

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

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*Issued: November 22, 2023  
Reissued: November 27, 2023  
Work Session: November 28, 2023  
Legislative Day No. 22: December 4, 2023*

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



OFFICE OF THE COUNTY AUDITOR

**BALTIMORE COUNTY COUNCIL**

**December 4, 2023**

**NOTES TO THE AGENDA**

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\* Note included in reissued package

**AGENDA  
BALTIMORE COUNTY COUNCIL  
LEGISLATIVE SESSION 2023, LEGISLATIVE DAY NO. 22  
DECEMBER 4, 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**

**STACY RODGERS, COUNTY ADMINISTRATIVE OFFICER**

- 1 Bill 83-23 – Mr. Jones(By Req.) – County Charter – Office of the Inspector General  
3 Bill 84-23 – Mr. Jones(By Req.) – Office of the Inspector General

**COUNCIL**

- 5 Bill 85-23 – Councilmembers Patoka & Marks – Development – Public Hearing on a Variance, Special Hearing, or Special Exemption – Posting Notice of Hearing  
6 Bill 86-23 – Mr. Ertel – Restrictions on Parking – Parking on Private Property – Parking Surface  
7 Bill 87-23 – Mr. Ertel – Rental Housing Licenses – Notification of Occupancy  
9 Bill 88-23 – Mr. Crandell – Zoning Regs.-Uses Permitted in the R.C. 50 Zone – Plastics Recycling Facility  
10 Bill 89-23 – Mr. Crandell – Parking – Obstruction of Alleys and Streets

**APPROVAL OF FISCAL MATTERS/CONTRACTS**

**ROBERT MCCULLOUGH, CHIEF, POLICE DEPARTMENT**

- 11 1. Contract – RJ Lee Group, Inc. – Forensic trace analysis services - PD

**KEVIN REED, DIRECTOR, OFFICE OF BUDGET & FINANCE**

- 14 2. Contracts – (6) – Temporary personnel services - OBF

**LAUREN SMELKINSON, COUNTY AUDITOR**

- 18 3. Contract – Sage Policy Group, Inc. – Consulting Services – County Council - CC

**MISCELLANEOUS BUSINESS**

**COUNCIL**

- 20 1. Appointment – Mr. Marks – Board of Appeals – Mr. William H. Paulshock, Sr.  
21 2. Res. 35-23 – Mr. Kach – Updates to the Jacksonville Community Plan  
3. Res. 36-23 – All Councilmembers – Adoption of Development and Zoning Manuals

Bill 83-23

Council District(s) All

Mr. Jones (By Req.)

Administrative Office

**County Charter – Office of the Inspector General**

Bill 83-23 places certain existing provisions and powers governing the Office of the Inspector General (OIG) in the County Charter, as recommended by the Ethics and Accountability Commission.

In October 2021, the County Executive established the Blue Ribbon Commission on Ethics and Accountability (the Commission) to assess the County’s public ethics and open government laws and the County’s laws concerning the OIG. On February 16, 2023, the Commission issued its final report. The Commission’s recommendations included that “the provisions of the Inspector General ordinance (Baltimore County Code § 3-14-101 et seq.) be added to the County Charter at the earliest opportunity.” Bill 83-23 enacts this recommendation by codifying Sections 3-14-101 through 3-14-105 of current County Code nearly verbatim in the new Section 1014 of the County Charter.

Regarding oversight of the OIG and accountability mechanisms, the Commission recommended that County law explicitly state that “the Inspector General and Inspector General staff are subject to the Human Resources process and that complaints may be filed pursuant to that process....” Bill 83-23 partly enacts this recommendation by adding all employees of the OIG to the list of exempt service employees stated in Section 801 of the Charter. Additionally, the new Section 1014(g)(2)-(3) states that the Inspector General and OIG staff shall be considered County employees and are subject to all applicable County personnel laws.

In addition to enacting the OIG’s funding into the Charter, the Commission gave specific recommendations for new language regarding the financial independence and adequate funding of the OIG. Specifically, the Commission recommended the following new language be added to the funding provisions when those provisions are added to the Charter.

