

*BALTIMORE COUNTY COUNCIL  
NOTES TO THE AGENDA  
LEGISLATIVE SESSION 2024*

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*Issued: August 22, 2024  
Work Session: August 27, 2024  
Legislative Day No. 16 : September 3, 2024*

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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**

**September 3, 2024**

**NOTES TO THE AGENDA**

**TABLE OF CONTENTS**

	<b>PAGE</b>
<b>LEGISLATIVE SESSION</b>	
Witnesses .....	ii
<b><u>BILLS – FINAL VOTE</u></b>	
None	
<b><u>BILLS – FIRST CONSIDERATION</u></b>	
Bill 63-24 .....	1
Bill 64-24 .....	4
Bill 65-24 .....	7
Bill 66-24 .....	9
Bill 68-24 .....	12
<b><u>FISCAL MATTERS</u></b>	
FM-1 .....	16
FM-2 .....	20
FM-3 .....	23
FM-4 .....	27
FM-5 .....	*
FM-6 .....	31
FM-7 .....	34
FM-8 .....	*
FM-9 .....	*
FM-10 .....	37
FM-11 .....	*
<b><u>MISCELLANEOUS BUSINESS</u></b>	
MB-2 .....	40
<b>APPENDIX</b>	
Correspondence (1) (a) .....	45

\* Addendum

**AGENDA  
BALTIMORE COUNTY COUNCIL  
LEGISLATIVE SESSION 2024, LEGISLATIVE DAY NO. 16  
September 3, 2024 6:00 P.M.**

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

Page

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

**NO BILLS**

**BILLS FOR FIRST CONSIDERATION**

- 1            **PETE GUTWALD, DIRECTOR, DEPARTMENT OF PERMITS, APPROVALS & INSPECTIONS**  
Bill 63-24 – Mr. Patoka(By Req.) – Tax on Vacant Structure
- 4            **LAWRENCE RICHARDSON, DEPUTY DIRECTOR, DEPARTMENT OF HEALTH & HUMAN SERVICES**  
Bill 64-24 – Mr. Patoka(By Req.) – Penalties and Enforcement for Distribution of Tobacco Products and  
Electronic Smoking Devices to Persons Under 21
- 7            **RENEE COLEMAN, DIRECTOR, OFFICE OF HUMAN RESOURCES**  
Bill 65-24 – Mr. Patoka(By Req.) – The creation of the position of Labor Commissioner
- 9            **BOB SMITH, DIRECTOR, DEPARTMENT OF RECREATION & PARKS**  
Bill 66-24 – Mr. Patoka(By Req.) – CEB – Recreation Council Donations
- 12          **COUNCIL**  
Bill 68-24 – Mr. Ertel – Rental Housing Licenses – Short-Term Rental Lease

**APPROVAL OF FISCAL MATTERS/CONTRACTS**

- 16          **LAUREN BUCKLER, ACTING DIRECTOR, DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION**  
1. Contract – WSP USA, Inc. – Professional engineering services
- 20          **WALT PESTERFIELD, DIRECTOR, DEPARTMENT OF CORRECTIONS**  
2. Contract – PAC Industries, LLC – Preventative maintenance/On-call repair services – laundry equipment
- 23          **CHRIS MARTIN, ACTING DIRECTOR, OFFICE OF INFORMATION TECHNOLOGY**  
3. Amendment to Contract – Stericycle, Inc. – Shredding/document destructions services
- 27          **MARCIA WILLIAMS, DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT**  
4. Contract – ARC Environmental, LLC – Lead risk assessments/radon testing – Lead Safe Program/  
Rehabilitation Program
- \*            **DEBRA SHINDLE, CHIEF, PROPERTY MANAGEMENT**  
31          5. Contracts – (2) – Repair/renovation – tennis & basketball courts  
6. Contracts – (2) – Lead abatement & repainting

\*Addendum

**APPROVAL OF FISCAL MATTERS/CONTRACTS (continued)**

**FAITH THOMAS, CHIEF, REAL ESTATE COMPLIANCE**

- 34 7. Contract of Sale – Van Doan – Drainage/utility easement – Harford Road, Parkville 21234 – Jennifer Branch Relief Sewer Project  
\* 8. Contract of Sale – Timmy & Susan Ongoy – Drainage/utility easement – 4115 Farmside Drive, 21236

**JAMES BENJAMIN, COUNTY ATTORNEY, OFFICE OF LAW**

- \* 9. Purchase Order – Industrial Organizations Solutions, Inc. – Development of written examinations – Police Officer/Police Cadet

**BOB SMITH, DIRECTOR, DEPARTMENT OF RECREATION & PARKS**

- 37 10. Contract of Sale – Estate of Peter P. Hanley by John D. Hanley/Tracy L. Hanley, Personal Representatives-604 Central Avenue, 21204

**SAMEER SIDH, DEPUTY CAO, ECONOMIC DEVELOPMENT & INFRASTRUCTURE**

- \* 11. Contract of Sale – Bowley's Quarters Investments 1, LLC – 1021 Carroll Island Road, 21220

**MISCELLANEOUS BUSINESS**

**COUNCIL**

- 45 Correspondence - (a) (4) – Non-Competitive Awards (July 9, 2024)

