

**BALTIMORE COUNTY COUNCIL  
NOTES TO THE AGENDA  
LEGISLATIVE SESSION 2023**

---

*Issued: October 5, 2023  
Work Session: October 10, 2023  
Legislative Day No. 19 : October 16, 2023*

---

*The accompanying notes are  
compiled from unaudited  
information provided by  
the Administration and  
other sources.*



OFFICE OF THE COUNTY AUDITOR

**BALTIMORE COUNTY COUNCIL**

**October 16, 2023**

**NOTES TO THE AGENDA**

**TABLE OF CONTENTS**

	<b>PAGE</b>
<b>LEGISLATIVE SESSION</b>	
Witnesses .....	ii
<b><u>BILLS – FINAL READING</u></b>	
Bill 67-23 .....	1
Bill 68-23 .....	2
Bill 69-23 .....	5
Bill 70-23 .....	7
Bill 63-23 .....	10
Bill 71-23 .....	11
Bill 72-23 .....	12
Bill 73-73 .....	13
Bill 74-23 .....	14
Bill 76-23 .....	15
<b><u>FISCAL MATTERS</u></b>	
FM-1 .....	16
FM-2 .....	20
FM-3 .....	24
FM-4 .....	28
FM-5 .....	32
<b><u>MISCELLANEOUS BUSINESS</u></b>	
MB-2 (Res. 32-23) .....	36
<b>APPENDIX</b>	
Correspondence (1) (a) .....	39

**AGENDA**  
**BALTIMORE COUNTY COUNCIL**  
**LEGISLATIVE SESSION 2023, LEGISLATIVE DAY NO. 19**  
**OCTOBER 16, 2023 6:00 P.M.**

CEB = CURRENT EXPENSE BUDGET  
BY REQ. = AT REQUEST OF COUNTY EXECUTIVE

Page

**CALL OF BILLS FOR FINAL READING AND VOTE**

- 1            **PETE GUTWALD, DIRECTOR, DEPARTMENT OF PERMITS, APPROVALS & INSPECTIONS**  
Bill 67-23 – Mr. Jones(By Req.) – Flood Insurance Rate Maps – Conforming Legislation
- 2            **LAURA RILEY, DIRECTOR, DEPARTMENT OF AGING**  
Bill 68-23 – Mr. Jones(By Req.) – CEB – OAA American Rescue Plan
- 5            **MARCUS WANG, DIRECTOR, DEPARTMENT OF ECONOMIC & WORKFORCE DEVELOPMENT**  
Bill 69-23 – Mr. Jones(By Req.) – Building Improvement Loan Fund
- 7            **SEVETRA PEOPLES, DIRECTOR, HUMAN RELATIONS/CHIEF DIVERSITY, EQUITY & INCLUSION OFFICER**  
Bill 70-23 – Mr. Jones(By Req.) – Human Relations Prohibition Practices and Human Relations Commission  
Procedures
- 10           **COUNCIL**  
Bill 63-23 – Mr. Kach – Building Permits – Notice of Application for Demolition Permits
- 11           Bill 71-23 – Mr. Young – Bring Your Own Bag Act – Reusable Carryout Bag Definition
- 12           Bill 72-23 – Mr. Marks – Bring Your Own Bag Act – Paper Carryout Bag Definition
- 13           Bill 73-23 – Mr. Jones – Bring Your Own Bag Act – Liquor Store Exemption
- 14           Bill 74-23 – Mr. Marks – Zoning Regs. – Uses Permitted – Manufacturing, Light (M.L.) Zone and Manufacturing, Heavy  
(M.H.) Zone
- ~~WITHDRAWN~~ ~~Bill 75-23 – Mr. Marks – Zoning Regs. – Public Utility Service Centers and Storage Yards – Repeal~~
- 15           Bill 76-23 – Mr. Kach – Parking Along the Big Gunpowder Falls

**APPROVAL OF FISCAL MATTERS/CONTRACTS**

- 16           **ASHLEY MEYER, GRANT COORDINATOR, EXECUTIVE OFFICE**  
1. Contract – Hagerty Consulting, Inc. – American Rescue Plan Act compliance/subrecipient monitoring/grant  
services
- 20           **LAWRENCE RICHARDSON, DEPUTY DIRECTOR, DEPARTMENT OF HEALTH & HUMAN SERVICES**  
2. Contract – Chess Mobile Health, Inc. – Implementation of Contingency Management initiative
- 24           **DEBRA SHINDLE, PROPERTY MANAGEMENT**  
3. Amendments to Contracts – (3) – On-Call architectural design and engineering services
- 28           4. Amendments to Contracts – (3) – On-call mechanical and electrical engineering services
- 32           5. Contracts – (2) – On-call industrial hygienist services

**MISCELLANEOUS BUSINESS**

- 39           **COUNCIL**  
1. Correspondence - (a) (6) - Non-Competitive Awards (September 11, 2023)
- 36           2. Res. 32-23 – Cnclmbrs. Patoka, Ertel, Marks, Young, Jones & Kach – Baltimore County Council Structure  
Review Workgroup

**Bill 67-23**

**Council District(s) All**

---

**Mr. Jones (By Req.)**

---

**Department of Permits, Approvals & Inspections**

---

**Flood Insurance Rate Maps – Conforming Legislation**

---

Bill 67-23 repeals and replaces the Flood Insurance Rate Maps currently in the County Code with references to newer maps in accordance with Federal Emergency Management Agency (FEMA) requirements.

FEMA identifies flood-prone areas nationally and issues maps that show this information. These maps, called “Flood Insurance Rate Maps,” are used by FEMA to provide flood insurance and are used by local jurisdictions to regulate activity in the floodplain.

In accordance with FEMA regulations, the County has completed a multi-year project to update Baltimore County’s flood zones and develop detailed flood hazard maps. The Department advised that the new maps reflect current flood risks, replacing maps that are up to 15 years old. The FEMA Flood Insurance Rate Maps currently listed in the County Code became effective in the County in 2008, 2011, and 2014. FEMA initiated revisions to these maps in 2019. This update process has included extensive public comment periods and appeal periods for impacted properties.

The Department advised that in order to remain eligible for FEMA assistance and in order for County residents to qualify for FEMA flood insurance, the County must adopt the final maps issued by FEMA by November 2, 2023.

With the affirmative vote of five members of the County Council, Bill 67-23 will take effect November 2, 2023.

**Bill 68-23 (Supplemental Appropriation)**

**Council District(s) All**

**Mr. Jones (By Req.)**

**Department of Aging**

**OAA [Older Americans Act] American Rescue Plan**

The Administration is requesting a supplemental appropriation of federal funds totaling \$31,273 to the OAA [Older Americans Act] American Rescue Plan IIIB (\$23,357), IIIC1 (\$2,745), IIIC2 (\$3,906), and IIIE (\$1,265) Gifts and Grants Fund programs. The Department advised that the funds will be used to contract to provide OAA-authorized services in response to the pandemic, including supportive services (e.g., transportation), congregate and home-delivered meals, and family caregiver support, to currently enrolled and additional eligible clients. See Exhibit A.