“(1) The County Executive and County Council shall ensure that the budget for the Office of Inspector General is sufficient to provide the services outlined in § 3-14-106, as the same may be amended from time to time; and

(2) Any decrease in appropriations for the Office of the Inspector General from the prior fiscal year, in either the proposed or adopted budget, shall be accompanied by a written justification for the decrease, which shall be publicly posted in time for public hearings on the budget to permit public comment and input on such reductions.”

Currently, OIG funding is governed by Section 3-14-105 of the County Code. Bill 83-23 fulfills the Commission’s recommendation by enacting Section 3-14-105 verbatim in the new Charter Section 1014 with the above recommended language.

Pursuant to Section 1202 of the County Charter, the Charter amendments proposed in Bill 83-23 shall be submitted to County voters in the General Election to be held November 5, 2024, and upon ratification, will become effective from and after the 30<sup>th</sup> day following the election.

**Bill 84-23**

**Council District(s) All**

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

**Administrative Office**

**Office of the Inspector General**

Bill 84-23 amends certain existing provisions of the County Code governing the Office of the Inspector General (OIG), as recommended by the Ethics and Accountability Commission.

In October 2021, the County Executive established the Blue Ribbon Commission on Ethics and Accountability (the Commission) to assess the County’s public ethics and open government laws and the County’s laws concerning the OIG. On February 16, 2023, the Commission issued its final report. The report included several recommendations that require changes to the County Code sections governing the OIG. Bill 84-23 enacts several of those changes nearly verbatim to the language recommended by the Commission.

Bill 84-23 adds language to the section governing OIG staff that states “notwithstanding any other provisions of the Charter or the Code, the staff of the [OIG] shall be considered County employees and are subject to all applicable County personnel laws...[and] “except as otherwise stated in § 3-14-103(d), the Inspector General shall be subject to all applicable County personnel laws.” (Section 3-14-103(d) sets forth the removal process for the Inspector General and is not changed by Bill 84-23.)

Bill 84-23 adds language to the section governing OIG funding that states “the County Executive and County Council shall ensure that the budget for the [OIG] is sufficient to provide the services outlined in [the County Code governing the OIG].” Additionally, language is added to the paragraph regarding any budgetary decrease that states the written justification for the decrease “shall be publicly posted in sufficient time for the public hearing on the budget to permit an opportunity for public comment.” Last, language is added to this section that permits the Inspector General to “request independent legal counsel for the [OIG] when necessary to avoid conflict of interest or the appearance of a conflict” in accordance with Sections 508 and 510 of the Charter.

Bill 84-23 also amends the OIG's duties and responsibilities. While the OIG must currently establish policies and procedures to guide functions and processes conducted by the OIG, Bill 84-23 would require the OIG to publish them on the County website and make copies available upon request to the public and County employees. Additionally, Bill 84-23 requires the OIG to provide an annual training course on the functions of the OIG and reporting fraud, waste, and abuse for elected and public officials.

Last, Bill 84-23 enacts recommended changes to the OIG's subpoena authority, which is set forth in Section 3-14-107. The Commission recommended eliminating the waiting period for subpoenas issued to individuals who are not County employees or to outside entities for production of records not maintained by Baltimore County and reduce from 90 days to 30 days the waiting period for subpoenas issued to a Baltimore County employee for records in the employee's possession or control that are not produced or maintained by Baltimore County.

Accordingly, Bill 84-23 reduces the waiting period for production of records to a County employee from 90 days to 30 days. The bill also permits the OIG to issue a subpoena for production of documents that are not maintained by Baltimore County, and that are not within the possession, custody, or control of a County employee, at any time during its investigative process.

Bill 84-23 will take effect 45 days after its enactment.

**Bill 85-23**

**Council District(s) All**

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**Councilmembers Patoka and Marks**

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**Development – Public Hearing on a Variance, Special Hearing, or Special Exemption –  
Posting Notice of Hearing**

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Bill 85-23 requires that signs posted on a property regarding certain development hearings be double-sided and placed within view of and perpendicular to a public road where possible.