**JONATHAN SACHS, DIRECTOR, DEPARTMENT OF ECONOMIC & WORKFORCE DEVELOPMENT**

- 40 2. Grants – Mr. Patoka(By Req.) – FY2025 Arts and Sciences Grants

**COUNCIL**

3. Appointment – Mr. Patoka(By Req.) – Baltimore County Ethics Commission – Chair – Mandee Heintz  
4. Reappointment – Mr. Patoka(By Req.) – Baltimore County Animal Hearing Board – Christine Decorse  
5. Reappointment – Mr. Patoka(By Req.) – Baltimore County Revenue Authority – Toni St. John  
6. Appointment – Mr. Patoka(By Req.) – Police Accountability Board – Karen Williams

\* Addendum

**Bill 63-24**

**Council District(s) All**

**Mr. Patoka (By Req.)**

**Department of Permits, Approvals and Inspections**

**Tax on Vacant Structure**

Bill 63-24 establishes a new tax on vacant structures as authorized under State law. During its 2024 legislative session, the Maryland General Assembly passed House Bill 2, allowing local jurisdictions to establish a subclass and set a special rate for vacant and abandoned property. Under House Bill 2, a vacant structure tax may be imposed on vacant lots or improved property cited as vacant and unfit for habitation or other authorized use on a housing or building violation notice.

Bill 63-24 permits the County to impose the vacant structure tax on vacant structures that have been designated as vacant and unfit for habitation or other authorized use on a housing or building violation notice in accordance with § 6–202.1 of the Tax – Property Article of the Annotated Code of Maryland. See Exhibit A.

The County’s process for designating a property as vacant is established in Article 35, Subtitle 5 – Vacant Structures. Under County law, originally established in Bill 5-23, the County may designate as vacant a structure if: there are past due utility notices for the structure or disconnected utilities to the property; accumulated mail, litter or debris on the property; the structure has physical damage, decay, dilapidation, or other signs of deferred maintenance; the structure has a history as an object of vandalism, loitering, or criminal conduct; there are code enforcement violations issued to the property owner within the previous 12 months; and there are outstanding liens on the property, among other criteria. The County must notify the property owner, who may appeal within 30 days.

A property with a structure that has been designated as vacant and unfit for habitation or other authorized use may be taxed at \$10.00 per \$100.00 of assessed value. One-half of the revenue shall be directed to the Neglected Property Community Fund, which was established via Bill 43-21, and one-half of the revenue shall be directed to the Housing Opportunities Fund, which was

established via Bill 4-23. The Department advised that there are currently 435 registered vacant properties, with 31 deemed unfit for habitation or other authorized use; the Department further advised that based on the assessed value of the 31 properties, the current fiscal impact of the legislation is estimated to be a \$700,272 revenue increase. The Department also advised that administrative costs associated with implementing the tax are to be determined.

The vacant structure tax shall be removed if the Department of Permits, Approvals and Inspections determines that the structure has been razed, redeveloped, or made fit for habitation or other authorized use within six months of receiving the vacant structure tax. Failure to pay the vacant structure tax or make the structure fit for habitation or another authorized use within six months shall result in a lien being placed on the property.

As required under State law, the County shall annually report to the Maryland Department of Housing and Community Development and the General Assembly on: the special tax rate for vacant and unfit structures; the number of properties to which the special rate applies; the revenue change resulting from the special rate; the use of the revenue from the special rate; and whether properties subject to the special rate are viable for adaptive reuse under State law and any plans to convert viable properties.

With the affirmative vote of five members of the County Council, Bill 63-24 will take effect July 1, 2025.

## Executive Summary

During the 2024 legislative session the Maryland General Assembly passed House Bill 2, allowing local jurisdictions to establish a subclass and set a special rate for vacant and abandoned property. Under state law, a vacant structure tax may be imposed on vacant lots or improved property cited as vacant and unfit for habitation or other authorized use on a housing or building violation notice.

The Vacant Structure Tax is intended to serve as a tool to improve quality of life by addressing blighted properties and incentivizing rehabilitation of vacant structures. In accordance with state law, the tax may only be applied to vacant structures that have been cited as both vacant and unfit for habitation or other authorized use.

A vacant structure that meets the conditions of this section may be taxed at \$10.00 per \$100 of assessed value. One-half of the revenue shall be directed to the Neglected Property Community Fund, and one-half of the revenue shall be directed to the Housing Opportunities Fund.

The Vacant Structure Tax shall be removed if the Department of Permits, Approvals, and Inspections determines that the structure has been razed, redeveloped, or made fit for habitation or other authorized use within six months of receiving the Vacant Structure Tax. Failure to pay the Vacant Structure Tax or meet the conditions of § 11-4-607(a) within six months shall result in a lien being placed on the property.

The County's process for designating a property as vacant is established in Article 35, Subtitle 5 – Vacant Structures. Under County law, the County may designate as vacant a structure that has past due utility notices or disconnected utilities to the property; accumulated mail, litter or debris; physical damage, decay, dilapidation or other deferred maintenance; a history as an object of vandalism, loitering, or criminal conduct; code enforcement violations issued to the property owner within the previous 12 months; and outstanding liens on the property, among other criteria. The County must notify the property owner, who may appeal within 30 days.