**Fiscal Summary**

<b>Funding Source</b>	<b>Supplemental Appropriation</b>	<b>Current Appropriation</b>	<b>Total Appropriation</b>
<b>County</b> <sup>(1)</sup>	\$ --	\$ 517,850	\$ 517,850
<b>State</b>	--	--	--
<b>Federal</b> <sup>(2)</sup>	31,273	3,336,864	3,368,137
<b>Other</b>	--	--	--
<b>Total</b>	<u>\$ 31,273</u> <sup>(2)</sup>	<u>\$ 3,854,714</u>	<u>\$ 3,885,987</u>

<sup>(1)</sup> The County is required to provide a 15% match of the Title IIIB and Title IIIC grant awards (\$432,800) and a 25% match of the Title IIIE grant award (\$85,050). The Department advised that it is waiting for confirmation from the State that no additional County matching funds are required.

<sup>(2)</sup> American Rescue Plan Act (ARPA) funds made available through the U.S. Department of Health and Human Services, Administration for Community Living (ACL), Aging and Disability Services Programs passed through the Maryland Department of Aging.

### Analysis

The Department advised that the funds will be used to contract to provide the following services authorized under Title III of the OAA in response to the pandemic to currently enrolled and additional eligible clients:

Home and Community–Based Supportive Services (Title IIIB) (\$23,357) - Transportation, in-home, and other support services to help seniors remain independent.

Congregate Meals (Title IIIC1) (\$2,745) and Home-Delivered Meals (Title IIIC2) (\$3,906) - Nutritional services and meals served in a congregate setting or delivered to the home.

National Family Caregiver Support (Title IIIE) (\$1,265) - Information and assistance to caregivers about available services and gaining access to those services; individual counseling and caregiver training to assist caregivers in making decisions and solving problems relating to their roles; respite care for caregivers; and supplemental services, on a limited basis, to complement the care provided by caregivers.

The Department advised that to be eligible for services, a person must be at least 60 years of age; caregivers are eligible for caregiver services if they are providing care to a person at least 60 years of age; and grandparents providing care must be at least 55 years of age. The Department further advised that it expects to serve 23,100 clients with the total appropriation.

The grant period is April 1, 2021 to September 30, 2024. The Department advised that it is waiting for confirmation from the State that no additional County matching funds are required.

With the affirmative vote of five members of the County Council, Bill 68-23 will take effect October 29, 2023.

## **Executive Summary**

*Supplemental Appropriation*  
*CARES Act Title III Funding*  
*Title III-B; Title III-C1; Title III-C2, Title III-E*

The Baltimore County Department of Aging (BCDA) respectfully requests the County Council to approve a Supplemental Appropriation to accept federal funds made available through a grant from the Maryland Department of Aging (MDoA) in the amount of \$31,273.

MDoA has received this new funding via the federal American Rescue Plan Act (ARPA) through the Department of Health and Human Services, Administration for Community Living (ACL), Aging and Disability Services Programs and has offered the funding to BCDA as an Area Agency on Aging beginning April 1, 2021. The emergency allocation will be used to support activities previously authorized through Title III of the Older Americans Act of 1965 (OAA).

BCDA will use the funds for disaster and recovery related expenditures. Per ACL, any allowable OAA service provided to an eligible person during this COVID-19 emergency is considered a disaster relief service. BCDA will supplement services to clients currently enrolled and will also serve additional eligible clients in need of service(s).

Prepared by: Department of Aging

**Bill 69-23**

**Council District(s) All**

---

**Mr. Jones (By Req.)**

---

**Department of Economic & Workforce Development**

---

**Building Improvement Loan Fund**

---

Bill 69-23 moves the administration of the Building Improvement Loan Fund from the Department of Planning to the Department of Economic and Workforce Development. (See Exhibit A.) Accordingly, the bill replaces all references to the Director of Planning with the Director of the Department of Economic and Workforce Development.

Generally, the Fund provides businesses in the County's 22 Commercial Revitalization Districts with interest-free loans of up to \$30,000 per loan, which can be used for exterior improvements such as awnings, landscaping, and signage.

Bill 69-23 also changes an application requirement and the County's reporting frequency. Currently, a recipient of financial assistance must arrange for an annual audit of its books, accounts, and records by an accountant. The bill changes this requirement such that an accountant must prepare an annual financial statement compilation or tax return. Also, the interval for reporting to the County Council on the financial assistance provided from the Fund is extended from quarterly to annually.

Finally, the bill corrects all references to the Director of Budget and Finance to the Director of the Office of Budget and Finance.

Bill 69-23 will take effect 45 days after its enactment.



## Executive Summary

This legislation moves the Building Improvement Loan Program from the Department of Planning into the Department of Economic and Workforce Development. This bill also includes amendments to the application requirements and to the County's reporting frequency. The Building Improvement Loan Program (BILP) provides up to a \$30,000 interest-free loan which can be used for exterior improvements such as awnings, landscaping and signage for businesses in one of 22 Commercial Revitalization Districts.

Prepared by: Department of Economic and Workforce Development

Bill 70-23

Council District(s) All

---

**Mr. Jones (By Req.)**

---

**Office of Human Resources**

---

**Human Relations Prohibition Practices and Human Relations Commission Procedures**

---

Bill 70-23 amends existing prohibitions in County law against discrimination in public accommodations. See Exhibit A.

Currently, County law states that an owner or operator of a public accommodation (or their agent) may not engage in discrimination in denying a person any of the accommodations, advantages, facilities, or privileges of a public accommodation. The bill clarifies this prohibition such that the discrimination cannot deny a person “the full enjoyment” of the public accommodation. This aligns the County Code closer to the federal public accommodation protection, which states “all persons shall be entitled to **the full and equal enjoyment** of the [public accommodation] without discrimination ....” (See 42 U.S.C. §2000a.) The Administration advised that this language is also found in the Ohio State law prohibiting public accommodation discrimination. (See Ohio Revised Code § 4112.02(G).)

The bill also adds a new prohibition that an owner or operator of a public accommodation (or their agent) “may not treat a customer... in a markedly hostile manner or in a manner that a reasonable person would find objectively discriminatory.” This new language reflects modern interpretations of federal discrimination protections by the U.S. 6<sup>th</sup> Circuit Court of Appeals. (See *Christian v. Wal-Mart Stores, Inc.*, 252 F.3d 862, 872 (6th Cir. 2001); *Keck v. Graham Hotel Sys., Inc.*, 566 F.3d 634, 641 (6th Cir. 2009).) While the so-called “markedly hostile” test has not been formally adopted by the 4<sup>th</sup> Circuit Court of Appeals (of which Maryland is a part), it is nevertheless a well-regarded and established modern standard to assess claims of discrimination.

Finally, the bill adds an exception to the requirement that all discrimination complaints be considered by the Executive Director of the Human Relations Commission. The Administration has advised that it is the longstanding practice of the Commission to refer complaints against businesses with 15 or more employees to the Maryland Commission on Civil Rights or the U.S.

Equal Employment Opportunity Commission. The exception in Bill 70-23 merely codifies this longstanding practice, permitting such a referral at the discretion of the Executive Director of the Human Relations Commission.

Bill 70-23 will take effect 45 days after its enactment.

## EXECUTIVE SUMMARY

The Administration is requesting legislation to update Article 29 provisions relating to the Human Relations Commission to codify existing practices and strengthen the scope of the its work. This legislation would codify a longstanding practice whereby complaints against businesses with 15 or fewer employees are referred to the County Human Relations Commission, while those against businesses with 15 or more employees can be referred to the Maryland Commission on Civil Rights. This bill would also clarify prohibitions to ensure that the mistreatment of or discrimination against a patron in the course of conducting business is an eligible complaint that may be filed against a business in cases where the good or service has been provided.