Under current law, after the Department of Permits, Approvals and Inspections schedules a public hearing on a petition for a variance, special hearing, or special exception, the petitioner must, among other requirements, conspicuously post 2 signs on the property stating the time and place of the hearing for at least 20 days before the hearing date. Currently, the signs must measure at least 24 inches by 36 inches in size and be placed within view of a public road where possible.

Bill 85-23 adds 2 more requirements for the signs. First, the signs must be double-sided and be the same on each side. Second, when a sign is placed within view of a public road, it must be placed perpendicular to that road.

With the affirmative vote of five members of the County Council, Bill 85-23 will take effect 14 days after its enactment.



**Bill 86-23****Council District(s) All**

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**Mr. Ertel**

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**Restrictions on Parking – Parking on Private Property – Parking Surface**

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Bill 86-23 moves a restriction on parking on unpaved surfaces on private property from the County Code to the Zoning Regulations and expands the restriction from the Towson area to apply County-wide.

In 2020, the Council passed Bill 90-20, which enacted a parking restriction in the Transportation Article of the County Code that required a vehicle parked on private property to be situated on a concrete, asphalt paved, or durable and dustless surface that is intended for the parking of vehicles. This parking restriction applied only to the area of greater Towson encompassed within the Towson precinct (Precinct 6) of the Baltimore County Police Department.

Enforcement authority for parking provisions found in the Transportation Article is held primarily by the Police Department and the Department of Public Works and Transportation. However, this authority applies to private property only when that private property is “used by the public in general.” (See § 18-2-104). By definition, a police officer must enter private property that is not used by the general public in order to issue a citation under the provisions of Bill 90-20. Thus, the general enforcement authority of the Transportation Article conflicts with the provisions of Bill 90-20.

Bill 86-23 seeks to remedy this by transferring the parking restriction out of the Transportation Article and into the Zoning Regulations. This transfers enforcement authority from the Police Department to Code Enforcement, who have no restriction regarding private property.

Bill 86-23 also removes the \$75 fine, thereby allowing the general fine for a violation of the Zoning Regulations to apply. Last, Bill 86-23 removes the geographic restriction and expands this parking restriction to apply County-wide.

With the affirmative vote of five members of the County Council, Bill 86-23 will take effect 14 days after its enactment.

**Bill 87-23****Council District(s) All**

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**Mr. Ertel**

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**Rental Housing Licenses – Notification of Occupancy**

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Bill 87-23 establishes a new rental dwelling unit occupancy notification requirement for certain landlords in the County’s rental housing license program.

Generally, a landlord may not rent a dwelling unit in the County unless they have received a rental license for that particular dwelling unit. The rental licenses are administered by the Department of Permits, Approvals and Inspections (the “Department”). The general purpose of the license program is to ensure compliance with the County’s habitability code and related regulations that protect and promote the public safety, health, and welfare.

Bill 87-23 provides that within 30 days of receiving a rental license for a particular dwelling unit, the landlord must notify the Department in writing whether or not the dwelling unit is occupied. If it is not occupied, the landlord must send a written update to the Department every 30 days thereafter until the dwelling unit is occupied. If the dwelling unit is occupied, the notice must:

- state whether the dwelling unit is or is not in a boarding or rooming house and, if it is, include a copy of the use permit;
- state the full name of each adult authorized by name in a lease to occupy the dwelling unit and provide their contact information; and
- if more than 2 adults are stated, provide the familial relationships, if any, between those adults.

The notice must include a statement by the landlord attesting to the truth of the information provided in the notice. Also, the landlord must notify the Department in writing of a change to any information in the notice within 30 days. Last, the Director may deny a rental license to a landlord or suspend or revoke a landlord’s rental license if the landlord intentionally provides false or misleading statements or information in the notice.

All information received by the County under the provisions of Bill 87-23 is confidential, unless disclosure is otherwise required under State law. Additionally, the Department may not collect

any information under the provisions of Bill 87-23 until 30 days after final adoption of regulations governing the collection, storage, security, internal access and usage, retrieval, external disclosure or inspection, and disposal of information received under Bill 87-23 that conforms to all applicable federal and State privacy and public information laws. Last, the bill requires the Department to consult with the Office of Law and issue such regulations within 120 days of the bill's effective date.