Prepared by: Department of Permits, Approvals and Inspections

Bill 64-24

Council District(s) All

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**Mr. Patoka (By Req.)**

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**Department of Health & Human Services**

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**Penalties and Enforcement for Distribution of Tobacco Products and Electronic Smoking Devices to Persons Under 21**

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Bill 64-24 updates the County Code sections regarding distribution of tobacco products and electronic smoking devices to comply with federal law prohibiting such distribution to persons under the age of 21. Under Article 13, Title 12 of the Baltimore County Code, the County regulates the distribution of tobacco products and electronic smoking devices. However, multiple provisions contained in this title are in conflict with State and federal law. See Exhibit A.

Currently, under County, State, and federal law, it is illegal to sell tobacco products—including cigarettes, cigars, and e-cigarettes—to anyone under 21. Also, retailers are required to verify by means of government-issued identification containing the bearer's date of birth that each person purchasing a tobacco product or tobacco paraphernalia is at least 21 years of age.

However, the County Code currently contains an exception that allows for retailers to sell tobacco to an active-duty member of the military who is 18-20 years old. Retailers can fulfill the verification requirement if the government-issued identification shows the purchaser is at least 18 years old and an active-duty military member. These provisions conflict with federal law, referred to as Tobacco 21, which eliminated the military exemption. Bill 64-24 eliminates these active-duty military exceptions. Also, County law states that no age verification is required for any person over the age of 27. Bill 64-24 raises this standard to 30 years of age, consistent with State law.

Finally, Bill 64-24 aligns the County's civil penalty structure with the State's. Currently, the owner of a retailer who violates the distribution provisions of County law in any calendar year is subject to a civil penalty as follows: \$500 for a first violation; \$1,000 for a second violation; and \$1,500 or suspension of all tobacco sales for one month or both for a third or subsequent violation. Bill 64-24 would require that an owner who violates the distribution provisions in any two-year period is subject to a civil penalty as follows: \$ 500 for a first violation; \$1,000 for a second violation; and



\$3,000 or suspension of all tobacco sales for one month or both for a third or subsequent violation. In addition, currently, the owner of a retailer who violates the product placement and identification check provisions in any calendar year is subject to a correction notice for a first violation and thereafter a civil penalty; Bill 64-24 changes “calendar year” to “two-year period.”

The Department advised that there is minimal fiscal impact associated with Bill 64-24.

With the affirmative vote of five members of the County Council, Bill 64-24 will take effect 45 days after its enactment.

## **Executive Summary**

Under Article 13, Title 12 of the Baltimore County Code, Baltimore County Government regulates the distribution of tobacco products and electronic smoking devices to persons under 21. However, multiple provisions contained in this title are in conflict with state and federal law. This legislation is intended to align components of the County Code with state and federal standards.

Under County, state, and federal law, it is illegal to sell tobacco products—including cigarettes, cigars, and e-cigarettes—to anyone under 21. §13-12-103 of the County Code currently allows for retailers to sell tobacco to an active-duty member of the military who is 18-20 years old. However, this provision conflicts with federal law referred to as Tobacco 21, which eliminated the military exemption. The Administration's proposed legislation would align the County code with federal law.

Under §13-12-103.1 of the County Code, retailers are required to verify by means of government issued identification containing the bearer's date of birth that each person purchasing a tobacco product or tobacco paraphernalia is at least 21 years of age. However, under §13-12-103.1(B), this verification is not required for persons over 27. The Administration's proposed legislation would raise this standard to 30 years of age, consistent with state law.

Finally, the Administration's proposed legislation would align the County's civil penalty structure with the State's. Currently, under §13-12-105, the owner of a retailer who violates the distribution provisions of §13-12-103 in any calendar year is subject to a civil penalty as follows: \$500 for a first violation; \$1,000 for a second violation; and \$1,500 or suspension of all tobacco sales for one month or both for a third or subsequent violation. The proposed legislation would require that an owner who violates the distribution provisions in any two year period is subject to a civil penalty as follows: \$500 for a first violation; \$1,000 for a second violation; and \$3,000 or suspension of all tobacco sales for one month or both for a third or subsequent violation.

Prepared by: Department of Health and Human Services

**Bill 65-24**

**Council District(s) All**

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**Mr. Patoka (By Req.)**

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**Office of Human Resources**

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**The Creation of the Position of Labor Commissioner**

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Bill 65-24 amends the County's executive compensation plan to add the position of Labor Commissioner to the exempt service of the County. See Exhibit A.

The Administration advised that the Labor Commissioner shall be located within the Administrative Office. The Labor Commissioner shall be responsible for administering the County's Labor Relations program in conformance with federal and State laws and applicable County rules and policies and shall assist with oversight of the daily functions performed. The position will negotiate collective bargaining agreements with all six County unions with employee representatives of each union group and act as Hearing Officer for the final internal step in the employee grievance procedures. The position's pay ranges from a minimum of \$147,900 to a maximum of \$221,850. The Office of Budget and Finance advised that establishing this position does not have a material impact on the Employees' Retirement System. The County Code previously established the position of Labor Commissioner, but it was eliminated in 2011 with the enactment of Bill 123-10.

With the affirmative vote of five members of the County Council, Bill 65-24 will take effect 45 days after its enactment.