Prepared by: Administration

**Bill 63-23**

**Council District(s) All**

---

**Mr. Kach**

---

**Building Permits – Notice of Application for Demolition Permits**

---

Bill 63-23 requires certain notice be given upon the receipt of an application for demolition permits of any structure built prior to 1965.

Currently, in order to erect, construct, repair, alter, remodel, remove, or demolish any structure in the County, the County’s Building Engineer must issue a permit. Specifically, the application for such a permit requires an applicant to provide, among other information, the plans and specifications showing the nature and character of the work to be done and the plans and specifications of the building or structure to be demolished.

Bill 63-23 requires that, upon receipt of a permit application for the demolition of any structure that was constructed prior to 1965, the Building Engineer must send a notice of the application via e-mail to the Preservation Alliance of Baltimore County. Also, the Building Engineer may not consider or issue a demolition permit for a period of 5 days following the sending of the notice.

At the request of the bill’s sponsor, the Council voted at its October 2 legislative session to extend the vote on Bill 63-23 until its legislative session on October 16. The bill will be discussed at the work session on October 10.

With the affirmative vote of five members of the County Council, Bill 63-23 will take effect 15 days after its enactment.

Bill 71-23

Council District(s) All

---

Mr. Young

---

**Bring Your Own Bag Act – Reusable Carryout Bag Definition**

---

Bill 71-23 clarifies the criteria for a reusable carryout bag. On February 16, 2023, the Council enacted Bill 1-23, also known as the Bring Your Own Bag Act. That bill generally established a ban on plastic film carryout bags provided by a retail establishment at a point of sale to a customer. Bill 1-23 also requires a retail establishment to charge a minimum of 5 cents for any paper carryout bag it provides to a customer.

As introduced, Bill 1-23 defined a “reusable carryout bag” as a bag with stitched handles that is specifically designed and manufactured for multiple reuse and is made of: (1) cloth or other washable fabric; or (2) a durable material suitable for multiple reuse that is not made of plastic film. Before final passage of Bill 1-23, an amendment was added to the end of the second category of acceptable materials that stated “except for plastic film that has a thickness greater than 2.6 mils.”

Bill 71-23 clarifies both the definition and the amendment. First, the bill removes the requirement that reusable carryout bag handles be stitched. Second, the bill removes the language added by the amendment to Bill 1-23. Finally, the bill adds a third category to the list of acceptable reusable carryout bag materials that states such a bag may be made of “plastic film that is at least 2.25 mils thick.”

With the affirmative vote of five members of the County Council, Bill 71-23 will take effect 14 days after its enactment.

Bill 72-23

Council District(s) All

---

**Mr. Marks**

---

---

**Bring Your Own Bag Act – Paper Carryout Bag Definition**

---

Bill 72-23 adds a definition for a paper carryout bag to the County's plastic carryout bag ban law. On February 16, 2023, the Council enacted Bill 1-23, also known as the Bring Your Own Bag Act. That bill generally established a ban on plastic film carryout bags provided by a retail establishment at a point of sale to a customer. Bill 1-23 also requires a retail establishment to charge a minimum of 5 cents for any paper carryout bag it provides to a customer.

Bill 1-23 classified all carryout bags into three broad categories: plastic carryout bags; reusable carryout bags; and paper carryout bags. That bill defined plastic and reusable carryout bags but did not include a definition of a paper carryout bag. Without such a definition, it is possible for a retail establishment to over-classify paper bags as carryout bags and charge customers the required 5 cents on non-carryout paper bags.

Bill 72-23 sets forth a definition for a paper carryout bag. The definition is similar to the definition for a plastic carryout bag in that it is a bag provided by a retail establishment to a customer at a point of sale that is not a reusable bag. Here, however, it is made of one or multiple layers of new or recycled paper rather than plastic film. Also similar to the plastic carryout bag definition, certain paper bags are excluded from the definition, including a paper bag used to: (1) package bulk items, including fruit, vegetables, nuts, grains, candy, or small hardware items; (2) contain unwrapped prepared foods or bakery goods; or (3) contain prescription drugs provided by a pharmacist. Last, the definition states that a paper bag provided by a food service facility that is necessary to meet food safety and contamination standards is not considered a paper carryout bag.

With the affirmative vote of five members of the County Council, Bill 72-23 will take effect 14 days after its enactment.

**Bill 73-23****Council District(s) All**

---

**Mr. Jones**

---

---

**Bring Your Own Bag Act – Liquor Store Exemption**

---

Bill 73-23 adds an exception to the County’s plastic carryout bag ban law for liquor stores. On February 16, 2023, the Council enacted Bill 1-23, also known as the Bring Your Own Bag Act. That bill generally established a ban on plastic film carryout bags provided by a retail establishment at a point of sale to a customer. Bill 1-23 also requires a retail establishment to charge a minimum of 5 cents for any paper carryout bag it provides to a customer.

Currently, the definition of a “retail establishment” includes liquor stores. Also, liquor stores are excluded from the definition of a “small retail establishment.” Bill 73-23 removes liquor stores from the definition of “retail establishment” and also removes liquor stores as an exclusion from the definition of “small retail establishment.” Bill 73-23 explicitly adds liquor stores to the exemption from both the plastic bag ban and the paper bag charge requirement in the same manner as a small retail establishment.

With the affirmative vote of five members of the County Council, Bill 73-23 will take effect 14 days after its enactment.



Bill 74-23

Council District(s) 5

---

**Mr. Marks**

---

---

**Zoning Regs. – Uses Permitted – Manufacturing, Light (M.L.) Zone and  
Manufacturing, Heavy (M.H.) Zone**

---

Bill 74-23 adds certain uses in the Manufacturing, Light (M.L.) Zone under certain circumstances. Specifically, under the bill, for a qualifying tract, any use that is permitted by right or by special exception in the M.L. Zone, the Manufacturing, Heavy (M.H.) Zone, or the Industrial, Major (I.M.) District is permitted anywhere on the qualifying tract in the M.L. Zone. Also, any use permitted by right in the Business, Roadside (B.R.) Zone is permitted anywhere on the qualifying tract, except that no more than 30% of the tract may have uses only permitted in the B.R. Zone.

The qualifications are that the tract must be: (1) zoned M.L.-I.M. and M.H.-I.M. as of the effective date of Bill 74-23; (2) at least 30 acres in area; (3) located within 250 feet of a means of access to a highway interchange for Maryland Route 43 at its closet point; and (4) any portion of the tract must be located within 400 feet of a B.R. zoned property.

With the affirmative vote of five members of the County Council, Bill 74-23 will take effect 15 days after its enactment.

**Bill 76-23****Council District(s) 3**

---

**Mr. Kach**

---

---

**Parking Along the Big Gunpowder Falls**

---

Bill 76-23 identifies specific areas along Notchcliff Road where parking may be permitted.

The Council has previously enacted several bills to prevent parking in certain areas along Big Gunpowder Falls that pose a safety risk to drivers and pedestrians.

Previously, with the enactment of Bill 67-17, the Council attempted to address dangerous parking on the side of the road for visitors to the Falls by prohibiting parking along Monkton Road between Old Monkton Road and Sheppard Road. The bill also requested that the Department of Public Works & Transportation (“DPW&T”) post appropriate signage.

Thereafter, Bill 66-20 expanded the areas of coverage and provided a list of relevant road areas covered by the parking prohibition and again requested that DPW&T post appropriate signage. Finally, Bill 92-20 slightly amended Bill 66-20 to specify there could be no parking where there are posted “no parking” signs in the road areas that had been referenced in Bill 66-20.