With the affirmative vote of five members of the County Council, Bill 87-23 will take effect 14 days after its enactment.

Bill 88-23

Council District(s) 7

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**Mr. Crandell**

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**Zoning Regs. – Uses Permitted in the R.C. 50 Zone – Plastics Recycling Facility**

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Bill 88-23 establishes a definition for a plastics recycling facility and permits such a facility in the Resource Conservation (R.C.) 50 Zone under specific circumstances.

A plastics recycling facility is a “facility, including multiple buildings and other structures, that sorts and processes recycled plastics and produces high-quality recycled plastic products, including 100% post-consumer: (i) polyethylene terephthalate (“pet”) flake and pellets; (ii) polypropylene (“pp”) flake and pellets; and (iii) polyethylene (“pe”) flake and pellets, ready for use in consumer packaging.”

Bill 88-23 permits a plastics recycling facility by right in the R.C. 50 Zone if the tract of land where the facility is located: is within the urban-rural demarcation line (URDL); as of January 1, 2023, was zoned primarily R.C. 50; and was previously utilized as a landfill. However, a landfill on a tract redeveloped under the provisions of Bill 88-23 must remain permanently closed and may not be permitted to dispose of any new municipal solid waste on site.

Principal buildings associated with the facility can be a maximum height of 60 feet and must be located at least 700 feet from any Density Residential (D.R.) Zone that exists as of January 1, 2023. The facility must provide a minimum number of off-street parking spaces of one space per employee on the largest shift. Facility signage must comply with the regulations applicable to the Manufacturing Heavy (M.H.) Zone. Last, development of a property under the provisions of Bill 88-23 must have a development plan, which shall be processed by way of a limited exemption under § 32-4-106(b)(8) of the Baltimore County Code.

With the affirmative vote of five members of the County Council, Bill 88-23 will take effect 14 days after its enactment.

**Bill 89-23**

**Council District(s) All**

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**Mr. Crandell**

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**Parking – Obstruction of Alleys and Streets**

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Bill 89-23 amends the County’s discretionary ability to tow a parked vehicle that is impeding the free passage of other vehicles to be mandatory.

Under current law, a person may not park a vehicle on a road or alley in a manner that prevents free passage of vehicles. If a vehicle is parked or left unattended in such a manner, the Chief of Police or the Director of the Department of Permits, Approvals and Inspections (PAI) may tow the vehicle after making a reasonable attempt to locate the owner (or, if the owner is known, the owner refuses to remove the vehicle). If the vehicle is towed, the vehicle owner must pay all towing fees.

Bill 89-23 removes the discretion of the Chief of Police or the PAI Director, requiring them to tow a vehicle that is parked on a road or alley such that it prevents the free passage of other vehicles. Bill 89-23 also removes the requirement that the Chief of Police or the PAI Director make a reasonable attempt to locate the owner. Together, these provisions will require the Chief of Police or the PAI Director to immediately tow a parked vehicle if it is impeding the free passage of other vehicles on a road or alley.

With the affirmative vote of five members of the County Council, Bill 89-23 will take effect 14 days after its enactment.

**FM-1 (Contract)**

**Council District(s) All**

**Police Department**

**Forensic Trace Analysis Services**

The Administration is requesting approval of a contract with RJ Lee Group, Inc. to provide forensic trace analysis services for gunshot residue testing as needed. The 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 contract does not specify a maximum compensation for the initial 1-year term. Compensation may not exceed \$173,000 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>Maximum Compensation</b>	<b>Notes</b>
<b>County</b> <sup>(1)</sup>	\$ 173,000	<sup>(1)</sup> General Fund Operating Budget. <sup>(2)</sup> For the entire 5-year and 4-month term.
<b>State</b>	--	
<b>Federal</b>	--	
<b>Other</b>	--	
<b>Total</b>	<u>\$ 173,000</u> <sup>(2)</sup>	

**Analysis**

The contractor will provide evidence trace analysis gunshot residue testing on an as-needed basis for the Police Department’s Forensic Services Section. Unit prices range from \$425 to \$1,225, depending on the number of gunshot residue samples (i.e., “stubs”) being tested (i.e., single with extraction, 3-sample kit, 4-sample kit). Analysis shall be completed within a 2-week turnaround time, or may be expedited upon request, with added surcharges for services requiring a turnaround time of less than five days (2-, 3-, or 4-day turnaround with surcharges of 75%, 50%, or 25%).