Executive Summary

The Administration is proposing legislation to establish the position of Labor Commissioner within the exempt service of the county. Located within the Administrative Office, the Labor Commissioner shall be administering the County's Labor Relations program in conformance with Federal and State laws and applicable County rules and policies and assists with oversight of the daily functions performed. The position will negotiate collective bargaining agreements with all six County unions with employee representatives of each union group and act as Hearing Officer for final internal step in the employee grievance procedures. The position's pay ranges from a minimum of \$147,900 to a maximum of \$221,850.

Prepared by: Office of Human Resources

Bill 66-24 (Supplemental Appropriation)

Council District(s) All

Mr. Patoka (By Req.)

Department of Recreation and Parks

Recreation Council Donations

The Administration is requesting a supplemental appropriation of private funds totaling \$18,840 from the now-defunct Police Athletic League Board of Directors to the Recreation Council Donations Gifts and Grants Fund program. The Department advised that the funds will continue to be used to provide educational, cultural, and athletic experiences for children who may otherwise not have such opportunities. See Exhibit A.

Fiscal Summary

<b>Funding Source</b>	<b>Supplemental Appropriation</b>	<b>Current Appropriation</b>	<b>Total Appropriation</b>
<b>County</b>	--	--	--
<b>State</b>	--	--	--
<b>Federal</b>	--	--	--
<b>Other <sup>(1)</sup></b>	\$ 18,840	\$ 125,000	\$ 143,840
<b>Total</b>	\$ 18,840	\$ 125,000	\$ 143,840

<sup>(1)</sup> Police Athletic League (PAL) Board of Directors funds. No County matching funds are required.

Analysis

In FY 2024, the Department reorganized the County's Police Athletic League (PAL) Centers to Recreation Activity Centers (RACs) in order to provide recreational, social, and wellness opportunities to a wider range of people in the communities, including programming and space

for all ages. The Department advised that the PAL Board of Directors has decided to dissolve at this time and donate the funds comprising the \$18,840 supplemental appropriation. These funds were previously raised by the Board of Directors to provide educational, cultural, and athletic experiences for children who may otherwise not have such opportunities; the Department advised that it will continue to use the funds for similar purposes, including field trips and supplies.

The Department advised that no County matching funds are required.

With the affirmative vote of five members of the County Council, Bill 66-24 will take effect September 29, 2024.

## **Executive Summary**

A supplementary budget appropriation in the amount of \$18,840.06 is needed to enable Baltimore County Recreation and Parks to utilize a donation from the now defunct Police Athletic League (PAL) Board of Directors. In the past, under PAL, the Board of Directors raised funds to enhance the experiences of the children by attending educational, cultural and athletic events that would otherwise not be possible. This included cost of tickets, transportation to and from these events, and other program supplies. Now that the PAL Board of Directors has been dissolved, this donation is to continue to use these funds for these purposes with remaining funds.

Prepared by: Department of Recreation and Parks

Mr. Ertel

**Rental Housing Licenses – Short-Term Rental Lease**

Bill 68-24 establishes a license requirement for the operation of a short-term rental in Baltimore County. The bill also defines several terms and sets specific operational and building requirements for a short-term rental. The bill also requires short-term rentals to pay the County’s transient occupancy tax.

Definitions

Bill 68-24 defines a “short-term rental” (“STR”) as a residential dwelling unit that may be leased for occupancy through a hosting platform in exchange for rent or monetary compensation for a period of no more than 30 consecutive days, and includes a sleeping accommodation. However, this term does not include a bed-and-breakfast inn, a hotel, or a motel, as those terms are defined in the County Code and the Baltimore County Zoning Regulations. An STR is subject to the transient occupancy tax under Article 11, Subtitle 4, Title 4 of the County Code and shall comply with all applicable requirements.

The bill defines a “host” as the owner of an STR, or the owner’s authorized agent. A “hosting platform” is an internet-based entity that facilitates reservations and booking transactions for an STR, and a “booking transaction” is a reservation transaction between a host and a prospective guest for an STR. A “guest” means an individual, including a child or adult, who occupies an STR through a booking transaction. Last, “rent” is defined as charges for services and booking transactions, excluding taxes or government-issued fines, in exchange for occupancy of an STR.

License Application and Renewal

A host may not advertise an STR on a hosting platform, accept a booking transaction, or rent an STR to a guest unless the host has been issued a license for the STR by the Director of the Department of Permits, Approvals and Inspections (the “Director”). A license may not be issued for an accessory dwelling unit or a dwelling or unit that has a regular rental license. An STR license is not transferrable to another host for any reason, including the sale of the STR.



A host must submit an application for an STR license to the Director and pay the application fee, which may not be less than \$300. Among other information, the host must provide the following.

- The names and contact information for all persons with ownership of the dwelling, including any agent of the owner responsible for the STR.
- The type or classification of the building in which the STR is located, including whether it is a single-family detached dwelling, single-family attached dwelling, single-family semi-detached dwelling, or other type of dwelling.
- The number of bedrooms in the STR.
- The number and location of all parking spaces intended for guests, including whether each space is: an on or off-street parking space; paved or unpaved; and located in a registered parking area.

In addition to the information required on the application, the building in which an STR is located must meet the minimum requirements for residential structures in the applicable zone and comply with the Fire Prevention Code of Baltimore County for lodging or rooming houses. Also, an STR must have at least 2 doors with direct exterior access. All bedrooms in an STR must: be at least 100 square feet; comply with all applicable livability, building, and fire prevention codes for a bedroom; and may not be located in a basement or other below ground area unless it has a door with direct exterior access.

