

Introduced \_\_\_\_\_  
Public Hearing \_\_\_\_\_  
Council Action \_\_\_\_\_  
Executive Action \_\_\_\_\_  
Effective Date \_\_\_\_\_

## County Council Of Howard County, Maryland

2011 Legislative Session

Legislative Day No. 2

### Bill No. 5 -2011

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; creating an Office of Transportation within the Department of County Administration; setting forth the duties and responsibilities of the Office of Transportation; setting forth the general qualifications of the Administrator of the Office of Transportation; providing that the Administrator of the Office of Transportation will be an executive exempt position appointed by the Chief Administrative Officer with the approval of the County Executive; making certain technical corrections; and generally relating to the Executive Branch of County Government.

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Introduced and read first time \_\_\_\_\_, 2011. Ordered posted and hearing scheduled.

By order \_\_\_\_\_  
Stephen LeGendre, 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 \_\_\_\_\_, 2011.

By order \_\_\_\_\_  
Stephen LeGendre, Administrator

This Bill was read the third time on \_\_\_\_\_, 2011 and Passed \_\_\_\_, Passed with amendments \_\_\_\_\_, Failed \_\_\_\_\_.

By order \_\_\_\_\_  
Stephen LeGendre, Administrator

Sealed with the County Seal and presented to the County Executive for approval this \_\_\_\_ day of \_\_\_\_\_, 2011 at \_\_\_\_ a.m./p.m.

By order \_\_\_\_\_  
Stephen LeGendre, Administrator

Approved/Vetoed by the County Executive \_\_\_\_\_, 2011

\_\_\_\_\_  
Ken Ulman, County Executive

NOTE: [[text in brackets]] indicates deletions from existing law; TEXT IN ALL 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 paragraph (3) of subsection (b):*

4 *Title 1- Human Resources*

5 *Section 1.306 “Executive Exempt”*

6

7 *By amending:*

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

9 *Section 6.201 “Department of County Administration”*

10

11 *By amending paragraph (8) of subsection (d) of:*

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

13 *Section 6.401 “Department of County Administration”*

14

15 *By adding new section 6.408 “Office of Transportation” to:*

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

17

18 *By amending paragraphs (11), (12), (13), (14) and (15) of subsection (c) of:*

19 *Title 16 – Planning, Zoning and Subdivisions and Land Development Regulations*

20 *Section 16.801 “The Department of Planning and Zoning”*

21

22 **Title 1. Human Resources**

23 **Subtitle 3. Pay Plan.**

24

25 **Section 1.306. Executive exempt.**

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

28 (3) *Chief Administrative Officer.* The Chief Administrative Officer, with the  
29 approval of the County Executive, is the appointing authority for the  
30 following positions:

1 ADMINISTRATIVE ASSISTANT, SERVING AS THE SECRETARY TO THE CHIEF  
2 ADMINISTRATIVE OFFICER;  
3 ADMINISTRATOR OF THE OFFICE OF ENVIRONMENTAL SUSTAINABILITY;  
4 ADMINISTRATOR OF THE OFFICE OF TRANSPORTATION;  
5 Executive Assistant I, serving as the Assistant to the Chief Administrative  
6 Officer;  
7 Executive Assistant II, Assistant to the Chief Administrative Officer;  
8 Budget Administrator;  
9 Deputy Chief Administrative Officer;  
10 Human Services Manager I, serving as the Workforce Development  
11 Administrator;  
12 Human Resources Administrator;  
13 Human Services Manager II, serving as the Human Rights Administrator;  
14 Labor Relations Coordinator; AND  
15 Public Information Administrator[[;  
16 Administrative Assistant, serving as the Secretary to the Chief  
17 Administrative Officer; and  
18 Administrator of the Office of Environmental Sustainability]].  
19  
20

21 **Title 6. County Executive and the Executive Branch.**  
22 **Subtitle 2. Administrative Departments and Offices.**  
23

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

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

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

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

3 (c) *Office of Human Rights*: There is an Office of Human Rights. The qualifications of  
4 its administrator and the nature of its duties and responsibilities are set forth in Subtitle 2,  
5 "Human Rights," of Title 12, "Health and Human Services," of the Howard County Code.