The 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 contract does not specify a maximum compensation for the initial 1-year term. Compensation may not exceed \$173,000 for the entire 5-year and 4-month term, including the renewal and extension periods. The Department advised that the maximum compensation amount includes a 20% contingency.

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 agreement by providing 30 days prior written notice.

The County awarded the contract through a competitive procurement process; the contractor was the only bidder. According to the bid documents, there is not an M/WBE participation requirement.

On September 17, 2018, the Council approved a similar 5-year and 3-month contract (effective July 1, 2018) not to exceed \$183,000 with RJ Lee Group, Inc. The County's financial system indicated that expenditures/encumbrances under the contract totaled \$19,885. The Department advised that since the contract's expiration, one gunshot residue kit was sent to RJ Lee Group for testing; the analysis has not been completed and no funds have been expended.

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**

Evidence Trace Analysis, Gun Shot Residue

### The Project

The scope of services under the contract is to purchase services from a qualified contractor to provide forensic trace analysis services for gunshot residue testing.

RJ Lee Group was the sole bidder to the RFQ.

Prepared by: Police Department



**FM-2 (6 Contracts)**

**Council District(s) All**

**Office of Budget and Finance**

**Temporary Personnel Services**

The Administration is requesting approval of six contracts to provide temporary personnel services for County agencies as-needed. The six contractors are: Abacus Corporation, Athena Consulting, LLC, Gladenia, Inc. dba Swift Staffing, Kennedy Business Services, LLC, Mary Kraft & Associates, Inc., and Premier Staffing Source, Inc. 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. Compensation for all six contractors combined may not exceed the amount appropriated for these services for the entire contract term. The Office advised that estimated compensation for the six contractors combined totals \$6.5 million 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>Total Compensation</b>	<b>Notes</b>
<b>County</b>	\$ *	* The amount of County, State, or federal funds will depend on agency program funding sources. (1) Estimate for the entire 5-year and 4-month term.
<b>State</b>	*	
<b>Federal</b>	*	
<b>Other</b>	--	
<b>Total</b>	<u>\$ 6,500,000</u> (1)	

**Analysis**

The six contractors will provide temporary personnel services to all Baltimore County agencies on an as-needed basis. The Office advised that these temporary personnel will be utilized to perform various duties while vacancies are being filled, for seasonal work, etc. The Office also advised

that the County agencies with the highest usage of these services include the Departments of Health and Human Services, Aging, Public Works and Transportation, and Recreation and Parks.

Abacus, Gladenia, Kennedy, and Mary Kraft will provide temporary clerical and professional services personnel (e.g., Account Clerk, Civil Engineer, Grants Management Specialist, Legal Secretary); Gladenia, Premier, and Athena will provide temporary health and human services personnel (e.g., Social Worker, Certified Medical Assistant, Child Development Assistant, Dental Assistant); and Abacus, Premier, and Gladenia will provide temporary general (skilled/unskilled) labor (e.g., Custodial Worker, Kennel Attendant, Electrician). The County reserves the right to add job classifications as needed.

Unit prices for each contract depend on the temporary position to be filled and the contractor's markup and range from:

- \$24.89 to \$85.15 for Abacus;
- \$19.24 to \$30.76 for Gladenia;
- \$22.10 to \$32.50 for Athena;
- \$17.52 to \$99.15 for Mary Kraft;
- \$21.00 to \$35.20 for Kennedy; and
- \$19.65 to \$39.83 for Premier.

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. Compensation for all six contractors combined may not exceed the amount appropriated for these services for the entire contract term. The Office advised that estimated compensation for the six contractors combined totals \$6.5 million 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.

Funding for these contracts will not be encumbered at this time, rather contract costs will be encumbered by the respective agencies each fiscal year through purchase orders. The Office advised that agencies will be notified of the selected contractors and their hourly rates for services. The contracts provide that no contractor is guaranteed any minimum amount of work.

