO THE DEPARTMENT OF COUNTY ADMINISTRATION”.

On page 18, in line 20, strike “AND INDEPENDENCE”.

On page 50, immediately following line 3, insert the following:

“Section 3. And Be It Further Enacted by the County Council of Howard County, Maryland, that the County Council requests that the Howard County Commission on Aging review Section 6.313 as well as Title 12, Subtitle 5 of the Howard County Code and make recommendations to the County Executive and the Council regarding the Commission’s mission and responsibilities, diversity of Commission membership, updating of archaic or obsolete language, and any other suggested revisions to better align the roles of the Commission and the Office on Aging and Independence.”.

On page 50, in line 4, strike “3” and substitute “4”.



**Amendment 4 to Council Bill No. 12-2016**

**BY: The Chairperson  
at the request of the County Executive  
and cosponsored by Mary Kay Sigaty**

**Legislative Day No. 4  
Date: April 4, 2016**

**Amendment No. 4**

*(This amendment:*

- 1. Maintains the Department of Housing and Community Development and the position of Director of Housing and Community Development;*
- 2. Renames the proposed Office of Housing and Community Resources to be the Office of Community Partnerships;*
- 3. Adds the Housing Commission to the list of entities on the Surplus School Use Committee;*
- 4. Makes a technical fix to correctly reflect a State agency;*
- 5. Corrects a reference to the current Code;*
- 6. Provides that the Chairperson of the Housing Commission shall serve as an Ex-Officio member of the Board to Promote Self Sufficiency;*
- 7. Sets forth the duties of the Office of Community Partnerships;*
- 8. Removes certain provisions from the Bill that are no longer proposed to be amended and that will remain in the County Code as they currently exist;*
- 9. Removes a note that should have been removed at prefile;*
- 10. Clarifies when certain changes shall apply; and*
- 11. Replaces Amendment 1 to CB 12 which was never introduced.)*

1 In the title;

2 1. Beginning in the second line, strike “transferring certain functions currently  
3 performed by the Department of Housing and Community Development to the  
4 Department of Citizen Services;”;

5 2. In the fourth line, strike “Housing and”; and

1           3.       In the fifth line, after “Services” insert “and setting forth the duties of the Office”.

2  
3       On page 2, strike lines 12 and 13.

4  
5       On page 3, strike line 4.

6  
7       On page 3, in line 7, insert:

8       “Paragraphs (5), (6) and (7) of Subsection (d)”.

9  
10       On page 3, strike line 8.

11  
12       On page 3, in line 11, insert:

13       “Subsections (c) and (d)”.

14  
15       On page 3, strike lines 12 and 13

16  
17       On page 3, strike line 16 and substitute “Subsections (6), (7), (8) and (9)”.

18  
19       On page 3, strike lines 18 and 19.

20  
21       On page 3, strike line 23.

22  
23       On page 4, strike beginning with line 1 down through and including line 9 on page 5.

24  
25       On page 5, strike lines 21 and 22.

26  
27       On page 6, strike lines 8 and 9.

28  
29       On page 7, strike lines 23 through 25, inclusive and in their entirety and substitute:

30       “By adding:

1 Title 12. Health and Social Services.

2 Subtitle 19. Office of Community Partnerships.”

3  
4 On page 8, in line 17, strike both sets of brackets.

5  
6 On page 9, in line 7, strike “HOUSING AND”.

7  
8 On page 12, in line 27, before “DEPARTMENT”, insert “THE”.

9  
10 On page 12 in line 28, after “SERVICES,” insert “THE HOWARD COUNTY HOUSING COMMISSION,  
11 THE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT, THE”.

12  
13 On page 13, in line 21, strike “HOUSING AND”.

14  
15 On page 13, in line 22, strike “13” and substitute “12” and, in the same line, strike “1” and  
16 substitute “19”.

17  
18 On page 16, in line 25, strike “Office on” and substitute “DEPARTMENT OF”.

19  
20 On page 18, in line 5, after “of the” insert “aging”.

21  
22 On page 19, in line 9, strike “Citizen” and substitute “COMMUNITY RESOURCES AND”.

23  
24 On page 19, in line 24, strike “HOUSING AND COMMUNITY” and substitute “COMMUNITY”.

25  
26 On page 20, in line 6, strike “HOUSING AND”.

27  
28 On page 23, in line 4, strike the “[[”.

29  
30 On page 23, in line 5, strike “[]] ADMINISTRATOR OF THE OFFICE OF HOUSING AND”.

1  
2 On page 23, strike line 6 and substitute "OR THE DIRECTOR'S".

3  
4 On page 23, in line 12, strike "and".

5  
6 On page 23, in line 14, strike the period after "designee" and substitute "; AND".

7  
8 On page 23, in line 15, insert:

9 " (X) THE CHAIRPERSON OF THE HOWARD COUNTY HOUSING COMMISSION OR THE  
10 CHAIRPERSON'S DESIGNEE.".

11  
12 On page 23, in line 19, insert:

13 **"Title 12. Health and Social Services.**

14 **SUBTITLE 19. OFFICE OF COMMUNITY PARTNERSHIPS.**

15  
16 **SECTION 12.1900. OFFICE OF COMMUNITY PARTNERSHIPS.**

17 (A) OFFICE. THERE IS AN OFFICE OF COMMUNITY PARTNERSHIPS IN THE DEPARTMENT OF  
18 COMMUNITY RESOURCES AND SERVICES.