The most recent bill, Bill 48-23, added new language that states parking may be permitted on public areas abutting Notchcliff Road between the areas of its intersection with Glen Arm Road and Harford Road if the Director of DPW&T determines it is safe to do so. Bill 48-23 also requested that DPW&T post appropriate signage where parking is permitted under the bill.

The current bill, Bill 76-23, limits the parking along Notchcliff Road permitted under Bill 48-23 to only the Big Gunpowder Falls side for the first 0.6 miles after the intersection of Notchcliff Road and Harford Road. Finally, the bill requests that DPW&T post appropriate signage where parking is permitted as set forth in the Act.

With the affirmative vote of five members of the County Council, Bill 76-23 will take effect 14 days from the date of enactment.

FM-1 (Contract)

Council District(s) All

## Executive Office

## American Rescue Plan Act Compliance/Subrecipient Monitoring/Grant Services

The Administration is requesting approval of a contract with Hagerty Consulting, Inc. to provide American Rescue Plan Act (ARPA) compliance and subrecipient monitoring services and additional non-ARPA federal grant monitoring services as necessary. The contract commences upon Council approval and continues through the date upon which the County acknowledges final acceptance of all services and deliverables promised by the contractor in relation to these services (estimated to be December 31, 2026 for ARPA-related services, with the contractor continuing to provide services for non-ARPA grant funds beyond that date). Compensation may not exceed \$3,604,991 for the entire approximate 3-year and 2½-month-plus term. See Exhibit A.

## Fiscal Summary

<b>Funding Source</b>	<b>Maximum Compensation</b>
<b>County</b> <sup>(1)</sup>	\$ 600,000
<b>State</b>	--
<b>Federal</b> <sup>(2)</sup>	3,004,991
<b>Other</b>	--
<b>Total</b>	<u>\$ 3,604,991</u> <sup>(3)</sup>

(1) The Office advised that the maximum compensation amount includes \$600,000 for non-ARPA related services, which may require the use of General Funds. (Alternatively, it is possible that grant program funding would be used to cover such costs, as appropriate.)

(2) U.S. Department of the Treasury, American Rescue Plan Act (ARPA) funds for ARPA-related services.

(3) For the entire approximate 3-year and 2½-month-plus term.

### Analysis

The contractor will provide ARPA compliance and subrecipient monitoring services and additional non-ARPA grant monitoring services as necessary. Services include, but are not limited to: project management for ARPA funds (e.g., reviewing and assessing the County's portfolio for federal compliance, reviewing existing systems for areas of integration and improvement); research and reporting for ARPA funds (e.g., conducting research to determine project eligibility, assisting in the preparation of reports for the U.S. Treasury, reconciling spending with County records); and grants management (e.g., monitoring of ARPA subrecipients and future non-ARPA federal grants as needed). The Department of Housing and Community Development advised that the contractor will also assist with affordable housing development and financing agreements, as needed. The Office advised that the contractor will monitor 65 to 70 ARPA subrecipients. The Office further advised that the County, in addition to managing ARPA projects across County agencies, is currently performing subrecipient monitoring services in-house (for approximately 35 Office of Government Reform and Strategic Initiatives subrecipients and 20 Department of Housing and Community Development subrecipients) and is proposing to outsource such compliance and reporting activities to minimize the County's risk.

The contractor will bill the County at hourly rates ranging from \$160 to \$350, depending on staffing level (e.g., project executive, policy advisor, grants manager).

The contract commences upon Council approval and continues through the date upon which the County acknowledges final acceptance of all services and deliverables promised by the contractor in relation to these services. The Office advised that ARPA-related services are estimated to end by December 31, 2026 (i.e., the end of the performance period for ARPA funds; all ARPA spending must be committed by December 31, 2024), with the contractor continuing to provide services for non-ARPA grant funds beyond that date. Compensation may not exceed \$3,604,991 for the entire approximate 3-year and 2½-month-plus term. (The Office advised that \$3,004,991 (including a contingency amount of \$20,777) is planned for ARPA-related services and \$600,000 is planned for non-ARPA-related services.) The County may terminate the agreement by providing 30 days prior written notice.

The County awarded the contract through a competitive procurement process based on qualifications and experience from 10 proposals received; the Office advised that one proposal was deemed non-responsive. According to the procurement documents, there is a 23% M/WBE participation requirement.

County Charter, Section 715, requires that “any contract must be approved by the County Council before it is executed if the contract is...for services for a term in excess of two years or involving the expenditure of more than \$25,000 per year....”

## **EXECUTIVE SUMMARY**

The Administration seeks to hire a consultant to assist in American Rescue Plan Act (ARPA) compliance and subrecipient monitoring, as well as additional grant monitoring services as necessary. The County received nine responses to the request for proposal, and Hagerty Consulting, Inc. was chosen to move forward. Hagerty has extensive experience in assisting jurisdictions with their ARPA compliance and monitoring, including local Maryland jurisdictions.

Prepared by: Executive Office

**FM-2 (Contract)**

**Council District(s) All**

**Department of Health and Human Services**

**Implementation of Contingency Management Initiative**

The Administration is requesting approval of a contract with CHESS Mobile Health, Inc. to assist with implementing a Contingency Management initiative focused on increasing rates of admission to community treatment for individuals with opioid use disorder after their release from incarceration at the Baltimore County Detention Center. The contract commences November 1, 2023, continues through June 30, 2024, and will renew automatically for four additional 1-year periods with the option to extend the initial term or any renewal term an additional 90 days. Compensation may not exceed \$44,600 for FY 2024. Compensation for each renewal period may not exceed the amount of grant funds appropriated for these services. Estimated compensation totals \$223,000 for the entire 4-year and 11-month term, including the renewal and extension periods. See Exhibit A.

**Fiscal Summary**

<b>Funding Source</b>	<b>Initial Term</b>	<b>Total Compensation</b>
<b>County</b>	--	--
<b>State</b>	--	--
<b>Federal</b> <sup>(1)</sup>	\$ 44,600	\$ 223,000
<b>Other</b>	--	--
<b>Total</b>	<u>\$ 44,600</u> <sup>(2)</sup>	<u>\$ 223,000</u> <sup>(3)</sup>

<sup>(1)</sup> U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration funds passed through the Maryland Department of Health, State Opioid Response grant program.

<sup>(2)</sup> Maximum compensation for FY 2024.

<sup>(3)</sup> Estimated compensation for the entire 4-year and 11-month term, assuming the same level of appropriation each year.

## Analysis

The Department advised that the contractor will assist with implementing a Contingency Management initiative focused on increasing rates of admission to community treatment for individuals with opioid use disorder after their release from incarceration at the Baltimore County Detention Center. (Contingency Management is a behavioral therapy that provides tangible reinforcers for evidence of behavior change; in the context of substance use disorders, it often involves monetary-based reinforcers.<sup>1</sup>) The contractor will provide a mechanism to deliver participant incentives (i.e., reloadable VISA debit cards), issue financial incentives to participants when target behaviors are achieved, and provide the eRecovery solution application (e.g., to track incentives, provide peer recovery specialist services as a complement to treatment). The Department advised that each participant will earn up to \$75: \$25 for the completion of the Medications for Opioid Use Disorder (MOUD) treatment intake and admission process; \$25 after two weeks of continuous enrollment in community MOUD treatment; and \$25 after four weeks of continuous enrollment in community MOUD treatment. The Department further advised that the contractor will work in partnership with its staff who will provide case management services and participant follow-up at specified intervals to determine participant achievement of target behaviors and eligibility for incentive delivery.

