

County Executive John R. Leopold

Erik Robey, Director of Community Services
Arundel Center
44 Calvert Street
Annapolis, Maryland 21401

October 27, 2008

Dear Anne Arundel County High School Principals:

We are proud to announce the kickoff of this year's "County Executive/County Councilperson for a Day" and Student Model Government Program.

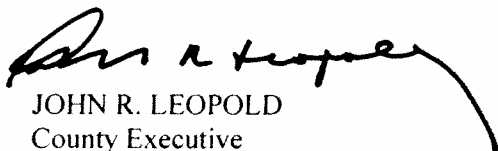
On February 17, 2009, eight students will take over the reins of government and fill the duties of the County Executive and County Council. The students will experience a first hand understanding of what it means to be an elected official. The day's events will culminate that evening when students conduct County business during a mock council meeting just prior to a scheduled County Council meeting.


This contest is open to all 10th and 11th grade students who live in Anne Arundel County. The challenge is simple: entrants must submit a short essay describing what the student would hope to accomplish if given the chance to serve as County Executive or as a County Councilperson. Whether it is making our streets safer, bringing jobs to our county or addressing environmental concerns, this is a great opportunity for our students to let us know their priorities. In addition, we ask the students for information about their volunteer and public service activities.

An independent panel of judges will select the winners. In addition, up to 30 other students will be invited to participate in the programs as Department Heads or other key government officials. Entry materials are enclosed with this letter. We ask that you make copies of these materials and distribute them to your 10th and 11th grade teachers. Complete entry forms must be mailed to County Executive/Councilperson for a Day contest, c/o Joan Harris, Community and Constituent Services, P.O. Box 2700, Annapolis, Md. 21404. **Entries must be received no later than Monday, December 1, 2008.**

If you have any questions, please call 410.222.1323. Thank you for your assistance with this very challenging and exciting opportunity for our students of Anne Arundel County.

Sincerely,


JOHN R. LEOPOLD
County Executive


CATHLEEN M. VITALE
Chairperson, County Council

Student Selection

Only one student can be selected to serve as the 2009 County Executive for a Day. Only one student from each Council District will be selected to serve as the representative of that district. Other students who enter this contest may be invited by the judges to serve as department heads or other key government officials. The program is limited to approximately 40 students. Efforts will be made to secure participation from all areas of Anne Arundel County. Note: The deadline for this contest is **December 1, 2008** and is only open to students who currently live in Anne Arundel County.

Participation Requirements

The focal point of this program will be the Mock Council Meeting to be held on **February 17, 2009**. County Executive John R. Leopold, Council Members, legislators and participating staff of Anne Arundel County will honor the student participants along with their parents and teacher at a special reception to be held at 4:00 p.m. on **February 17, 2009** in the Council Chamber. Students are also required to attend an orientation on **January 28, 2009** from 9:00 a.m. to 11:30 a.m. at the Arundel Center on Calvert Street. Students will learn about the operation of Anne Arundel County Government, plan their mock legislation and prepare for the February 17, 2009 County Council meeting. Students will also spend one day "shadowing" the person they will be representing. Other meetings may be scheduled by the students on their own time to prepare for the Mock Council meeting. An excused absence will be provided to the student's administrator. Students are responsible for their own transportation.

County Council Meeting

Students interested in participating are required to visit or watch the broadcast of at least one County Council meeting prior to February 17, 2009. Meetings are held at 7:00 p.m. on the 1st and 3rd Mondays of each month at the Arundel Center, 44 Calvert Street, Annapolis, Md. 21401, except on Holiday Mondays. All County Council meetings are televised live and replayed one week later on local cable systems.

Positions of Interest Survey

Listed below are descriptions of various Anne Arundel County Government positions and responsibilities. On your application form, please list at least three departments that match your interests. The judges of the contest will use this information to help match students selected to participate in the 2009 Student Model Government with appropriate departments.

MODEL GOVERNMENT SHADOW POSITIONS

1. **COUNTY EXECUTIVE JOHN R. LEOPOLD**
Top elected official in Anne Arundel County; oversees the administration of Anne Arundel County Government.