The County awarded the contracts through a competitive procurement process to the lowest responsive and responsible bidders from 41 bids received; the Office advised that 11 bids were deemed non-responsive. According to the bid documents, there is a 25% M/WBE participation requirement.

On September 17, 2018, the Council approved six similar 5-year contracts, with All Pro Placement Services, Inc., 1<sup>st</sup> Choice LLC, Abacus Corporation, Gladenia, Inc. dba Swift Staffing, Mary Kraft & Associates, Inc. and Premier Staffing Source, Inc. The County's financial system indicates that as of November 15, 2023, the County expended/encumbered \$10,912,488 under the contracts: \$283,534 to All Pro Placement Services, Inc.; \$0 to 1<sup>st</sup> Choice, LLC; \$181,293 to Abacus Corporation; \$2,967,433 to Gladenia, Inc.; \$1,689,183 to Mary Kraft & Associates, Inc.; and \$5,791,045 to Premier Staffing Source, Inc. (The Office advised that expenditures under these contracts include funds for additional temporary personnel required during the COVID-19 pandemic.) The contracts provide that the temporary employees supplied via these contracts may continue until their current assignment is completed or the temporary employee leaves, whichever occurs first; then, the County will proceed under the proposed contracts.

The County currently has other contracts for temporary personnel services, including general and skilled laborers and supervisors at the County's waste acceptance/recycling facilities and for clerical personnel related to tax bills.

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 Contractors awarded shall provide temporary personnel services, which the County may require during the term of the Agreement. Temporary positions provided by the Contractors shall include, but not be limited to Call Center Representatives, Account Analysts/Clerks, Accountants, Clerks, Cashiers, Engineers, Data Entry Operator, Human Resources Analysts, Legal Assistants/Secretaries, Office Clerks/Coordinators and Printing and Scanning Technicians.

On September 17, 2018, the County Council approved six (6) similar Agreements, which have reached their expiration. Six (6) new agreements shall commence upon approval of the County Council and shall continue through one (1) year. The County reserves the right to renew the agreements for up to four (4) additional one-year terms on the same terms and conditions. All six (6) Contractors were selected through the County's competitive Request for Bid, No. B-10000114.

The awarded Contracts are Countywide Agreements, and available for use to all Baltimore County agencies. Funds will be encumbered by the respective agencies each fiscal year through Purchase Orders. In no event shall the total compensation paid to the Contractors exceed the County Council approved appropriation to provide these services during the entire term of the Agreements, including renewals thereof.

Prepared by: Office of Budget and Finance

**FM-3 (Contract)**

**Council District(s) All**

**Office of the County Auditor**

**Consulting Services – County Council**

FM-3 is a contract with Sage Policy Group, Inc. to provide economic analysis, personal income forecasting, and discussion facilitation services for the Council’s Spending Affordability and Economic Advisory Committees. The contract commences upon Council approval, continues for 1 year, and will renew automatically for three additional 1-year periods with the option to extend the initial term or any renewal term an additional 180 days. Compensation is limited to \$3,309 per quarter and may not exceed \$52,944 for the entire 4-year and 6-month term.

**Fiscal Summary**

<b>Funding Source</b>	<b>Maximum Compensation</b>	<b>Notes</b>
<b>County</b> <sup>(1)</sup>	\$ 52,944	<sup>(1)</sup> General Fund Operating Budget. <sup>(2)</sup> For the entire 4-year and 6-month term. The contract limits quarterly compensation to \$3,309.
<b>State</b>	--	
<b>Federal</b>	--	
<b>Other</b>	--	
<b>Total</b>	\$ 52,944 <sup>(2)</sup>	

**Analysis**

The contractor will provide quarterly economic reports for use by the Council’s Spending Affordability Committee (SAC), which is responsible for establishing a spending guideline that limits the rate of County spending to a level that does not exceed the rate of growth of the County’s economy. These reports will include estimates and forecasts of U.S., State, and County personal income, employment, and population data as well as recent trends in the County’s real estate market. In addition, the reports will provide an analysis of the national, State, and local economies and other data impacting County tax revenues. Further, the contractor will attend up to four SAC

meetings to present the economic analysis and personal income forecasting contained in the quarterly reports and will be available on an as-needed basis to assist the SAC.