The Department advised that the FY 2024 funds of \$44,600 will be used as follows: \$35,000 for the contractor's eRecovery solution application, \$5,000 for hourly fees (including \$4,000 for the contractor and \$1,000 for an outside consultant), and \$4,600 for the VISA debit cards (including \$700 to purchase the cards and \$3,900 for incentives of \$75 per participant). The Department estimates the program will serve 52 clients in FY 2024 and 60 clients in each of the renewal periods. (The Department advised that the amount of funding spent on consultant fees will be reduced in the renewal periods.)

The contract commences November 1, 2023, continues through June 30, 2024, and will renew automatically for four additional 1-year periods with the option to extend the initial term or any renewal term an additional 90 days on the same terms and conditions, unless the County provides notice of non-renewal. Compensation may not exceed \$44,600 for FY 2024. Compensation for each renewal period may not exceed the amount of grant funds appropriated for these services. Estimated compensation totals \$223,000 for the entire 4-year and 11-month term, including the

---

<sup>1</sup> Petry NM, Alessi SM, Olmstead TA, Rash CJ, Zajac K. Contingency management treatment for substance use disorders: How far has it come, and where does it need to go? *Psychol Addict Behav.* 2017 Dec;31(8):897-906. doi: 10.1037/adb0000287. Epub 2017 Jun 22. PMID: 28639812; PMCID: PMC5714694.



renewal periods. The County may terminate the agreement by providing 30 days prior written notice.

The County awarded the contract through a competitive procurement process based on qualifications from two proposals received. According to the procurement documents, there is not an M/WBE participation requirement.

County Charter, Section 715, requires that “any contract must be approved by the County Council before it is executed if the contract is...for services for a term in excess of two years or involving the expenditure of more than \$25,000 per year....”

## Executive Summary

### **Contingency Management Incentive Manager – Fiscal Year 2024**

The Baltimore County Department of Health, Bureau of Behavioral Health (BBH) is establishing a contract with the vendor, CHESS Health, selected through the competitive RFP process. The total estimated compensation is \$223,000.

#### **Background**

Baltimore County continues to explore evidence-based strategies to address the ongoing opioid epidemic and reduce the number of overdoses experienced by residents. An important element of the County's effort is the provision of medications for opioid use disorder (MOUD) for individuals who are incarcerated at the Baltimore County Detention Center (BCDC). In order to continue to address the level of risk experienced by incarcerated individuals as they transition to the community, Baltimore County Department of Health (BCDH) has secured State Opioid Response funding from the Maryland Department of Health for FY2024 to implement a Contingency Management Initiative. The goal of this initiative is to increase the number of individuals with opioid use disorder incarcerated at BCDC and subsequently transitioned to the community who are connected to and receive community MOUD services.

#### **Purpose**

The Baltimore County Department of Health (BCDH), Bureau of Behavioral Health (BBH) has completed the Request for Proposal (RFP) process to engage a vendor to assist with implementation of a Contingency Management initiative focused on increasing rates of admission to community treatment for individuals with opioid use disorder (OUD) after their release from incarceration at the Baltimore County Detention Center (BCDC). The identified vendor, CHESS Health, will provide a mechanism to deliver incentives, provide incentives to program participants when target behaviors are achieved, and track initiative awards.

#### **Fiscal**

The maximum compensation for FY2024 is \$44,600. The total estimated compensation to be awarded to the successful bidder for this RFP is \$223,000 for the entire term. The budget code is 200-CC300000-GR-1434-SC52020. The initial contract term will be from 11/1/2023 to 6/30/2024 with four (4) additional one-year renewal options.

Prepared by: Department of Health and Human Services

**FM-3 (3 Contract Amendments)**

**Council District(s) All**

**Property Management**

**On-Call Architectural Design and Engineering Services**

The Administration is requesting approval of amendments to three contracts, with Grimm and Parker Architecture, Inc., Murphy & Dittenhafer, Inc., and Quinn Evans/Architects, Inc., to continue to provide on-call architectural design and engineering services for “Tier 2” projects (projects that typically exceed \$300,000) in County-owned and leased buildings. The proposed amendments, which commence upon Council approval, increase the maximum compensation by \$10 million per contractor (\$30 million combined), from \$5 million each (\$15 million combined) to \$15 million each (\$45 million combined) for the entire 4-plus-year term, including the renewal periods. Each contract provides that the agreement shall remain in effect until the earlier of the date upon which the required services are completed or the agreement is terminated. The original contracts commenced May 2, 2022. See Exhibit A.

**Fiscal Summary**

<b>Funding Source</b>	<b>Combined Contract Amendments</b>	<b>Combined Current Maximum Compensation</b>	<b>Combined Amended Maximum Compensation</b>
<b>County</b> <sup>(1)</sup>	\$ 30,000,000	\$ 15,000,000	\$ 45,000,000
<b>State</b>	--	--	--
<b>Federal</b>	--	--	--
<b>Other</b>	--	--	--
<b>Total</b>	<u>\$ 30,000,000</u> <sup>(2)</sup>	<u>\$ 15,000,000</u> <sup>(3)</sup>	<u>\$ 45,000,000</u> <sup>(4)</sup>

<sup>(1)</sup> Capital Projects Fund.

<sup>(2)</sup> Additional \$10 million per contractor for the entire 4-plus year term.

<sup>(3)</sup> \$5 million per contractor for the entire 4-plus year term.

<sup>(4)</sup> \$15 million per contractor for the entire 4-plus year term.

### Analysis

The contractors will continue to provide on-call architectural design and engineering services for “Tier 2” projects (projects that typically exceed \$300,000), including consultant reports, feasibility studies, sketches, schematic design, design development, construction documents, project estimates, construction administration, and other assistance for new construction of and renovations to (including roof replacements for) County-owned and leased buildings. Property Management advised that tasks will continue to be assigned to the contractors based on each contractor’s specialized experience as well as availability, timing, and other factors. Property Management further advised that the proposed amendments are necessary due to an increased need for architectural and engineering services to complete projects that were not anticipated at the contracts’ initiation.

Services will continue to be performed at the architects’ cost plus profit. Profit is limited to 10% of the combined total of direct labor costs plus overhead and payroll burden. Hourly rates and percentages for overhead, payroll burden, and profit must be within established County limits. The County will not encumber funding for the contracts at this time but rather will charge contract costs to specific projects upon assigning work tasks. The County may terminate the agreements by providing 30 days prior written notice.

On May 2, 2022, the Council approved the original 4-plus year contracts not to exceed \$5 million per contractor (\$15 million combined) for “Tier 2” projects, as well as two contracts not to exceed \$2 million per contractor (\$4 million combined), with Manns Woodward Studios, Inc. and Waldon Studio, Architects and Planners, Inc., for “Tier 1” projects (cost of project is typically between \$50,000 and \$300,000). The proposed amendments, which commence upon Council approval, increase the maximum compensation of the three “Tier 2” contracts by \$10 million per contractor (\$30 million combined) to \$15 million each (\$45 million combined) for the entire 4-plus year term, including the renewal periods. All other terms and conditions remain the same. According to the County’s financial system, the County has expended/encumbered \$10,537,052 under the “Tier 2” contracts as of September 26, 2023 as follows: \$4,963,850 to Murphy & Dittenhafer, Inc, \$3,972,279 to Grimm and Parker Architecture, Inc, and \$1,600,923 to Quinn Evans/Architects, Inc.