19 (B) GENERAL PROVISIONS. GENERAL PROVISIONS APPLICABLE TO THIS OFFICE ARE SET FORTH IN  
20 SUBTITLE 2, "ADMINISTRATIVE DEPARTMENTS AND OFFICES," OF TITLE 6, "COUNTY EXECUTIVE  
21 AND THE EXECUTIVE BRANCH," OF THE HOWARD COUNTY CODE.

22 (C) HEAD. THE ADMINISTRATOR OF THE OFFICE OF COMMUNITY PARTNERSHIPS SHALL HEAD THE  
23 OFFICE OF COMMUNITY PARTNERSHIPS AND THE ADMINISTRATOR IS UNDER THE GENERAL  
24 SUPERVISION OF THE DIRECTOR OF THE DEPARTMENT OF COMMUNITY RESOURCES AND SERVICES.

25 (D) QUALIFICATIONS OF ADMINISTRATOR. THE ADMINISTRATOR OF THE OFFICE OF COMMUNITY  
26 PARTNERSHIPS SHALL HAVE A THOROUGH KNOWLEDGE OF HUMAN SERVICE DELIVERY SYSTEMS  
27 INCLUDING, BUT NOT LIMITED TO, PRINCIPLES OF STRATEGIC COMMUNITY PLANNING;  
28 MANAGEMENT OF SITE BASED SOCIAL SERVICE DELIVERY MODELS; GRANT MAKING FROM LOCAL,  
29 STATE AND NATIONAL SOURCES RELEVANT TO A WIDE RANGE OF HUMAN SERVICES; COORDINATED  
30 MODELS THAT REDUCE HOMELESSNESS; AND THE ROLE OF NON-PROFIT ORGANIZATIONS AS PART OF

1 THE HUMAN SERVICE SYSTEM. AT THE TIME OF APPOINTMENT THE ADMINISTRATOR SHALL HAVE  
2 HAD AT LEAST FIVE YEARS' EXPERIENCE IN HUMAN SERVICE SYSTEMS AND AT LEAST TWO YEARS IN  
3 A MANAGERIAL CAPACITY.

4 (E) DUTIES AND RESPONSIBILITIES. UNDER THE DIRECTION OF THE DIRECTOR OF COMMUNITY  
5 RESOURCES AND SERVICES, THE OFFICE OF COMMUNITY PARTNERSHIPS SHALL:

6 (1) ADMINISTRATION OF GRANTS. ADMINISTER THE COMMUNITY SERVICE PARTNERSHIP  
7 GRANT PROGRAM, THE HOWARD COUNTY GOVERNMENT FUNDING PROGRAM;  
8 COORDINATE WITH RELEVANT STATE AND FEDERAL GRANTS; PROVIDE TECHNICAL  
9 SUPPORT TO NONPROFIT GRANTEES OR CONTRACTORS; AND MONITOR THE  
10 EFFECTIVENESS OF PROGRAMS AND GRANTEES.

11 (2) PARTICIPATION. PARTICIPATE IN COMMUNITY-BASED ORGANIZATIONS WITH  
12 MEMBERSHIP OF NONPROFIT AGENCIES TO INTEGRATE HUMAN SERVICE AND  
13 HOUSING EFFORTS OF COUNTY GOVERNMENT WITH NONPROFIT AGENCIES.

14 (3) IMPLEMENTING PLANS. ADMINISTER THE CONTINUUM OF CARE SYSTEM AND  
15 RELATED ORGANIZATIONAL UNITS IN THE PLAN TO END HOMELESSNESS.

16 (4) FACILITIES. ADMINISTER SITE- OR CENTER-BASED PROGRAMS THAT OFFER  
17 CONSUMERS ACCESS TO MULTIPLE SERVICES IN A SINGLE COMMUNITY BASED  
18 LOCATION.

19 (5) POLICY RECOMMENDATIONS. REVIEW AND FORMULATE POLICY RECOMMENDATIONS  
20 FOR THE COUNTY EXECUTIVE AND COUNTY COUNCIL IN REFERENCE TO PUBLICLY  
21 FUNDED PLANS AND PROGRAMS THAT HAVE AN IMPACT ON POPULATIONS SEEKING  
22 AFFORDABLE HOUSING, MOVING OUT OF HOMELESSNESS, OR OTHER ISSUES  
23 COVERED IN THIS OFFICE.

24 (6) INITIATE AND CARRY OUT ANY APPROPRIATE ACTION, WHERE RELEVANT, TO  
25 IMPLEMENT THE ABOVE OBJECTIVES, OR OTHER RELATED OBJECTIVES, AS THEY  
26 BECOME NECESSARY AND ARE DEEMED APPROPRIATE.”.

27  
28 On page 23, strike lines 21 through 23, inclusive and in their entirety, and substitute:  
29 **“Subtitle 1. Department of Housing and Community Development.”.**  
30

1 On page 23, strike lines 25 through 28, inclusive and in their entirety.

2  
3 On page 23, strike beginning with “Section” in line 30 down through and including “law.” on  
4 page 26 in line 23 and substitute:

5 **“Section 13.101. Department of Housing and Community Development.**

6 (d) Duties and Responsibilities. The Department of Housing and Community Development  
7 develops, manages and implements various programs designed to secure safe and decent housing  
8 for the citizens of Howard County, including but not limited to the following:

9 (5) Administering programs. Administering various local, State and Federal loan and  
10 grant programs for moderate and low-income individuals and families including,  
11 but not limited to, the overall supervision of program development and operations  
12 for the following:

13 (i) The [[Housing and]] Community Development [[block grant]]BLOCK  
14 GRANT PROGRAM;

15 (ii) The Home Investment Partnership Program; and

16 (iii) The Community Legacy Program and other programs offered by the State  
17 of Maryland.