2. **COUNTY COUNCIL**
3. County Council Member District 1 – Daryl Jones
4. County Council Member District 2 - C. Edward Middlebrooks
5. County Council Member District 3 - Ronald Dillon
6. County Council Member District 4 - James Benoit
7. County Council Member District 5 - Cathleen M. Vitale (Chairperson)
8. County Council Member District 6 - Joshua J. Cohen
9. County Council Member District 7 – Edward R. Reilly (Vice Chairperson)
The County Council is the elected legislative body of the County and has the exclusive power to enact, repeal, and amend all public local laws. Legislation must take the form of ordinances most of which are subject to executive veto.

10. **ADA Coordinator - Pam Jordan**
Responsible for ensuring that all citizens in Anne Arundel County and members of the workforce have an opportunity to participate in the programs, activities and services offered by Anne Arundel County Government in a full and meaningful way; ensure that American Disability Act violations do not occur or are remedied if they do; and serve as the primary point of contact for ADA compliance for both Anne Arundel County Government and the community.

11. **Administrative Hearing Officer – Steve LeGendre**
Conducts public hearing on all petitions for zoning reclassifications, special exceptions and variances. The Hearing Officer may also hear appeals of certain construction contract disputes. After the Administrative Hearings, the next level of appeal is the County Board of Appeals or the Circuit Court.

12. **Budget Officer - John Hammond**
This department oversees the collection and expenditures of tax dollars. He is responsible for the analysis, formulation and control of the annual operating and capital budgets. He also provides financial planning and management advisory services to the County Executive and to departments and offices of Anne Arundel County Government.

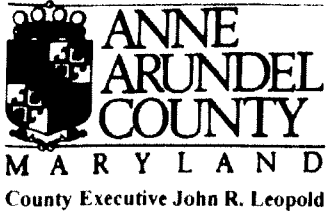
13. **Central Services Officer – Fred Schram**
Oversees the county facilities operations. Maintains buildings, equipment, property and supplies. There are five (5) divisions that make up this department. The divisions include Facilities Maintenance, Purchasing, Real Estate, Fleet Administration and Risk Management.

- 14. Chief Administrative Officer - Dennis Callahan**
The Chief Administrative Officer is appointed by and responsible to the County Executive. The Offices of Budget and Finance, Central Services and Personnel are under the immediate direction of the C.A.O. The office assists the County Executive in the management, planning, organization of the government and is responsible for the execution and implementation of management programs and activities. In addition, the office is responsible for the coordination of administrative and financial functions with the independent Board of Education and the Board of Trustees of Anne Arundel Community College and Library System.
- 15. Chief Administrative Officer Assistant - Erik Robey**
Assists County Executive Leopold and the Chief Administrative Officer in the management, planning, organization and control of various agencies. The Chief Administrative Officer Assistant oversees and coordinates the activities of the County Executive, Chief Administrative Officer and support staff of County Executive John R. Leopold.
- 16. Chief of Police – Colonel James Teare**
The Chief of Police oversees and directs all activities of the police department. The Chief plans, organizes, administers, reviews and evaluates the work of sworn and non-sworn staff through subordinate levels of supervision. He also develops and directs the implementation of goals, objective policies, procedures and work standards for the department. He also prepares and administers the department's budget. The Chief of Police represents the department in meetings with members of the County Council, members of boards and commissions, various governmental agencies, local law enforcement agencies and a variety of public and private organizations.
- 17. Director of Community and Constituent Services - Erik Robey**
The Community and Constituent Services Office is an arm of the County Executive's office. The Director oversees the staff as they work with citizens to resolve concerns involving county government as well as educating citizens about government procedures, policies, and laws. Community and Constituent Services assist nearly 800 community associations in their relationships with Anne Arundel County Government.
- 18. Controller - William Brown**
The Controller is designated as the Collector of State and County taxes. The office oversees financial affairs including the collection of state and county taxes, special assessments, utility assessments, charges, fees, revenues and funds due to Anne Arundel County. The Controller manages the enforcement of tax collection, the custody of funds and securities and the disbursement of funds and supervision of accounts.