The contracts stipulate that should work be performed under the 2005 consent decree, the contractors shall be liable for payment of penalties charged to the County for failure by the contractors to meet or achieve deadlines or requirements. Such damages payable would be dependent upon the type of project and the length of delay in completing the project.

On December 27, 2021, the Professional Services Selection Committee (PSSC) selected the three “Tier 2” contractors from 15 submittals based on qualifications and experience; Property Management advised that one bidder was disqualified. According to the bid documents, there is a 20% M/WBE participation requirement.

The County’s financial system indicated that as of September 26, 2023, the County has 2 other contracts with Murphy & Dittenhafer, Inc. and no other contracts with Grimm and Parker Architecture, Inc. nor Quinn Evans/Architects, Inc.

On October 1, 2018, the Council approved three similar 4-plus-year contracts not to exceed \$21 million combined (\$7 million each) with Gannett Fleming, Inc., Colimore Architects, Inc., and Johnson, Mirmiran & Thompson, Inc. (JMT). The County’s financial system indicates that the contracts with Gannett Fleming, Inc. and JMT were extended to allow for the completion of work already underway as of September 30, 2022.

County Charter, Section 715, requires that “any contract must be approved by the County Council before it is executed if the contract is...for services for a term in excess of two years or involving the expenditure of more than \$25,000 per year....”

## **EXECUTIVE SUMMARY**

The Administration is requesting an amendment to the contracts with Grimm and Parker Architecture, Inc., Murphy and Dittenhafer, Inc., and Quinn Evans/Architects, Inc. for On-Call Architectural Services. The amendment will increase the Not to Exceed by Ten Million Dollars (\$10,000,000) for each contract.

Baltimore County currently has historic funding for new construction of County facilities. Since the contracts commenced on May 2, 2022, Property Management has encumbered 99% more funding than used in the previous 5-year Architectural Services contracts altogether. For projects requested to begin in the immediate future, the agency anticipates utilizing 443% more funding than the sum of all previous contracts' expenditures.

The previous contracts' NTE allowed each vendor \$7,000,000. Of the \$21,000,000 available from the combined three consultants, only \$5,299,605 was used during that five-year period. For this current contract, Property Management selected four vendors to award the new On-Call Architectural Services contracts, each with a \$5,000,000 NTE. One of the selected vendors declined award, leaving Property Management with three vendors and a combined NTE of \$15,000,000 rather than the expected \$20,000,000 NTE.

In order to complete the capital profile that has been a priority for this Administration, the current contracts require an increase of \$10,000,000 for each consultant. A combined \$30,000,000 increase for the three contracts' NTE will allow Property Management the capacity to meet the needs of the County.

Prepared by: Property Management

**FM-4 (3 Contract Amendments)**

**Council District(s) All**

**Property Management**

**On-Call Mechanical and Electrical Engineering Services**

The Administration is requesting approval of amendments to three contracts, with RMF Engineering, Inc., Henry Adams, LLC, and Bowman Consulting Group, Ltd. (formerly Kibart, Inc.), to continue to provide on-call mechanical and electrical engineering services for various County buildings. The proposed amendments, which commence upon Council approval, increase the maximum compensation by \$1,000,000 per contractor (\$3,000,000 combined), from \$750,000 each (\$2,250,000 combined) to \$1,750,000 each (\$5,250,000 combined) for the entire 4-plus year term, including the renewal periods. Each contract provides that the agreement shall remain in effect until the earlier of the date upon which the required services are completed or the agreement is terminated. The original contracts commenced December 20, 2021. See Exhibit A.

**Fiscal Summary**

<b>Funding Source</b>	<b>Combined Contract Amendments</b>	<b>Combined Current Maximum Compensation</b>	<b>Combined Amended Maximum Compensation</b>
<b>County</b> <sup>(1)</sup>	\$ 3,000,000	\$ 2,250,000	\$ 5,250,000
<b>State</b>	--	--	--
<b>Federal</b>	--	--	--
<b>Other</b>	--	--	--
<b>Total</b>	<u>\$ 3,000,000</u> <sup>(2)</sup>	<u>\$ 2,250,000</u> <sup>(3)</sup>	<u>\$ 5,250,000</u> <sup>(4)</sup>

<sup>(1)</sup> Capital Projects Fund.

<sup>(2)</sup> Additional \$1,000,000 per contractor for the entire 4-plus year term.

<sup>(3)</sup> \$750,000 per contractor for the entire 4-plus year term.

<sup>(4)</sup> \$1,750,000 per contractor for the entire 4-plus year term.

### Analysis

The contractors will continue to provide on-call mechanical and electrical engineering services including reports, feasibility studies (e.g., energy/sustainability, carbon footprint), schematic design, design development, construction documents, and construction administration, for new construction or renovations of existing mechanical and electrical systems for County-owned buildings/facilities. Property Management advised that tasks are assigned based on each contractor's expertise in the sub-discipline of work (e.g., chillers, boiler technology, energy auditing), the type of building involved (e.g., historic, Police or Fire station, Detention Center), and the contractor's current workload from the County. Property Management further advised that the proposed amendments are necessary due to an increased need for mechanical and electrical engineering services to complete projects that were not anticipated at the contracts' initiation.

Services will be performed at the engineers' cost plus profit. Profit is limited to 10% of the combined total of direct labor costs plus overhead and payroll burden. Hourly rates and percentages for overhead, payroll burden, and profit must be within established County limits. The County will not encumber funding for the contracts at this time but rather will charge contract costs to specific projects as it assigns work tasks. The County may terminate the agreements by providing 30 days prior written notice.

On December 20, 2021, the Council approved the original 4-plus year contracts with compensation not to exceed \$750,000 per contractor (\$2,250,000 combined). The proposed amendments, which commence upon Council approval, increase the maximum compensation for each contractor by \$1,000,000 (\$3,000,000 combined) to \$1,750,000 (\$5,250,000 combined) for the entire 4-plus year term, including the renewal periods. All other terms and conditions remain the same. According to the County's financial system, the County has expended/encumbered \$1,455,105 under the contracts as of September 26, 2023 as follows: \$632,570 to Henry Adams, LLC, \$457,214 to RMF Engineering, Inc., and \$365,321 to Bowman Consulting Group, Ltd.

The contracts stipulate that should work be performed under the 2005 consent decree, the contractors shall be liable for payment of penalties charged to the County for failure by the contractors to meet or achieve deadlines or requirements. The damages payable are dependent upon the type of project and the length of delay in completing the project.

On June 29, 2021, the Professional Services Selection Committee (PSSC) selected the contractors from 21 submittals based on qualifications and experience; Property Management



advised that two firms were deemed nonresponsive. According to the bid documents, there is a 20% M/WBE participation requirement.

County Charter, Section 715, requires that “any contract must be approved by the County Council before it is executed if the contract is...for services for a term in excess of two years or involving the expenditure of more than \$25,000 per year....”

## **EXECUTIVE SUMMARY**

The Administration is requesting an amendment to the contracts with Bowman Consulting Group, LTD, Henry Adams, LLC, and RMF Engineering, Inc. for On-Call Mechanical and Electrical Engineering Services. The amendment will increase the Not to Exceed by One Million Dollars (\$1,000,000) for each contract.

Baltimore County currently has historic funding for sustainability and other projects for County facilities. Since the new contracts commenced on December 20, 2021, Property Management has encumbered more funding than used in previous contracts.