18 [[6] County-owned housing:

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

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

24 [[7]]6)Other duties and responsibilities. [[The Department of Housing and Community  
25 Development shall perform]] PERFORMING such other functions as may be  
26 prescribed by directive of the County Executive or by law.”.

27  
28 On page 26, strike lines 25 through 29, inclusive and in their entirety.

29  
30 On page 27, strike lines 1 through 9, inclusive and in their entirety.

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On page 27, in line 10, after “Department” strike “OF”.

On page 27, in line 11, strike “COMMUNITY RESOURCES AND SERVICES”.

On page 27, in line 16, strike “Community” and substitute “URBAN”.

On page 27, in line 20, strike “OF COMMUNITY RESOURCES AND SERVICES” and, in the same line, strike “HOUSING”.

On page 27, strike beginning with “**Section**” in line 26 down through and including “Development]].” on page 28 in line 9 and substitute:

**“Section 13.202. Powers and duties.**

The Board shall have the following powers and duties:

[[6] To serve as a public housing agency in accordance with requirements developed by the U.S. Department of Housing and Urban Development and by the Maryland Department of Housing and Community Development—Community Development Administration.]]”.

[[7]6) To review applications for housing-related industrial revenue bonds and MIDFA loans and bonds and make recommendations to the Industrial Revenue Bond Review Subcommittee of the Economic Development Authority.

[[8]7) To perform such other duties as may be designated by the County Executive pursuant to section 13.1103, "Powers, Authority," subsection (o).

[[8]9) At the direction of the County Executive, or by resolution of the County Council, the Board shall review and make recommendations on any matter related to housing in the County.

On page 28, strike lines 14 through 18, inclusive and in their entirety.

On page 28, strike beginning with “**Section**” in line 30 down through and including “sale.” on page 30 in line 15.

1 On page 30, in line 23, strike the first set of brackets and, in the same line, strike “Citizen  
2 Services]]” and substitute “COMMUNITY RESOURCES AND SERVICES”.

3  
4 On page 31, in line 7, strike the first set of brackets and, in the same line, strike “Citizen  
5 Services]]” and substitute “COMMUNITY RESOURCES AND SERVICES”.

6  
7 On page 31, strike beginning with “Title” in line 28 down through and including  
8 “PARTNERSHIPS.” on page 34 in line 26.

9  
10 On page 34, strike line 31.

11  
12 On page 35, strike lines 1 and 2.

13  
14 On page 36, strike lines 9 through 14, inclusive and in their entirety.

15  
16 On page 38, strike lines 9 through 25, inclusive and in their entirety.

17  
18 On page 49, strike lines 20 through 26, inclusive and in their entirety.

19  
20 On page 50, in line 3, insert:

21 “Section 3. And Be It Further Enacted, That, except as expressly provided to the contrary in  
22 this Act, any transaction or employment status affected by or flowing from any change of  
23 nomenclature or any statute amended by this Act and validly entered into or existing before the  
24 effective date of this Act and every right, duty, or interest flowing from a statute amended by this  
25 Act remains valid after the effective date of this Act and may be terminated, completed,  
26 consummated, or enforced as required or allowed by any statute amended by this Act as though  
27 the amendment had not occurred. If a change in nomenclature involves a change in name or  
28 designation of any County agency, the successor unit shall be considered in all respects as  
29 having the powers and obligations granted the former unit.

1 **Section 4. And Be It Further Enacted, that any transaction or employment status affected by or**  
2 **flowing from any change of nomenclature or any statute amended by this Act shall apply**  
3 **beginning on July 1, 2016.**"

4

5 On page 50, in line 4, strike "3" and substitute "5".

6



Amendment 5 to Council Bill 12-2016

BY: Mary Kay Sigaty

Legislative Day No: 4  
Date: April 4, 2016

Amendment No. 5

1 (This amendment would add additional qualifications for the Housing Commission's voting  
2 members and replace the previously prefiled Amendment #2).  
3  
4  
5

6 On the title page, in line 15 of the title, after the semi-colon, insert "adding additional  
7 qualifications for the Howard County Housing Commission's voting  
8 commissioners;".  
9

10 On page 5, immediately following line 16, insert the following:

11 "Section. 13.1305 "Composition; appointments; terms."".  
12

13 On page 36, immediately following line 2, insert the following:

14 **Section. 13.1305. - Composition; appointments; terms.**

15 (a) Appointment:

16 (1) Voting Commissioners. The Commission has seven voting  
17 Commissioners, at least five of whom shall be residents of Howard  
18 County. The Commissioners shall be appointed by the County Executive  
19 with the approval of the County Council.

20 (2) Nonvoting Commissioner:

21 (i) The Commission shall have an additional nonvoting Commissioner  
22 who shall be a member of the Housing and Community  
23 Development Board selected in accordance with subsection  
24 13.501(d) of this Code.

25 (ii) The Commission may have an additional nonvoting Commissioner



1                   who shall be an employee of the County who is not an elected  
2                   official of the County. This nonvoting Commissioner shall be  
3                   appointed by the County Executive and approved by the County  
4                   Council.

5                   (3) Evidence of due and proper appointment. A certificate of the appointment  
6                   or reappointment of a Commissioner shall be filed with the custodian of  
7                   records, and the certificate shall be conclusive evidence of the due and  
8                   proper appointment of a Commissioner.

