



# Howard County

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## *Internal Memorandum*

*Subject:* SAO2-FY2008

August 22, 2007

Memo To: Lonnie R. Robbins  
Chief Administrative Officer

From: Aaron Greenfield  
Chief of Staff

Attached, please find testimony for SAO2 for funding for the two contingent BRAC positions and a description of how the funding will be used.

### Testimony for SAO 2

Howard County Government has received federal funds from the United States Department of Defense (DOD) through a sub-grant agreement with Anne Arundel County to fund two positions to initiate and coordinate activities that will enable Howard County to retain communications among federal, state, and local entities on issues associated with the Fort George G. Meade Regional Base Realignment and Closure (BRAC) as it relates to Howard County. Both positions will be contingent employees retained by the Economic Development Authority and the funding will be used as follows:

\$108,000	Funds Received for 80% of salary for the Deputy Regional BRAC Coordinator. The County will contribute \$27,000 per year of County funds for the remaining 20% of this position.
\$ 71,500	Funds Received for 100% of salary for the Administrative Assistant to the Deputy Regional BRAC Coordinator.
<hr/> \$ 179,500	Total

Examples of work to be performed by the Deputy Regional BRAC Coordinator are to:

- Serve as single point of contact for the management of all Howard County BRAC actions with its residents, the Federal Government, State Government and Regional Agencies.

- Advise the County Executive on the appropriate strategic and planning actions necessary to meet the challenges and opportunities of BRAC.
- Prepare, supervise and execute the planning necessary to support the infrastructure required to support the BRAC organizations and the families that are moving to the Fort Meade Region.

Examples of work to be preformed by the Administrative Assistant to the Deputy Regional BRAC Coordinator are to:

- Maintain communications between all BRAC participants at the County, State and Federal levels through telephonic, email and written communications.
- Provide appropriate research in support of BRAC related requirements in support of appropriate records and files of Howard County BRAC related actions and communications.



**DEPARTMENT OF FINANCE**  
**Sharon F. Greisz**  
**Director of Finance**

August 9, 2007

To: Lonnie R. Robbins  
Chief Administrative Officer

From: Sharon F. Greisz  
Director of Finance

**Re: SAO No. 2-FY2008**

I hereby certify that funds are unencumbered and available for transfer as follows:

**FROM:**

051-490-8903-1000-0607	Grants Fund Contingency	\$ 179,500
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**TO:**

051-002-5010-1000-0107	County Administration- BRAC	\$ 179,500
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