In evaluating an application or renewal of an STR license, the Director has the sole discretion to determine: whether a particular dwelling may constitute an STR; the number of bedrooms in the STR that may be advertised on a hosting platform; and the number and location of all parking spaces available to a guest.

An STR license expires on the third anniversary of its effective date. Before a license expires, a host may renew it for an additional 3-year term if: the host and the STR are otherwise entitled to be licensed; the host pays to the Director the renewal fee (which may not be less than \$300); and the host submits to the Director a renewal application.

### Inspections

The host, as a condition precedent to the issuance or renewal of a license, shall permit the County to enter and inspect the STR, in its discretion, to verify compliance with all applicable requirements. The County may conduct such an inspection at any time during the term of the license, provided the County has given notice of the inspection to the host 24 hours in advance and the inspection occurs during normal business hours. Also, prior to the issuance or renewal

of an STR license, the Director may require an inspection by Code Enforcement or the Fire Marshal to verify compliance with applicable building or operational requirements.

### STR and Host Limitations

Bill 68-24 establishes several limitations for licensed STRs. An STR may not be rented for more than 30 consecutive days by the same guest. The maximum number of guests that may occupy an STR at any given time shall be limited by: the number of bedrooms in the STR; the number of provided parking spaces; and if applicable, the capacity of the septic system that serves the STR. Specifically, an STR may host no more than 2 guests per bedroom; provide a minimum of one parking space per 2 guests; and (if applicable) may not host more guests than the maximum capacity of the individual sewage disposal system. Regardless of whether more guests may be permitted under those factors, the maximum number of simultaneous guests is 8 in a single-family detached dwelling and 6 in a single-family attached or single-family semi-detached dwelling.

Additionally, a host may not advertise an STR as a private or public event space or as having more parking than the number of parking spaces available, as established by the Director. A host may not advertise an STR for rent at all if there are overdue taxes or fines due to the County.

### Host Requirements and Recordkeeping

The host of an STR must at all times ensure the following:

- One or more guests is at least 21 years old;
- The use of the STR abides by Article 13 of the County Code and any other applicable County law or regulation;
- The STR complies with a waste collection schedule; and
- The host or a representative of the host is available to respond to calls from emergency services and government agencies and to be onsite within 60 minutes.

The host shall include the rental license number in any advertisement or listing on a hosting platform for the STR, and display within the unit that it is registered with the Department. Also, the host shall provide the Department with a list of the names of all hosting platforms that the host uses for an STR and shall update the Department within 10 days after any additions or deletions to the list. Last, the host shall retain electronic records of guests for 3 years and provide such records to the County upon written request.

License Suspension or Revocation

The Director may deny a license to a host or suspend or revoke a license if the host:

- Fraudulently or deceptively obtains or attempts to obtain a license for the host or for another person;
- Fraudulently or deceptively uses a license;
- Violates the requirements in Bill 68-24 or an applicable regulation;
- Violates Title 4 or Title 7 of Article 13 of the County Code;
- Fails to correct a final order issued under Article 3, Title 6 of the Code;
- Fails to comply with any of the requirements of § 35-6-106 or any of the requirements of Title 3, Subtitle 4, or Title 5 of Article 35 of the County Code; or
- Fails to levy, collect, remit, or otherwise comply with the transient occupancy tax requirements under Article 11, Subtitle 4, Title 4 of the County Code or an applicable regulation.

A host shall have the right to appeal all decisions under this section to the Office of Administrative Hearings.

A person or host who advertises an STR on a hosting platform, accepts a booking transaction, or rents an STR to a guest without a license is subject to a civil penalty of \$1,000. Each day of a violation constitutes a separate offense. The remedies available to the County and the Director under this subtitle are cumulative and not exclusive.

The Department and the Office of Budget and Finance may adopt regulations, in accordance with Article 3, Title 7 of the County Code, to carry out the provisions in Bill 68-24.

With the affirmative vote of five members of the County Council, Bill 68-24 will take effect 14 days after its enactment, and hosts who operated an STR prior to the effective date of this Act shall have 180 days to come into compliance.

FM-1 (Contract)

Council District(s) All

**Department of Public Works & Transportation**

**Professional Engineering Services**

The Administration is requesting approval of a contract with WSP USA, Inc. to provide on-call professional engineering services to continue to assist the County with the management of the requirements identified in the County’s 2005 consent decree with the U.S. Department of Justice, U.S. Environmental Protection Agency (EPA), and the Maryland Department of the Environment (MDE). The contract commences upon Council approval, continues for 4 years, and will renew automatically for up to three additional 1-year periods. The contract provides that the agreement shall remain in effect until the earlier of the date upon which the required services are completed or the County terminates the agreement. The contract provides that compensation may not exceed \$7,000,000 for the entire 7-plus-year term, including the renewal periods. See Exhibit A.