In order to complete the capital profile that has been a priority for this Administration, the current contracts require an increase of \$1,000,000 for each engineer. A combined \$3,000,000 increase for the three contracts' NTE will allow Property Management the capacity to meet the sustainability needs of the County.

Prepared by: Property Management

**FM-5 (2 Contracts)**

**Council District(s) All**

**Property Management**

**On-Call Industrial Hygienist Services**

The Administration is requesting approval of two contracts, with KCI Technologies, Inc and Batta Environmental Associates, Inc., to provide on-call industrial hygienist services for various County-owned and/or operated facilities. Each contract commences upon Council approval, continues for 1 year, and will renew automatically for four additional 1-year periods with the option to extend the initial term or any renewal term an additional 120 days. The contracts do not specify a maximum compensation for the initial 1-year term. Compensation for both contractors combined may not exceed \$276,926 for the entire 5-year and 4-month term, including the renewal and extension periods. See Exhibit A.

**Fiscal Summary**

<b>Funding Source</b>	<b>Combined Maximum Compensation</b>	<b>Notes</b>
<b>County</b> <sup>(1)</sup>	\$ 276,926	<sup>(1)</sup> General Fund Operating Budget and/or Capital Projects Fund, depending on the nature of the work.
<b>State</b>	--	
<b>Federal</b>	--	<sup>(2)</sup> For the entire 5-year and 4-month term.
<b>Other</b>	--	
<b>Total</b>	\$ 276,926 <sup>(2)</sup>	

**Analysis**

The contractors will provide all labor, materials, tools, equipment, and supervision to perform industrial hygienist services for County-owned and/or operated facilities on an on-call basis. Services will include monitoring, sampling, testing, and analysis of asbestos and lead-contaminated materials; sampling, testing, analysis of drinking water; and monitoring, sampling, and testing for indoor air quality (including mold spores) and the presence of PCB chemicals.

Hourly labor rates range from \$60 to \$105 depending on the contractor, worker's skill level (non-certified and certified industrial hygienists), and time status (regular or overtime). Testing costs range from \$0 to \$150, depending on the contractor and the type of test/sampling performed (e.g., air or water testing). The contracts provide that it is the intention of the County to issue work equally; however, the assignment of work will be at the County's sole discretion. Property Management advised that it intends to assign work to the contractor with the lower cost for the proposed task; however, in certain circumstances, the contractor with the quickest response time may be selected.

Each contract commences upon Council approval, continues for 1 year, and will renew automatically for four additional 1-year periods with the option to extend the initial term or any renewal term an additional 120 days on the same terms and conditions, unless the County provides notice of non-renewal. The contracts do not specify a maximum compensation for the initial 1-year term. Compensation for both contractors combined may not exceed \$276,926 for the entire 5-year and 4-month term, including the renewal and extension periods.

Prior to the commencement of each renewal period, the County may entertain a request for an escalation in unit prices in accordance with the Consumer Price Index – All Urban Consumers – United States Average – All Items (CPI-U), as published by the United States Department of Labor, Bureau of Labor Statistics at the time of the request, or up to a maximum 5% increase on the current pricing, whichever is lower. The County may terminate the agreements by providing 30 days prior written notice.

The County awarded the contracts through a competitive procurement process based on the two lowest bids from eight bids received. According to the bid documents, there is a 10% M/WBE participation requirement.

On August 6, 2018, the Council approved two similar 5-year and 3-month contracts, with Professional Service Industries, Inc. and Global Consulting, Inc., not to exceed \$325,000 combined. The County's financial system indicates that as of September 22, 2023, the County expended/encumbered \$189,798 under the contracts: \$56,748 to Professional Service Industries, Inc. and \$133,050 to Global Consulting, Inc.

Currently, KCI Technologies, Inc. has nine and Batta Environmental Associates, Inc. has no other contracts with the County.

County Charter, Section 715, requires that “any contract must be approved by the County Council before it is executed if the contract is...for services for a term in excess of two years or involving the expenditure of more than \$25,000 per year....”

## **Executive Summary**

Property Management is requesting approval of a contract for KCI Technologies, Inc. and Batta Environmental Associates, Inc. for On-Call Industrial Hygienist Services. The contractors will provide all labor, supervision, materials, services, equipment, and supervision for air monitoring, sampling, testing, and analysis of asbestos- and lead-contaminated materials as well as analysis of drinking water and monitoring wells.

In no event shall the total compensation paid to the Contractors exceed the sum of Two Hundred Seventy-Six Thousand Nine Hundred Twenty-Six Dollars and Eleven Cents (\$276,926.11) during the entire term of this Agreement including renewals thereof. This Agreement shall be effective when it has been executed by the County and shall continue through one year (the "Initial Term"). The County reserves the right to automatically renew this Agreement for four (4) additional one (1) year renewal options on the same terms and conditions. The County shall have the option of extending this Agreement at the end of the Initial Term or any renewal term for an additional 120 days on the same terms and conditions.

This Agreement has a MBE/WBE goal of 10%.

Prior to the commencement of each renewal period, the County may entertain a request for an escalation in unit prices in accordance with the Consumer Price Index – All Urban Consumers – United States Average – All Items (CPI-U), as published by the United States Department of Labor, Bureau of Labor Statistics at the time of the request, or up to a maximum 5% increase on the current pricing, whichever is lower.

Prepared by: Property Management

MB-2 (Res. 32-23)

Council District(s) All

---

**Councilmembers Patoka, Ertel, Marks, Young, Jones & Kach**

---

**Baltimore County Council Structure Review Workshop**

---

Resolution 32-23 establishes the Baltimore County Council Structure Review Workgroup.

The Baltimore County Council is comprised of 7 members each representing individual council districts. The number of councilmembers has remained unchanged since the County adopted a Charter form of government in 1956. However, a 1972 ballot referendum was approved that changed the method for electing councilmembers from at-large elections to district-by-district elections. In 1950, the County's population was about 271,000. By 1960, the population had grown to more than 492,000.

Currently, Baltimore County has more than 850,000 residents – the third most populous county and the third largest county geographically in Maryland. According to the 2020 Census, the County's population has grown increasingly diverse, with people of color composing 47% of the County's population. Specifically, African Americans represent 30% of the County's population as of 2020, up from 20% in 2000.

However, communities of color are underrepresented in elected office when compared solely with the demographic data in the County. To date, only two people of color have been elected to the County Council. Regardless, every four years, Baltimore County voters have been presented with individuals, including minority and non-minority candidates, who have filed and campaigned for election to the County Council.

The 2020 Census reports that only two Maryland counties have larger populations than Baltimore County – Montgomery at 1,062,054 and Prince George's at 967,194. Their County Councils each have 11 members. However, Montgomery County has 4 at-large members and 7 district members while Prince George's County has 2 at-large members and 9 district members.

Baltimore City has a population of 585,708 that is represented by a 15-member Council (including 1 at-large Council President and 14 district members). Anne Arundel County has a population of

588,265 represented by a 7-member Council, and Howard County has a population of 333,317 represented by a 5-member Council. Anne Arundel and Howard have no at-large Council members, like Baltimore County.

Recently, community activists have advocated for more diverse representation and a lower ratio of constituents per councilmember, including a potential Council expansion. By establishing the Workgroup, the County Council is seeking to examine this issue and develop a consensus recommendation on whether any changes to the structure of the Council are appropriate and serve the goal of improving representation for County residents.