- 19. County Attorney – Jonathan Hodgson**
The County Attorney oversees and provides virtually all legal services for Anne Arundel County Government. Clients include the County Executive; all County offices, departments, boards, commissions, and agencies; and the County Council. The Office also provides certain legal services to the Department of Social Services, the Board of Education, and Anne Arundel Community College. The Office of Law does not advise private citizens. The Office of Law issues advice and opinions on legal questions affecting the interests of the County. It reviews all deeds, bonds, contracts, and other legal papers involving the County's interests. The Office handles virtually all civil litigation in which the County or its officers and employees are involved. The Office also drafts local and State legislation.
- 20. Superintendent, Detention Facilities – Robin Harting**
Superintendent provides for public safety through the confinement of pretrial detainees and convicted offenders in safe and secure facilities. The office offers alternatives to incarceration and re-entry services which are comprehensive and effective.
- 21. Economic Development Corporation, CEO, Robert Hannon**
The CEO is responsible for promoting economic development in Anne Arundel County. The CEO supports the growth and success of our businesses through marketing, business development, and services that help address the challenges of today's business environment.
- 22. Emergency Management Director – Captain Thomas Wilson**
The Director of Emergency Management coordinates resources and facilitates the response and recovery efforts of local, state, federal and private agencies in emergencies. The Director is responsible for coordinating emergency planning with county, state, federal and private agencies to protect life, property and the environment from the effects of natural and manmade disasters. The Director also oversees establishing recovery systems to return the county and its residents to a normal state as soon as possible.
- 23. Fire Department Chief – Chief John Robert Ray**
The Chief of the Fire Department serves as the senior commander of a 1200 person fire department and works closely with various organizations to establish policies and procedures that govern the operation of the fire department. The Fire Chief also interacts with elected and appointed officials, citizens and community groups on matters pertaining to public safety. The Chief is responsible for identifying hazards facing the county and ensuring that the fire department has the personnel, equipment and training needed to mitigate hazards.

- 24. Governmental Relations Officer – Alan Friedman**
The Governmental Relations office is responsible for the coordinated processing and analysis of all County Council legislative measures. This office presents the administration's views in support of or in opposition to various measures and provides assistance to elected officials regarding issues or requests of concerns to their constituency.
- 25. Health Officer**
The Health Officer is committed to leadership and service to assure that all Anne Arundel County residents have access to personal and environmental health services and information.
- 26. Hispanic Outreach Coordinator – Maria Casasco**
Works to enhance and promote the betterment of the Hispanic/Latino constituency in the process of economic, professional, cultural, education and governmental integration to Anne Arundel County.
- 27. Information Technology Director – Bill Ryan**
It is the mission of the Office of Information Technology to provide value, leadership and support that facilitates the identification, implementation and use of technology to support the citizens while enhancing the mission and the business requirements of the Anne Arundel County Government. Essential services include secure technology infrastructure, professional resources, business and geographical data, computing and network applications. Other services include telecommunication, video services and cable television administration.
- 28. Inspections and Permits Director- Betty Dixon**
The Department of Inspections and Permits strives to provide the citizens of Anne Arundel County with the highest inspection standards consistent with the adopted codes and regulations. This is accomplished through the consistent and equitable application of regulations in the built and natural environment through plan review, inspections, enforcement and the issuance of permits and licenses.
- 29. Personnel Officer – Andrea Fulton**
Support the employees of Anne Arundel County Government who provide public services to our citizens. The Office of Personnel provides human resources services that promote a work environment characterized by open trust, mutual respect and equal opportunity for learning and personal growth. The Office of Personnel serves as the catalyst to assure employee success in the performance of the County's mission, keeping in focus that human resources are our most valued assets.