**Fiscal Summary**

<b>Funding Source</b>	<b>Maximum Compensation</b>	<b>Notes</b>
<b>County</b> <sup>(1)</sup>	\$ 7,000,000	<sup>(1)</sup> Capital Projects Fund – Metropolitan District. <sup>(2)</sup> For the entire 7-plus-year term.
<b>State</b>	--	
<b>Federal</b>	--	
<b>Other</b>	--	
<b>Total</b>	<u>\$ 7,000,000</u> <sup>(2)</sup>	

**Analysis**

The contractor will provide professional engineering services to continue to assist the County with the management of services related to requirements identified in the County’s consent decree. Services include, but are not limited to: preparing reports and correspondence as required for the EPA and MDE; developing and implementing a recommended plan of action to address obstacles to consent decree compliance; managing, tracking, and reporting sanitary sewer overflows

(SSOs); preparing and tracking consent decree project schedules; and on-site management of consent decree projects. The Department advised that it expects to complete its obligations under the consent decree by 2031, barring any unforeseen delays.

The contract commences upon Council approval, continues for 4 years, and will renew automatically for up to three additional 1-year periods, unless the County provides notice of non-renewal. The contract provides that the agreement shall remain in effect until the earlier of the date upon which the required services are completed or the County terminates the agreement. The contract provides that compensation may not exceed \$7,000,000 for the entire 7-plus-year term, including the renewal periods.

The County will compensate the contractor for services at the engineer's 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 contract at this time but rather will charge contract costs to specific projects as it assigns work tasks. The County may terminate the agreement by providing 30 days prior written notice.

The contract stipulates that should the contractor perform work under the 2005 consent decree, the contractor shall be liable for payments of penalties charged to the County for failure by the contractor to meet or achieve deadlines or requirements. The damages payable are dependent upon the type of project and the length of the delay in completing the project.

The Department advised that on March 19, 2024, the Professional Services Selection Committee (PSSC) selected the contractor based on qualifications; no other proposals were received. According to the bid documents, there is a 20% M/WBE participation requirement.

On September 2, 2014, the Council approved a similar 6-year contract with Louis Berger Water Services, Inc. not to exceed \$15,000,000. The Department advised that WSP USA Solutions (now known as WSP USA, Inc.) acquired Louis Berger Water Services, Inc. in 2018. On September 17, 2018, the Council approved an addendum to the contract, adding three automatic 1-year renewal periods and increasing the maximum compensation by \$13,502,114 to \$28,502,114 for the entire 9-year term. On August 8, 2023, the Administrative Officer approved a second addendum to the contract, adding one automatic 1-year renewal period. The contract expires September 1, 2024. The County's financial system indicates that as of August 9, 2024, the County expended/encumbered \$22,052,185 under the contract. The Department advised that

delays with design, permitting, real estate acquisition, and completion of work by Baltimore City have extended the consent decree work beyond the date envisioned when the current contract was structured. The Department further advised that the lower value of the proposed contract reflects a narrower scope of services than the current contract.

The County's financial system indicates that as of August 9, 2024, the County currently has three other contracts with WSP USA, Inc.

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...." As previously mentioned, the County entered into an additional 1-year renewal period without Council approval. Accordingly, this situation constitutes a violation of the aforementioned section of the County Charter.

## **Contract Executive Summary – Basic Information**

### **On-Call Consent Decree Management Services**

**Vendor Name** – WSP USA Inc.

#### **Scope of Contract – Projects may include:**

These assignments may include:

- Compiling information and preparing letters/reports/correspondence as required for EPA/MDE.
- Identify issues that may arise relative to the Consent Decree compliance and develop and implement a recommended plan of action.
- Tracking Consent Decree project schedules, preparing Consent Decree schedules and submitting time extension letters to EPA/MDE, as required. Coordination may be required with multiple project managers and departments within the County.
- Preparation of documents for meetings and attendance at the meetings with EPA and MDE.
- On-site Management of Consent Decree projects.
- Management, tracking and reporting of Sanitary Sewer Overflows (SSOs).
- Provide educational/training services on the processes and procedures for the SSO reporting and/or any additional programs/procedures utilized for Consent Decree compliance programs.

**Purpose** – Professional Engineering Services are required to assist Baltimore County with the management of the requirements identified in its Consent Decree with the United States Environmental Protection Agency and the Maryland Department of the Environment (EPA/MDE). A key consideration shall be the knowledge and experience with existing Consent Decree compliance programs.

**Contract Value \$** - \$7,000,000.00

**Term** – The length of the contract will be 4-years with the possibility of three 1-year extensions.

**Vendor Selection method** – Via PSSC meeting on March 19, 2024

Prepared by: Department of Public Works & Transportation

FM-2 (Contract)

Council District(s) All

**Department of Corrections**

**Preventative Maintenance/On-Call Repair Services – Laundry Equipment**

The Administration is requesting approval of a contract with PAC Industries, Inc. to provide preventative maintenance and on-call repair services for County-owned laundry equipment (i.e., washers and dryers) located at the County Detention Center, County shelters, and Animal Services. 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 provides that compensation may not exceed the amount appropriated for these services for the entire contract term. The Office of Budget and Finance, Purchasing Division advised that estimated compensation totals \$160,410 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> <sup>(1)</sup>	\$ 160,410	<sup>(1)</sup> General Fund Operating Budget. <sup>(2)</sup> Estimate for the entire 5-year and 4-month term.
<b>State</b>	--	
<b>Federal</b>	--	
<b>Other</b>	--	
<b>Total</b>	\$ 160,410 <sup>(2)</sup>	

**Analysis**

The contractor will provide preventative maintenance and on-call repair services for washers and dryers located at the County Detention Center, County shelters, and Animal Services. Bi-annual preventative maintenance charges are \$4,450 (County Detention Center) and \$1,480 (County shelters, Animal Services); hourly labor rates are \$252 and \$331, depending on regular or overtime hours; and the mark-up for materials is 45%.