9                   (b) Qualifications: []. Of the seven voting Commissioners, at the time of appointment  
10                  one shall be a person of eligible income.]]

11                  (1) OF THE SEVEN VOTING COMMISSIONERS, AT THE TIME OF APPOINTMENT AT  
12                  LEAST ONE SHALL BE A PERSON OF ELIGIBLE INCOME;

13                  (2) OF THE REMAINING SIX VOTING COMMISSIONERS, EACH SHALL HAVE  
14                  EXPERIENCE IN ONE OR MORE OF THE FOLLOWING AREAS:

15                    (I) AFFORDABLE HOUSING DEVELOPMENT;

16                    (II) AFFORDABLE HOUSING FINANCE;

17                    (III) MULTI-FAMILY RESIDENTIAL PROPERTY MANAGEMENT;

18                    (IV) MULTI-FAMILY RESIDENTIAL CONSTRUCTION OR DESIGN;

19                    (V) FEDERAL, STATE, OR LOCAL HOUSING FINANCE PROGRAMS;

20                    (VI) BUSINESS MANAGEMENT, INCLUDING BUDGET, FINANCE, OR HUMAN  
21                    RESOURCES; OR

22                    (VII) OTHER RELEVANT EXPERTISE.

23                  AS NEW APPOINTMENTS ARE CONSIDERED, SPECIAL ATTENTION SHALL BE GIVEN TO  
24                  ENSURE THAT A DIVERSITY OF EXPERTISE IS MAINTAINED ON THE COMMISSION.

25                  (c) Ineligibility to Serve as Commissioners. The following individuals are not eligible  
26                  to serve as voting Commissioners:

27                    (1) An employee of the housing Commission;

28                    (2) An elected official of the County;

29                    (3) An employee of the County.



1           (d) Terms of Office:

2           (1) A Commissioner shall serve for a term of five years, except that a  
3                 nonvoting Commissioner shall serve at the pleasure of the County  
4                 Executive.

5           (2) The terms of the Commissioners shall be staggered as required by law.

6           (3) No Commissioner shall be reappointed after having served eight or more  
7                 consecutive years immediately before reappointment.

8           (4) All vacancies shall be filled for the balance of the unexpired term only. A  
9                 Commissioner shall hold office until the Commissioner's successor has  
10                been appointed.

11          (5) A Commissioner who is absent from three consecutive regular meetings of  
12                 the Commission, unless excused by resolution of the Commission, may be  
13                 removed from office.



**Amendment 3 to CB12-2016**

Angie &amp; David Boyter [angie.boyter@gmail.com]

Sent: Monday, April 04, 2016 3:42 PM

To: CouncilMail

**FILE COPY**

Dear Councilmembers,

I have been serving on the Commission on Aging and learning about issues of older residents for about a year now, and, speaking for myself only and not for the commission, I appreciate very much Amendment 3 that tasks the commission to review its role and membership.

There are some changes that I think would make the commission more effective. I think the commission should be more actively advising the Office on Aging and should have an opportunity to review proposals and budgets earlier in the process. The commission is also too big to conduct a reasonable meeting of the full membership and think reducing the size would help each commissioner participate more fully. I agree with other observations that we should be more broadly representative, but I think there are other criteria that are more important than race and ethnicity. Socioeconomic levels and marital status are challenges that I think are more significant to aging, as is the availability or non-availability of nearby family members. I would welcome an opportunity to provide input that would help the county serve older residents better and encourage you to approve this amendment.

Angie Boyter

**CB 12 - Reorg**

Sager, Jennifer

Sent: Friday, February 26, 2016 4:21 PM

To: Ball, Calvin B; Terrasa, Jen; Sigaty, Mary Kay; Fox, Greg; Weinstein, Jon

Cc: Feldmark, Jessica; Glendenning, Craig; Robbins, Lonnie

In advance of Tuesday's work session on CB 12, below is a list of "technical" items that we intend to amend.

1. *Adding the Housing Commission to the list of entities on the Surplus School Use Committee.*

On page 12, in line 27, before "DEPARTMENT", insert "THE".

On page 12 in line 28, after "SERVICES," insert "THE HOWARD COUNTY HOUSING COMMISSION, THE".

2. *Technical fix to correctly reflect the State agency.*

On page 16, in line 25, strike "Office on" and substitute "DEPARTMENT OF".

3. *Fixing the inconsistency in who acts as the Executive Secretary of the Housing and Community Development Board. It should be the Director of the Department, not the Administrator of the Office.*

On page 20, after line 10, insert:

"(E) EXECUTIVE SECRETARY. THE DIRECTOR OF THE DEPARTMENT OF COMMUNITY RESOURCES AND SERVICES OF THE DIRECTOR'S DESIGNEE SHALL SERVE AS THE EXECUTIVE SECRETARY OF THE HOUSING AND COMMUNITY DEVELOPMENT BOARD."

On page 24, in line 21, before "(c)", insert "[[" and strike the double brackets before "Director".

On page 24, in line 22, strike "]] ADMINISTRATOR".

On page 24, in line 23, after "Board.", insert "]]".

On page 24, in line 24, strike "(d)" and substitute "(C)".