6 (d) *Office of Central Services*: There is an Office of Central Services. The qualifications  
7 of its administrator and the nature of its duties and responsibilities are set forth in Subtitle  
8 4, "Department of County Administration" of Title 6, "County Executive and the  
9 Executive Branch" of the Howard County Code.

10 ~~[[e) *Office of Information Systems Services*:]~~

11 ~~([[f]]E) *Office of Human Resources*: There is an Office of Human Resources. The  
12 qualifications of its administrator and the nature of its duties and responsibilities are set  
13 forth in Subtitle 1, "Human Resources Administration" of Title 1 "Human Resources," of  
14 the Howard County Code.~~

15 ~~([[g]]F) *Office of Public Information*: There is an Office of Public Information. The  
16 qualifications of its administrator and the nature of its duties and responsibilities are set  
17 forth in Subtitle 4, "Department of County Administration," of [this] Title-6, "County  
18 Executive and the Executive Branch," of the Howard County Code.~~

19 ~~([[h]]G) *Office of Purchasing*: There is an Office of Purchasing. The qualifications of its  
20 administrator and the nature of its duties and responsibilities are set forth in Subtitle 4,  
21 "Department of County Administration," of [this] Title 6, "County Executive and the  
22 Executive Branch," of the Howard County Code.~~

23 ~~([[i]]H) *Office of Environmental Sustainability*. There is an Office of Environmental  
24 Sustainability. The qualifications of its Administrator and the nature of its duties and  
25 responsibilities are set forth in Subtitle 4, "Department of County Administration" of this  
26 Title of the Howard County Code.~~

27 (I) *OFFICE OF TRANSPORTATION*. THERE IS AN OFFICE OF TRANSPORTATION. THE  
28 QUALIFICATIONS OF ITS ADMINISTRATOR AND THE NATURE OF ITS DUTIES AND  
29 RESPONSIBILITIES ARE SET FORTH IN SUBTITLE 4, "DEPARTMENT OF COUNTY  
30 ADMINISTRATION" OF THIS TITLE OF THE HOWARD COUNTY CODE.

1 (J) *OFFICE OF WORKFORCE DEVELOPMENT*. THERE IS AN OFFICE OF WORKFORCE  
2 DEVELOPMENT. THE QUALIFICATIONS OF ITS ADMINISTRATOR AND THE NATURE OF ITS  
3 DUTIES AND RESPONSIBILITIES ARE SET FORTH IN SUBTITLE 4, "DEPARTMENT OF COUNTY  
4 ADMINISTRATION" OF THIS TITLE OF THE HOWARD COUNTY CODE.

5  
6 **Title 6. County Executive and the Executive Branch.**  
7 **Subtitle 4. Department of County Administration.**

8  
9 **Section 6.401. Department of County Administration.**

10 (d) *Duties and Responsibilities.*

- 11 (8) The Chief Administrative Officer shall have overall supervision of  
12 [[housing and community development functions, human rights functions,  
13 workforce development functions, environmental sustainability functions,  
14 and public information functions of the executive branch]] THE FUNCTIONS  
15 OF THE OFFICES LISTED IN SECTION 6.201 OF THIS TITLE.

16  
17 **SECTION 6.408. OFFICE OF TRANSPORTATION.**

18 (A) *GENERAL PROVISIONS*: GENERAL PROVISIONS APPLICABLE TO THIS OFFICE ARE SET  
19 FORTH IN SUBTITLE 2, "ADMINISTRATIVE DEPARTMENTS AND OFFICES," OF THIS TITLE OF  
20 THE HOWARD COUNTY CODE.

21 (B) *HEAD*: THE ADMINISTRATOR OF THE OFFICE OF TRANSPORTATION SHALL HEAD THE  
22 OFFICE OF TRANSPORTATION UNDER THE GENERAL SUPERVISION OF THE CHIEF  
23 ADMINISTRATIVE OFFICER.