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 provides that compensation may not exceed the amount appropriated for these services for the entire contract term. The Purchasing Division advised that estimated compensation totals \$160,410 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 agreement by providing 30 days prior written notice.

The Purchasing Division advised that the County awarded the contract through negotiations after a competitive procurement process yielded one bid that was deemed non-responsive. The Department further advised that there is not an M/WBE participation requirement.

On September 5, 2017, the Council approved a similar 5-year and 4-month contract (effective October 30, 2017) not to exceed \$210,160 with PAC Industries, Inc. (The contract also included services at the career fire stations.) The County's financial system indicates that the contract expired February 26, 2023, and that as of August 12, 2024, \$112,684 had been expended/encumbered under the contract. The Purchasing Division advised that since the expiration of the contract, the estimated value of services provided totals \$11,066.

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**

Department of Corrections is requesting approval of a supplier contract with PAC Industries, LLC. The proposed contract includes an initial term of one year with four one-year renewal options. Not to Exceed the County Council approved appropriation during the entire term of the Agreement, including renewals thereof. This contract will be used internally by the Department of Corrections, and the Department of Health and Human Services, for maintenance and repair of County owned laundry equipment, located at the Detention Center, Animal Services and County Shelters.

Prepared by: Department of Corrections

**FM-3 (Contract Amendment)**

**Council District(s) All**

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**Office of Information Technology**

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**Shredding/Document Destruction Services**

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The Administration is requesting approval of an amendment to a contract with Stericycle, Inc. to continue to provide on- and off-site document destruction/shredding services. The Office advised that a contract extension is necessary to avoid an interruption in services as the County requires additional time to re-solicit the services and enter into a new term agreement. The proposed amendment, which commences retroactively to August 2, 2024, extends the agreement for two additional one-year renewal periods. The maximum compensation of \$1,566,599 remains unchanged for the entire amended 22-year term, including the renewal periods. The original contract commenced August 2, 2004. See Exhibit A.

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**Fiscal Summary**

The amendment has no fiscal impact since the maximum compensation amount of \$1,566,599 remains unchanged for the entire amended 22-year term, including the renewal periods. The source of funding for the contract is the General Fund Operating Budget.

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**Analysis**

Under the proposed amendment, the contractor will continue to provide on- and off-site document destruction/shredding services. The contractor will also provide locked storage containers (i.e., 64- and 95-gallon locked containers, security cabinets, shredbanks) as needed at the request of County agencies. Records will be picked up for off-site shredding or shredded on-site on a pre-arranged bi-weekly or monthly schedule; records may also be picked up through unscheduled pickups with a minimum of three days' notice. At no point between pickup and destruction will the contents of the waste (records) be disclosed to anyone.

The prices for destruction/shredding services are as follows: \$8.26 for shredbanks; \$36.16 for security cabinets; \$29.96 per 64-gallon and \$46.49 per 95-gallon containers; and \$3.72 per box pickup (1.2 cubic foot). The price for the incineration or destruction of plastic (microfilm, tapes, cd, dvd) is \$0.25 per pound. The transportation charge for an unscheduled pick-up is \$36.16 per trip. The Office advised that costs for per-pound off-site destruction/shredding services will be paid out of the Office's annual operating budget, except the following: new bin requests are paid by the requesting department for the first year until the Office is able to add it to their operating budget; the Police Department pays for precinct services; and the Health Department pays for services at outlying locations. Costs for the other offered destruction/shredding services (i.e., security cabinets, shredbanks and unscheduled services) will be paid by the requesting department.

On August 2, 2004, the Council approved the original 20-year contract with Docushred, LLC with compensation not to exceed \$1,566,599. The Office advised that Docushred, LLC was acquired by Cintas Corporation, which in 2014 entered into a joint venture under Shred-It US JV LLC for the document destruction services; in 2022, Stericycle, Inc. acquired Shred-It US JV LLC. The Office further advised that since the contract expired August 1, 2024, the proposed amendment is necessary to avoid an interruption in services as the County requires additional time to procure a new contract. The Office noted that it is currently reviewing the County's needs and available cooperative agreements.

The Office advised that as of August 15, 2024, the County expended/encumbered \$752,940 under the contract. The Office further advised that the estimated value of services to be provided from August 2, 2024 to September 2, 2024 totals \$7,000.

The proposed amendment, which commences retroactively to August 2, 2024, extends the agreement for two additional one-year renewal 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 agreement by providing 30 days prior written notice. All other terms and conditions remain the same.

The County awarded the original contract through a competitive procurement process. The Office advised that there is not an M/WBE 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

**History** – In 2003, the County solicited for Records Management Services under Invitation to Bid no. 204723. The solicitation was awarded in parts. Docushred, LLC was selected for the document destruction/shredding services component of the solicitation. Prior to completion of the award, Docushred was acquired by Cintas Corporation. On 8/2/04, County Council approved a one (1) year with nineteen (19) one-year renewal options for document destruction/shredding services with Cintas Corporation. In 2014, Cintas entered in a joint venture under Shred-It US JV LLC for the document destruction/shredding services previously handled by Cintas. In 2022, Stericycle, Inc acquired Shred-It US JV LLC.