4. *Removing a note that should have been removed at prefile.*

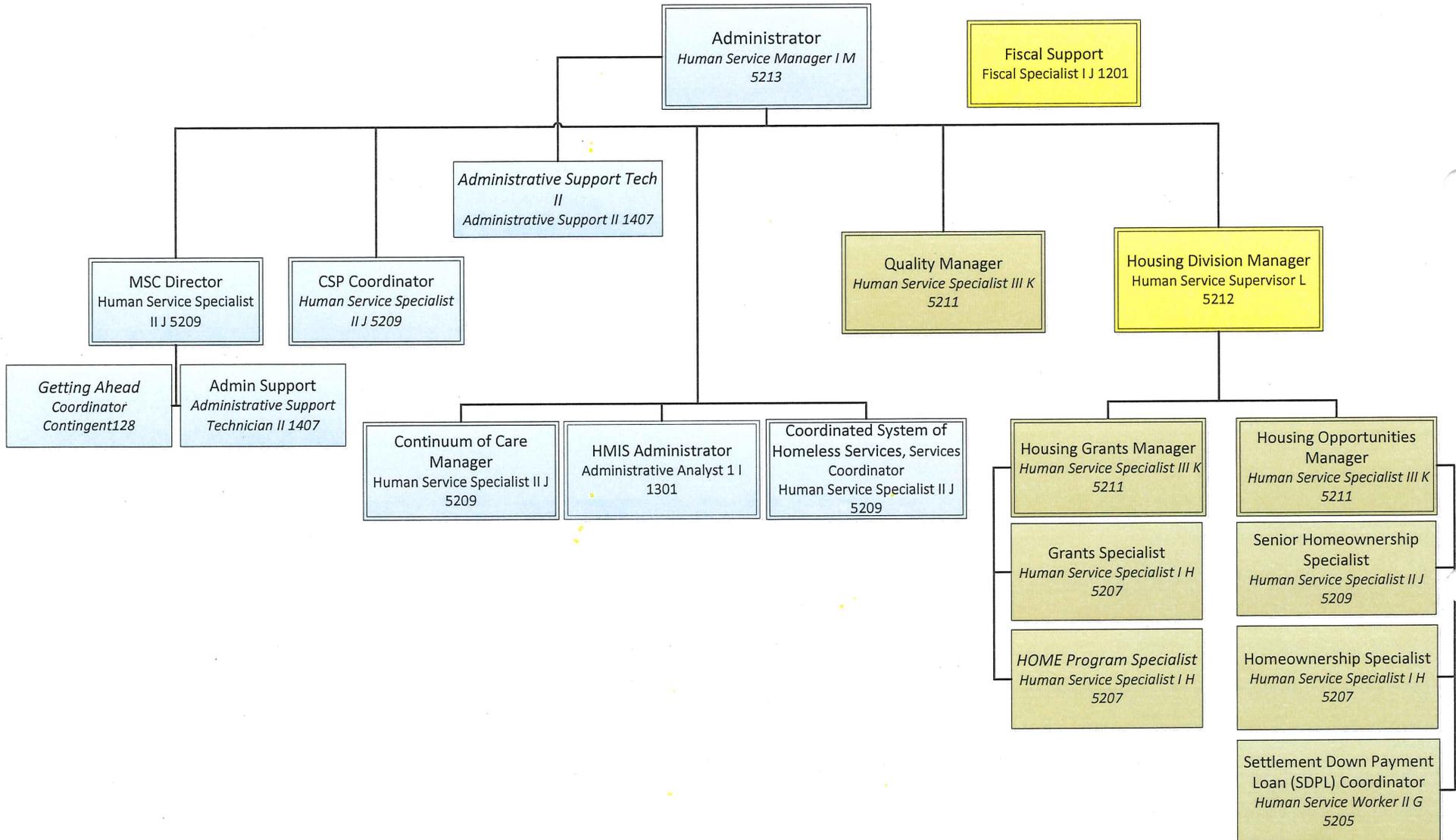
On page 49, strike lines 20 through 26, inclusive and in their entirety.

Let me know if you have any questions.

Thanks,

Jen

# Proposed Office of Housing and Community Partnerships (OHCP)



*Sharonlee J. Vogel*  
8725 Warm Waves Way, Columbia, Maryland 21045  
sharonleevogel@gmail.com  
410/992-1997

February 29, 2016

County Council - Howard County, Maryland  
George Howard Building  
3430 Court House Drive  
Ellicott City, MD 21043

RE: CB12-2016    *Filed electronically*

Dear Honorable Council Members,

I am contacting you about CB12-2016 which you are currently reviewing. I have several concerns as well as points about the bill to share with you. As you probably know, I serve on the Howard County Commission on Aging - I am writing you myself, *not* as a member nor on behalf of the Commission.

The change in name to add "independence" may be good if it means the goal is keeping seniors independent. If linking aging and disabled citizens together, that is not good - aging is not a disability.

I think the Commission should be indeed "broadly representative" of the senior population of Howard County such as racially, ethnically, sex. Unfortunately, the Commission in the last several years has become very, very white and very female. It is not representative of the senior nor general population. There is a large Asian population in Howard, yet there is only one representative who leaves the Commission shortly. There are no blacks. There are no Hispanics/Latinos. There are no longer any Indian or Pakistani. It may be advantageous to ask the current Commission members if they could suggest citizens who would broaden the scope of representation - many have wide contacts in the County that could easily broaden and vary the members. Consideration should be given to having non-voting members for one-year terms such as college/master students interested in the study area.

The lowering of the age requirement from 55 to 50 is **not** a good idea. Already, there is provision for those under 55 to serve, though they cannot be the majority. The lifestyle and phase of those younger than 55 is very different from those over 55. Those that are 50 and less simply do not have the same life issues as older adults do. The age of retirement is getting later and later, lowering the age would make it possible for the Commission

to have a majority that do not represent the issues of seniors. Though the County is rebranding its senior centers to “50+ Centers”, it would be very difficult to undo the age requirement should it be changed.