The Workgroup will conduct research and make recommendations as an advisory body to the County Council. The Workgroup will consist of:

- Three appointees from the County Executive;
- One appointee from each member of the County Council;
- One representative appointed by the County Council from the Baltimore County Planning Board;
- One representative appointed by the County Council from an area college or university with expertise in political science or government;
- One representative appointed by the County Council with expertise in demographics; and
- Two ex-officio members, with one member designated by the County Executive and one member designated by the County Council to staff the Workgroup, both of whom shall not have voting rights.


The Council will select the Workgroup's Chair. The Workgroup will meet on a monthly basis; research the composition of peer legislative bodies in the State of Maryland and nationwide, review demographic data and trends for Baltimore County and the State of Maryland, obtain data on the potential taxpayer costs associated with a potential increase in the number of councilmembers, and other relevant issues the workgroup deems appropriate; convene at least one public hearing and consider input from the public; and submit a written report with analysis and recommendations to the Council by March 31, 2024.

Resolution 32-23 shall take effect from the date of its passage by the County Council.



BALTIMORE COUNTY COUNCIL  
NOTES TO THE AGENDA  
APPENDIX A

**BALTIMORE COUNTY, MARYLAND  
INTER-OFFICE CORRESPONDENCE**

**TO:** Administrative Officer **DATE:** 9/11/23  
**FROM:** Kevin D. Reed, Director  **COUNCIL MEETING**  
Office of Budget & Finance **DATE:** 10/16/23  
**SUBJECT:** Public Recordation of Announcement  
of Non-Competitive Awards Charter Sec. 902(f)

Whenever a contract over \$25,000 is awarded by a process other than a formal competitive bid, a copy of the contract must be given to the County Council, and at the next legislative session-day following the award of the contract, the Secretary to the County Council shall formally announce to the Council the nature of the contract and the parties to the contract. The announcement shall be recorded in the minutes of the County Council, and shall be available for inspection by the public. In compliance with this procedure, information is attached concerning the following awards, which are to be forwarded to the County Council:

Award Document

SCON 10001834      Infosense, Inc.

This Supplier Contract provides DPWT the ability to purchase, service, repair and maintain the Ser Line Rapid Assessment Tool (SLRAT) through Infosense, Inc. As detailed in the Sole Source Justification memo signed by D'Andrea Walker, InfoSense, Inc. is the sole manufacturer and supplier of the SLRAT. All repairs and maintenance must be performed by them to avoid voiding the warranty. The SL-RAT provides real-time blockage assessment of sewer lines to better allocate their cleaning needs which saves the County time and money. Baltimore County utilizes four SLRAT units in the Pipeline Maintenance Division which sends acoustical sounds through the sewer lines to locate blockages which provides info for crews to work more efficiently by only cleaning lines that have blockages. Periodic maintenance is required to service batteries, software updates, GPS chipset, and unit calibration. If the SLRAT was unavailable, staff would spend more time/manhours cleaning lines that potentially might not have issues. This ties up staff/crews, providing less manpower to devote to preventing and addressing emergency situations. If blockages are not efficiently detected and rectified, the blockage will result in a sewage overflow. Overflows are a health and safety hazard to the citizens of Baltimore County. These also incur fines per the Consent Decree.

5 yr. Estimated Award Total: \$100,000.00  
Award Date: 9/8/23

SCON 10001852      Maintstar, Inc.

This Supplier Contract is for the purchase of Software Annual Subscription, Licenses, Support and Upgrades through Maintstar Inc. As detailed in the 902f Justification memo signed by Michael Fried, Maintstar Inc. is the manufacturer of this software and is the sole provider of ongoing licensing, maintenance, and support for this product. Maintstar is actively used by Property Management for recording, tracking and reporting on all aspects of maintenance work performed. By upgrading the software to the existing system, this is the cost-effective way to continue business in the County. A new system would require a large investment of time to prepare, test and re-train staff.

5 yr. Estimated Award Total: \$300,000.00  
Award Date: 9/11/23

PO 10009045

Karpel Solutions

This Purchase Order is for the purchase of software license for maintenance and support of the existing court case management software Prosecutor currently used by the State's Attorney's Office (SAO) and the Police Department through Karpel Solutions. As detailed in the 902f Justification memo signed by Michael Fried, Karpel is an industry leading criminal case management system, document generation, and eDiscovery System, that allows for court case specific role-based users and integration with law enforcement and courts to share information securely. If the product was unavailable or unattainable, SAO would need to manually file with the Courts to include capturing case number and first appearance date. Additionally, the Police Department would need to manually provide Law Enforcement Arrest transfer, as well as, begin managing and storing all case documents. Lastly, victims would no longer have access to the web portal for information.

Award Total: \$96,550.00

Award Date: 9/8/23

PO 10010545

Grayshift, LLC

This Purchase Order is for the renewal of the Premier software license for GrayKey devices utilized by the Baltimore County Police Department Forensics Unit. As detailed in the 902f Justification memo signed by Chief Robert O. McCullough, Grayshift's GrayKey device and software allows the Forensics Unit to specifically unlock Apple mobile devices, even if password protected. It is the only device that has this ability. Additionally, it has the ability to extract information even when the phone is locked. This technology is unique to Grayshift and the license can only be obtained through Grayshift.

This enables Forensics to obtain valuable evidence that would otherwise be unobtainable. Digital evidence includes text messages, call logs, pictures, videos, contacts and apps – evidence which is used by investigators to investigate crimes and prosecute criminals. This information is critical in ongoing investigations.

Award Total: \$50,595.00

Award Date: 9/8/23

PO 10010114

Thermo Electron North America, LLC

This Purchase Order provides DPWT the ability to purchase a Thermo/Dionex IC (Ion Chromatography) Integrion instrument from Thermo Electron North America, LLC. As detailed in the 902f Justification memo signed by D'Andrea Walker, Thermo Electron North America, LLC is the sole provider and manufacturer of the Thermo/Dionex IC (Ion Chromatography) Integrion. This instrument is used for the analysis of water and waste water for various anions and cations, such as Nitrate, Nitrite, Sulfate, Phosphorous, Fluoride, Chloride, and Ammonia in the mg/L (ppm) and ug/L (ppb) range. This instrument is needed to ensure Compliance with MDE for Drinking Water Certification. It is used to run analysis on industrial samples for the pretreatment program, as well as samples for Solid Waste, Environmental Protection and Sustainability, and other divisions in Public Works and Transportation. With a holding time of 48 hours for most analysis on the IC, it is critical that the instrument be in good working order with little down time. The laboratory must maintain drinking water certification with Maryland Department of the Environment for Fluoride, Nitrate, and Nitrite using the IC for analysis.

Award Total: \$72,462.33

Award Date: 9/11/23

PO 10010672

A/C Service and Repair, Inc.

This Purchase Order provides for the purchase of one (1) refurbished cone valve, and repair of failing cone valve for the Texas Sewage Pumping Station. As detailed in the 902f Justification memo signed by D'Andrea Walker, A/C Service and Repair, Inc. is the sole cone valve repair facility in the northeast region of the United States that can repair a Rodney-Hunt cone valve. Additionally, A/C Service and Repair, Inc. has an in-stock refurbished cone valve, that is identical to the cone valves that are failing at the Pumping Station. Failure to replace the cone valves would cause Pumping Station to operate at a reduced capacity and potentially result in an overflow situation.

Award Total: \$100,400.00

Award Date: 9/11/23

cc: J. Benjamin Jr.,  
T. Bostwick  
L. Smelkinson