- 30. Planning and Zoning Officer – Larry Tom**
The Office of Planning and Zoning is responsible for planning the physical growth and development of Anne Arundel County. In order to fulfill that responsibility, the office prepares a revised general plan periodically, updates the rules governing subdivision of property, reviews and revises the zoning laws that regulate the use of property and administers both the subdivision code and the zoning ordinance.
- 31. Public Works Director – Ron Bowen**
Public Works provides essential services that affect the lives of our citizens everyday. Whether it is drinking water, wastewater service, waste management, recycling, roadways, sidewalks, storm drains or traffic control, the core services touch all county citizens and directly affect their quality of life.
- 32. Recreation and Parks Director – Frank Marzucco**
Oversees all Anne Arundel County owned parks, trails and open space. Also supervises all public recreation programs.
- 33. Social Services Director – Marcia Kennai**
Oversees the services that help the county's most vulnerable citizens. Services provided to county residents are temporary cash assistance, food stamps, medical assistance, child care vouchers, protective services, adoption and foster care services, oversight of the Sarah's House homeless shelter and emergency services to adults and families.
- 34. Special Assistant for BRAC (Ft. Meade Base Realignment & Closure) – Robert Leib**
Responsible for the leadership, preparation and positioning of Anne Arundel County and the Fort George G. Meade Region for the successful implementation of "BRAC". The Special Assistant serves County Executive Leopold's administration as the primary point of contact regarding issues associated with public education in Anne Arundel County and maintains open communications with all public education stakeholders in Anne Arundel County.
- 35. Special Assistant for Communications/Media Policy – Dave Abrams**
The Special Assistant acts as the spokesperson for County Executive Leopold and other key departments. Mr. Abrams also services as the liaison with newspaper, television and other news media.
- 36. Special Assistant for Minority Affairs and Human Relations – Yevola Peters**
Serves as an advocate and advisor for improving minority and human relations throughout Anne Arundel County Government.
- 36. Director, Department of Aging and Disabilities – Carol R. Baker, Ph.D**
The Department of Aging and Disabilities provides a number of programs for both older persons and persons with disabilities, including senior centers, transportation services, counseling, nutrition sites and medical assistance information.



OFFICIAL ENTRY FORM

Please Print

Name _____
Address _____
School _____
Phone _____ Email _____
Name of Councilperson _____

You must complete all information on this sheet and attach additional sheets with your essay and personal information as outlined below. Your name and school must be placed on each attached sheet. All information must be printed or typed. Students selected for the program must be able to participate in several **mandatory** activities as outlined below:

- An orientation to County Government to be held on Wednesday, January 28, 2009 from 9:00 a.m. to 11:30 a.m. at the Arundel Center. Excused absence will be provided to your administrator.
- One day shadowing an elected or appointed official. Date to be determined upon selection.
- Preparation and participation in Mock County Council Hearing on Tuesday, February 17, 2009. Reception begins at 4:00 p.m. in County Council Chamber.

ESSAY

Please respond to the following question in 250 words or less. Your essay should be typed and double spaced. A 12 point font size is preferred. **Make sure your name and school are typed at the top of each page.**

“If given the opportunity to serve as County Executive or as a County Councilperson, what one thing would you strive to accomplish and why?”

PERSONAL BACKGROUND AND COMMUNITY AND VOLUNTEER ACTIVITIES

Please attach a one page outline of your volunteer and/or public service experience. This may include projects or activities you had experienced through clubs, hospitals, church, scouts or community groups. **Make sure your name and school are typed at the top of each page.**

CHOICES OF INTEREST

The entry packet contains a description of Anne Arundel County Government service areas from Executive Support to Public Safety. Please list three areas of government service which match your interests or future plans.

1. _____ 2. _____ 3. _____

Contest is open to all 10th and 11th grade students who are legal residents of Anne Arundel County.

Mail form and materials to:

**County Executive/Councilperson for a Day
c/o Joan Harris, Community and Constituent Services
P.O. Box 2700, Annapolis, Maryland 21404
Fax: 410.222.1244**

Please contact Joan Harris at 410.222.1323 with any questions.

Entries must be received no later than December 1, 2008.