The Commission should be more involved in oversight of County programs. And not only in the Office on Aging, but others areas that impact seniors as well such as transportation and housing.

The language indicating the Commission on Aging [and Independence] does surveys should be dropped. This has not happened in over 15 years, and it is the Office on Aging that should do these as well as studies, plans which it does. This language is a “hold over” from when the original commission acted as the Office on Aging before that office was created.

The changing of the Commission’s role Changing the Commission’s role from “shall review the proposed budget” to “may make recommendations”... [Section 12.501, (e) (3) pg. 18, Line 13-18 **diminishes the role of the Commission**. “Shall” should stay; in fact, the Commission should be more intimately involved in policy and budget review. Changing this is not a good thing. The Commission plans to begin working with the Office on Aging [and Independence] starting early this summer to give input into budget and policies of the Office.

Throughout official County language, in this Bill as well as through County codes, policies, seniors are refereed to as “aged” or “elderly,” not as older county residents or the older population or the senior population. The terms “aged” and “elderly” do not seem to refer to the entire class that the Office on Aging and Commission on Aging serve. As a previously mentioned, retirement age is increasing, not decreasing, and many people are much more active... at later ages.

I think the terms “aged” and “elderly” should be replaced with more contemporary and socially appropriate language, preferring to use the term “older”.... which means I’m getting older - rather than old, elderly, aged which strike me as having pejorative connotations. “Aging” or “older” are fine. The Federal and our County codes refer to “older” adult American/Countians, not old, aged, elderly.

***“I am getting older but I am not old yet”...Norman Lear, age 93.***

Sincerely,

Sharonlee J. Vogel  
8725 Warm Waves Way  
Columbia, MD 21045



**Oakland Mills Community Association**  
The Other Barn • 5851 Robert Oliver Place  
Columbia, MD 21045  
410-730-4610 • oaklandmills.org

February 16, 2016

**FILE COPY**

Howard County Executive Allan Kittleman  
Howard County Councilmembers  
3430 Courthouse Drive  
Ellicott City, Maryland 21043

Dear Mr. Kittleman and Councilmembers,

Re: CB12-2016

The Oakland Mills Village Board applauds your effort to change the structure of certain county departments to enhance their ability to meet the needs of county residents and businesses. However, we ask that the bill be amended to strike out all sections dealing with the Department of Housing and Community Development, the Housing Commission and the Housing and Community Development Board.

The Kittleman Transition Team Report section on the Department of Housing and Community Development lists six recommendations. The first recommendation is “develop a comprehensive county-wide vision and plan for all housing in Howard County and appoint an existing or new entity, or an experienced credentialed housing professional, to assume overall leadership for the implementation of the plan.” We feel this plan needs to be in place before any reorganization of the housing entities takes place. The reorganization is the sixth and final recommendation and therefore should follow development of this plan.

There is a strong need to create more equitable housing policy in Howard County. The redevelopment of Columbia’s older village centers must deal with the surrounding housing to re-establish Rouse’s vision of housing for residents from a wide range of socio-economic backgrounds. The equitable distribution of financially assisted (subsidized, affordable, MIHUs, etc.) housing throughout the county is critical. Creation of the plan must include resident and business participation with requirements for advance notice, public hearings and an appeal process concerning location of any publically or privately provided financially assisted housing. This must be done before the Housing Commission is granted greater latitude in its mission.

The Oakland Mills Village Board appreciates the County Executive’s and County Council’s efforts to deal with the housing issues in our county.

Sincerely,

**Virginia M. Thomas, Co-Chair**  
Oakland Mills Village Board

**William R. McCormack, Co-Chair**  
Oakland Mills Village Board

FILE COPY

Written  
testimony  
from  
night  
8/12-2016

## TESTIMONY – CB12 - 2016

Good evening. I am John DiTomasso. I have lived at 9448 Farewell Road in Columbia for almost 45 years.

I'm testifying tonight on behalf of OMIA – the Oakland Mills Improvement Association. Our organization came together around the issue of the purchase by the Housing Commission of the Verona apartments in November of 2013.

This contentious issue galvanized our community and its Village Board to fight for the revitalization of our village. Oakland Mills has been in a downward spiral for a good number of years. The problems of the village have been exacerbated by the County's housing policies that failed to prevent a concentration of low-income housing. It is my belief that a Housing Commission with a director that does not have a line relationship with the County Executive will not be responsive to County residents. The current structure has prevented the director from ignoring the OM community. It has enabled the community to use the safeguards that are a part of our county government's standard operational procedures. If you further separate the Housing Commission from the County government by allowing it to hire its own director, with no line relationship to the County Council or County Executive, I believe you will be making a grave error. Yes, when an unpopular decision is made, people will blame the Commission and its director. But that is not good governing and it is not what the residents of Howard County expect from its elected officials.

A countywide policy that describes what is expected in our county in terms of affordable housing is an absolute necessity in order for us to have an organized approach to this problem. I believe that before any thoughts about restructuring the Commission are entertained, a comprehensive housing policy should be developed.

Apparently the transition teams for both Ken Ulman and for Allan Kittleman both recommended as their first priority that the County develop a comprehensive housing plan. In fact, one of the goals of OMIA is to “encourage the development of a countywide **Comprehensive Housing Policy** that works toward affordable housing that is deconcentrated and distributed equitably throughout the county”. I urge you to consider the development of a comprehensive housing policy, a high priority item in the coming months.