24 (C) *QUALIFICATIONS OF THE ADMINISTRATOR OF THE OFFICE OF TRANSPORTATION*: THE  
25 ADMINISTRATOR OF THE OFFICE OF TRANSPORTATION SHALL:

- 26 (1) HAVE EXTENSIVE KNOWLEDGE OF THE PRINCIPLES AND PRACTICES OF THE  
27 OVERSIGHT AND OPERATION OF FIXED-ROUTE AND PARATRANSIT SYSTEMS;  
28 (2) HAVE EXPERIENCE IN FINANCING, BUDGET DEVELOPMENT, AND GRANTS  
29 MANAGEMENT; AND

1           (3)     HAVE HAD, AT THE TIME OF APPOINTMENT, AT LEAST 5 YEARS OF  
2                                    INCREASINGLY RESPONSIBLE EXECUTIVE EXPERIENCE IN THE MANAGEMENT  
3                                    AND OVERSIGHT OF TRANSIT SERVICES.

4     (D) *DUTIES AND RESPONSIBILITIES*: THE OFFICE OF TRANSPORTATION SHALL PROMOTE AND  
5     ENHANCE THE COUNTY’S TRANSPORTATION AND TRANSIT OPERATIONS NEEDS BY  
6     PERFORMING THE FOLLOWING FUNCTIONS:

7           (1)     OVERSEEING THE ACQUISITION, MANAGEMENT, AND OPERATION OF THE  
8                                    COUNTY’S TRANSIT AND PARATRANSIT SERVICES;

9           (2)     COORDINATING AND MANAGING THE FUNDING FOR THE OPERATION AND  
10                                  MANAGEMENT OF THE COUNTY’S TRANSIT AND PARATRANSIT SERVICES;

11          (3)     DEVELOPING AND MANAGING TRANSPORTATION ALTERNATIVES TO SINGLE  
12                                  OCCUPANCY VEHICLES;

13          (4)     DEVELOPING AND INSTITUTING POLICIES AND PROCEDURES FOR  
14                                  TRANSPORTATION IN THE COUNTY AND REGION;

15          (5)     OVERSEEING AND PROVIDING SUPPORT FOR THE PUBLIC TRANSPORTATION  
16                                  BOARD;

17          (6)     ESTABLISHING AND MAINTAINING OFFICIAL AND INFORMAL ASSOCIATIONS  
18                                  WITH VARIOUS FEDERAL, STATE, AND LOCAL OFFICIALS AND  
19                                  PROFESSIONALS TO FACILITATE AND PROMOTE THE COUNTY’S  
20                                  TRANSPORTATION GOALS AND OBJECTIVES; AND

21          (7)     REPRESENTING AND PROVIDING ADVICE TO THE COUNTY EXECUTIVE ON  
22                                  TRANSIT AND TRANSPORTATION ISSUES.

23

24           **Title 16. Planning, zoning and subdivisions and land development regulations.**

25                            **Subtitle 8. Department of Planning and Zoning.**

26

27           **Section 16.801. The Department of Planning and Zoning.**

28     (c) *Duties and Responsibilities*. The Department of Planning and Zoning shall  
29     comprehensively plan for the growth and development of the County, including but not  
30     limited to the functions set forth in this subsection.

1 (11) *[[Transportation coordination.* The Department of Planning and Zoning  
2 shall be responsible for the coordination of transportation in the County.]]

3 ([[12]]11) *Capital program.* Each year the Department of Planning and Zoning  
4 shall review the proposed capital program. The Department shall prepare  
5 comments and recommendations on the impact of the proposed capital  
6 program on the County general plan and the growth of the County and  
7 submit these comments and recommendations to the County Executive.

8 ([[13]]12) *Planning Board.* The Director of Planning and Zoning or the Director's  
9 designee shall serve as Executive Secretary of the Planning Board and  
10 shall attend all meetings of that board.

11 ([[14]]13) *Agricultural preservation.* The Department of Planning and Zoning is  
12 responsible for the operation of the County's agricultural land preservation  
13 program, pursuant to subtitle 5 of title 15 of the Howard County Code.

14 ([[15]]14) *Other duties and responsibilities.* The Director of Planning and Zoning  
15 may assign any administrative and/or supervisory duties and  
16 responsibilities to the Deputy Director of Planning and Zoning. The  
17 Department of Planning and Zoning is responsible for other functions  
18 prescribed by directive of the County Executive or by law.

19  
20 ***Section 2. And Be It Further Enacted by the County Council of Howard County,***  
21 ***Maryland, that this Act shall become effective 61 days after its enactment.***