The contractor will also provide economic briefing and discussion facilitation services for the Council's Baltimore County Economic Advisory Committee (BCEAC), which was established to provide practical assistance in advising the SAC on the state of the local economy. The BCEAC meets quarterly to discuss the state of the local economy and consists of nine members, including eight local area business representatives and a chairperson who has expertise in the field of economics.

The contract commences upon Council approval, continues for 1 year, and will renew automatically for three additional 1-year periods with the option to extend the initial term or any renewal term an additional 180 days on the same terms and conditions, unless the County provides notice of non-renewal. Compensation is limited to \$3,309 per quarter (\$2,309 for the preparation and presentation of the quarterly report and \$1,000 for the BCEAC meeting facilitation) and may not exceed \$52,944 for the entire 4-year and 6-month term. The County may terminate the agreement by providing 30 days prior written notice.

The contract was awarded through a competitive procurement process from three proposals received; one proposal was deemed non-responsive. According to the bid documents, there is a 5% M/WBE participation requirement.

On December 16, 2019, the Council approved a similar 4-year contract not to exceed \$25,600 with Sage Policy Group, Inc. The County expended \$25,600 under this contract.

The contractor has provided economic analysis and personal income forecasting services for the SAC since 2010, and Mr. Anirban Basu, Chairman and CEO of Sage Policy Group, Inc., has served as chairperson of the BCEAC since 2002.

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...."

**MB-2 (Res. 35-23)**

**Council District(s) 3**

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**Mr. Kach**

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**Updates to the Jacksonville Community Plan**

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Resolution 35-23 requests the Baltimore County Department of Planning to acknowledge and allow the Greater Jacksonville Community Association, Inc. to update the Jacksonville Community Plan in conjunction with the Baltimore County Department of Planning.

The County Council first adopted the Jacksonville Community Plan as part of the Baltimore County Master Plan 1989-2000 on July 3, 2000 (Resolution 15-00). The Greater Jacksonville Community Association, Inc. has represented the Jacksonville area since 1977, and as such has participated and been instrumental in all significant development issues since then, and most particularly in the development and adoption of the Jacksonville Community Plan, thus is uniquely situated to review and update the community plan.

The resolution states that there have been continuing development pressures and recent land use and zoning decisions, which, together with a greater understanding of the environmental and community impact of such decisions, have resulted in the need for an update to the Jacksonville Community Plan. In addition, the 2024 Comprehensive Zoning Map Process and the Baltimore County Master Plan 2030 are currently underway, which makes an update to the community plan timely.

Resolution 35-23 shall take effect from the date of its passage by the County Council. A copy of the resolution shall be sent to the Planning Board and the Department of Planning for further action.

**MB-3 (Res. 36-23)**

**Council District(s) All**

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**All Councilmembers**

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**Adoption of Development and Zoning Manuals**

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Resolution 36-23 adopts the Baltimore County Development Management and Plan Review Policy Manual and the Baltimore County Zoning Policy Manual (collectively, the “Manuals”).

In July 2022, the Department of Permits, Approvals and Inspections (PAI) began updating the Manuals. In January 2023, PAI announced the formation of the Policy Manual Update Workgroup, which included Councilman Pat Young as well as community members and industry professionals, to update outdated technical manuals.

Section 32-4-404(d) of the County Code requires that each County agency that is required to prepare a manual shall submit the manual to the Planning Board for review, upon which the Planning Board must, within 75 days, hold a public hearing, approve the manual, and submit the manual to the County Council for adoption. Within 90 days after submission of the manual to the County Council, the Council shall adopt the manual with any amendments the Council considers appropriate, upon which the manual shall become effective.

Accordingly, PAI introduced and presented the updated Manuals to the Planning Board at its July 20, 2023 meeting. On September 7, 2023, the Planning Board held a public hearing on the Manuals and immediately thereafter held a meeting at which the Board voted to approve the Manuals as presented, thereby submitting the approved Manuals to the County Council for review and adoption.

Resolution 36-23 shall take effect from the date of its passage by the County Council.