Finally, I respectfully request you to remove the section of CB 12-2016 that would make the Housing Commission more independent from the County by authorizing the Commission to hire its own director.



**Howard County Council Public Hearing  
February 16, 2016**

**Council Bill 12-2016**

Good evening Chairman Ball, Vice Chairperson Weinstein and Council members. As President of the Association of Community Services, it is my privilege to offer testimony on behalf of our 115 nonprofit member organizations and community advocates who work diligently on behalf of over 200,000 County residents each year.

Let me begin by recognizing the participation and contributions to the Joint Task Force to the Departments of Housing and Citizens Service of ACS Executive Director Joan Driessen. In addition, throughout the Task Force process, we solicited and had the opportunity to share with the Task Force the perspectives of ACS nonprofit member leadership.

The essence of ACS's perspective regarding the proposed bill is that reorganization in and of itself cannot achieve the stated goals of "reducing homelessness and fostering self-sufficiency" and ensuring that low income and special populations will "receive comprehensive, sustainable support." These goals will be achieved only through implementation strategies that assure informed and experienced leadership, seamless transition of program staff, full transition of programmatic resources, and perhaps additional resources.

We recognize that today as Council members you are being asked only to consider a plan for structural reorganization. Should you eventually approve the proposed changes, however, we ask that you also make a commitment to help with implementation as you consider the FY 2017 capital and operating budgets and over the longer term, other transportation and housing-related management, constituent and policy issues with which you will be dealing. A few specific thoughts:

- As DCS manages the absorption of DHCD programs and staff, it will be critical that the associated program funds, in addition to personnel support, also convey to DCS for the Community Development Block Grant, HOME, Community Legacy, Rental Assistance and Housing Repair programs.
- Greater Housing Commission autonomy may accelerate the availability of much needed affordable and accessible housing for families with incomes below \$50,000, seniors and the physically disabled. With that autonomy however must come mechanisms that assure Housing Commission transparency and community engagement.
- If housing programmatic responsibilities are to be intermingled with other Department of Citizen Service functions, it is essential to avoid the unintended consequences of increased bureaucracy, decreased transparency and/or a lack of government focus on housing as perhaps the most critical element of "fostering self-sufficiency."
- We are hopeful that, similar to DCS development of the Aging Master Plan, the anticipated synergies of bringing together the statutory housing programs with current DCS human and social service programs will result in development of a broad strategic, county-wide housing policy serving very low and low income households. Such a plan can only be achieved with leadership commitment and resources.

Our county population continues to include over 20,000 households that earn less than \$50,000 a year. There's a shortage of 6700 units of affordable housing for these households. There's a further shortage of accessible housing for our seniors and physically disabled neighbors.

The proposed reorganization is an opportunity to re-energize public and private leadership to find housing solutions for these families. But we should not lose sight of the fact that reorganization would be just a first step. The real potential of any reorganization will only be achieved by increasing County and community commitment to fundamental public policy challenges through sound implementation, appropriate resourcing and community engagement.

Thank you for this opportunity to comment on behalf of Howard County's nonprofit community.

Respectfully,

**Tom Meachum**

Tom Meachum  
President

## MEMORANDUM

February 16, 2016

MEMO TO: Craig Glendenning  
County Auditor

FROM: S. Ali Shirazie  
Legislative Auditor

SUBJECT: Council Bill12-2016 – Reorganizing Department of Housing

The Bill transfers the functions of the Department of Housing to a newly created Office of Housing and Community Partnerships, which will be within the Department of Community Resources and Services. Additionally the Housing Commission will operate independently and separate from County government.

Eight employees in the existing Housing Department will be transferred to the new Office of Housing. The 30 employees in the Housing Department performing Housing Commission duties will become employees of the Housing Commission. The transfer tax revenue received by the Housing Department will be transferred to the new Office of Housing.

Based on the FY2016 budget, the fiscal impact of this proposal will be a net gain for the new Office of Housing of approximately \$487,000. This estimate does not reflect any additional expenditures that maybe included in the FY2017 budget.

### Reduction in Expenditures

Salary and benefits of 30 employees transferred to the Commission - \$2,946,000.

### Reduction in Revenues

The Commission will no longer reimburse the County for their share of salary and benefits of the 30 employees. This reimbursement is \$2,459,000.



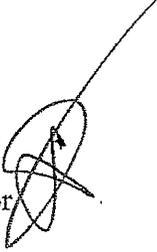
# Howard County

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Subject: Testimony on Council Bill No. 12-2016, reorganizing the Executive Branch of Government related to the Department of Housing and Community Development and the Department of Citizen Services

To: Dr. Calvin Ball,  
Council Chairperson

From: Lonnie R. Robbins,  
County Administrator



Date: February 8, 2016

The above-referenced Council Bill reorganizes County Government pursuant to Section 403 of the Howard County Charter. The Bill transfers the housing functions currently performed by the Department of Housing and Community Development (DHCD) to the Department of Citizen Services. The bill also renames the Department of Citizen Services to be the Department of Community Resources and Services (DCRS) and creates an Office of Housing and Community Partnerships within the, newly renamed, DCRS.

CB12-2016 will enable the County to enhance services, serve underserved constituencies, and improve affordable housing options in the County. Putting all community services for seniors, veterans, children, homeless and other constituent groups under one roof will enable the County to implement the "No Wrong Door" approach to community services. It will also provide for better coordination of services for residents who require help from multiple offices.

The Housing Commission function will become mostly separate from County government. The benefits of a mostly-separate Housing Commission were outlined in the County Executive's

correspondence dated December 22, 2015 and range from enhanced financing methods to public perception.

The housing functions that remain with the County after the separation of the Housing Commission will be performed by the new Office of Housing and Community Partnerships. Those functions include administration of the following: the County's Rehabilitation Fund, the County's Moderate Income Housing Unit program, the Tenant Retrofit Loan and Grant Program, the Housing Initiatives Loan Program, the Rental Housing Expense Assistance Program, the Rental Housing Development Program, the Homeownership Assistance Program, and the Displacement Assistance Program.

Related to the Housing Commission, the Bill allows the Commission to hire its own counsel for legal representation. Approximately 30 employees of the currently-existing DHCD will become employees of the Commission. These employees will be offered permanent employment with the Commission at the same salaries, benefits, and leave accruals as they currently have. The Commission will adopt a personnel policy and procedure, similar to the Economic Development Authority. The employees who are moving to the Commission are aware of the proposed change and generally support it.

The Bill clarifies the duties of the, newly renamed, DCRS. The Bill adds the provision of support services for veterans as well as updates the list of duties to reflect those duties currently being performed including coordination of the Americans with Disabilities Act, selected emergency management responsibilities, and administering the Coordination of Care for persons experiencing homelessness. The Bill also creates the duties of the Office of Housing and Community Partnerships to reflect its housing function as well as grant administration, administration of the Coordination of Care for homelessness, administering the existing MultiService Center, making other policy recommendations, and participating in community-based organizations.

The Bill also proposes to rename offices and Departments as follows:

Current name	Proposed new name:
Department of Citizen Services	Department of Community Resources and Services
Office on Aging	Office on Aging and Independence
Office of Consumer Affairs	Office of Consumer Protection
Office of Children's Services	Office of Children and Families
Formerly the Department of Housing and Community Development	Office of Housing and Community Partnerships (within the new DCRS)
Boards and Commissions impacted:	
Commission on Aging	Commission on Aging and Independence
Advisory Board on Consumer Affairs	Advisory Board on Consumer Protection

Fiscal Impact

There will be minimal fiscal impact to this proposal. There are eight employees in the currently-existing DHCD who perform the functions that are being transferred to the new Office of Housing and Community Partnerships. The eight staff coming to DCRS are fully funded with revenue transferring from DHCD. There will be an attempt to recreate the structure currently existing within the current HCHD in the new Office of Housing and Community Partnerships. There are 30 employees of the Housing Commission who will become employees of the Commission, not the County. The Housing Commission will have an Executive Secretary who is paid from the Commission's budget. Aside from specific grant requests or loans for specific projects, the Commission will fund and maintain its own budget.

The Bill will also maintain the Housing Commission employees' participation in the County Pension Plan and eligibility for OPEB benefits. There is no fiscal impact to this because these employees are currently eligible and receiving these benefits.



# Howard County

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Subject: Testimony on Council Bill No. 12-2016, reorganizing the Executive Branch of Government related to the Department of Housing and Community Development and the Department of Citizen Services

To: Dr. Calvin Ball,  
Council Chairperson

From: Lonnie R. Robbins,  
County Administrator



Date: February 8, 2016

The above-referenced Council Bill reorganizes County Government pursuant to Section 403 of the Howard County Charter. The Bill transfers the housing functions currently performed by the Department of Housing and Community Development (DHCD) to the Department of Citizen Services. The bill also renames the Department of Citizen Services to be the Department of Community Resources and Services (DCRS) and creates an Office of Housing and Community Partnerships within the, newly renamed, DCRS.

CB12-2016 will enable the County to enhance services, serve underserved constituencies, and improve affordable housing options in the County. Putting all community services for seniors, veterans, children, homeless and other constituent groups under one roof will enable the County to implement the “No Wrong Door” approach to community services. It will also provide for better coordination of services for residents who require help from multiple offices.

The Housing Commission function will become mostly separate from County government. The benefits of a mostly-separate Housing Commission were outlined in the County Executive’s

correspondence dated December 22, 2015 and range from enhanced financing methods to public perception.

The housing functions that remain with the County after the separation of the Housing Commission will be performed by the new Office of Housing and Community Partnerships. Those functions include administration of the following: the County's Rehabilitation Fund, the County's Moderate Income Housing Unit program, the Tenant Retrofit Loan and Grant Program, the Housing Initiatives Loan Program, the Rental Housing Expense Assistance Program, the Rental Housing Development Program, the Homeownership Assistance Program, and the Displacement Assistance Program.

Related to the Housing Commission, the Bill allows the Commission to hire its own counsel for legal representation. Approximately 30 employees of the currently-existing DHCD will become employees of the Commission. These employees will be offered permanent employment with the Commission at the same salaries, benefits, and leave accruals as they currently have. The Commission will adopt a personnel policy and procedure, similar to the Economic Development Authority. The employees who are moving to the Commission are aware of the proposed change and generally support it.

The Bill clarifies the duties of the, newly renamed, DCRS. The Bill adds the provision of support services for veterans as well as updates the list of duties to reflect those duties currently being performed including coordination of the Americans with Disabilities Act, selected emergency management responsibilities, and administering the Coordination of Care for persons experiencing homelessness. The Bill also creates the duties of the Office of Housing and Community Partnerships to reflect its housing function as well as grant administration, administration of the Coordination of Care for homelessness, administering the existing MultiService Center, making other policy recommendations, and participating in community-based organizations.

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The originals.