**Purpose** – The purpose of this request is for Baltimore County to extend the existing agreement with Stericycle, Inc. for continued use of their document destruction/shredding services for all of the County's sensitive information which includes, but is not limited to Protected Health Information as defined under HIPAA, personal information, medical record information and confidential records.

**Fiscal Impact** – Upon Council approval, the contract that was due to expire on 8/1/2024, will have a one (1) year renewal with the option for one more additional one (1) year renewal option. The compensation cap will remain unchanged. Since 2004, the compensation cap for this agreement has been \$1,566,599.00. Since then, the County has encumbered \$752,940.09 and expended \$660,445.59. There is currently a not to exceed of \$813,658.91 remaining.

Prepared by: Office of Information Technology

**FM-4 (Contract)**

**Council District(s) All**

**Department of Housing and Community Development**

**Lead Risk Assessments/Radon Testing – Lead Safe Program/Rehabilitation Program**

The Administration is requesting approval of a contract with ARC Environmental, LLC to provide lead risk assessments and radon testing to determine if homes eligible for federally-funded improvements contain these hazards. The contract commences October 21, 2024, continues through October 20, 2025, 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 provides that compensation may not exceed \$384,804 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>	--	(1) U.S. Department of Housing and Urban Development. (2) For the entire 5-year and 4-month term.
<b>State</b>	--	
<b>Federal <sup>(1)</sup></b>	\$ 384,804	
<b>Other</b>	--	
<b>Total</b>	<u>\$ 384,804</u> <sup>(2)</sup>	

**Analysis**

The Department administers two HUD-funded programs which assist income-eligible homeowners at or below 80% of the Area Median Income (\$97,750 for a family of four) as follows: the Single Family Housing Rehabilitation Loan program assists with grants or loans to correct health and safety issues within the home (e.g., roofing, plumbing); and the Lead Safe Baltimore County Grant program provides assistance for County residents that live in homes built prior to 1978 with at least one child under the age of six for lead hazard reduction services. The Department advised that as part of the environmental review process, HUD requires that each

house receiving federal assistance, if built prior to 1978, have a lead paint risk assessment and a radon test.

The contractor will provide lead paint risk assessment and radon testing services to determine whether homes eligible for federally-funded improvements contain hazards, and to determine the scope of work needed to reduce or eliminate the hazards. The Department advised that if remediation is needed, a homeowner may select a contractor on their own or from a list of eligible contractors that have previously performed this work for Baltimore County; the County utilizes federal funds to compensate the contractors. To qualify for a risk assessment, the property must be an owner-occupied, single family detached, rowhome, or condominium constructed prior to 1978. The Department estimates that it will identify 110 units annually needing assessments.

Prices for a lead paint risk assessment conducted by a certified risk assessor are \$185 per unit for the Single Family Housing Rehabilitation Loan program and \$500 per unit for the Lead Safe Baltimore County Grant program. Fees for lab analyses of soil and dust samples are \$4 and \$8 per sample, respectively. Prices for radon testing conducted with and without a risk assessment are \$15 and \$350, respectively. The mobilization fee is \$350 for standalone radon testing services.

The contract commences October 21, 2024, continues through October 20, 2025, 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 provides that compensation may not exceed \$384,804 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 agreement by providing 30 days prior written notice.

The Department advised that the County awarded the contract through a competitive procurement process based on low bid from four bids received. The Department further advised that there is not an M/WBE participation requirement.



On December 16, 2019, the Council approved a similar 5-year and 4-month contract (effective October 21, 2019) not to exceed \$232,000 with ARC Environmental, LLC. The County's financial system indicates that as of August 12, 2024, \$219,837 has been expended/ encumbered under the contract.

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**

In October 2019, the Department of Housing and Community Development entered into a contract with Arc Environmental, Inc. to provide Lead Risk Assessments & Radon testing for the Department's Lead Safe Baltimore County program (funded by the Department of Housing and Urban Development) and Rehabilitation Program. These programs combined assist over 250-300 Baltimore County households each year with the finding/ mitigating of Lead Based Paint and Radon. The contract term will expire October 20, 2024, and the contract has been renewed for all four (4) one (1) year renewal terms. As part of the Environmental Review process, HUD requires that each house receiving assistance has a Radon Test and a Lead Paint Risk Assessment.

Prepared by: Department of Housing and Community Development

**FM-6 (2 Contracts)**

**Council District(s) All**

**Property Management**

**Lead Abatement & Repainting**

The Administration is requesting approval of two contracts, with E.A.R.N. Contractors, Inc. and Colossal Contractors, Inc., to provide lead abatement and repainting services at various County-owned and/or operated buildings as needed. 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 180 days. The contracts provide that compensation for both contractors combined may not exceed \$700,000 for the entire 5-year and 6-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>	\$ 700,000	<sup>(1)</sup> General Fund Operating Budget and/or Capital Projects Fund. <sup>(2)</sup> For the entire 5-year and 6-month term.
<b>State</b>	--	
<b>Federal</b>	--	
<b>Other</b>	--	
<b>Total</b>	\$ 700,000 <sup>(2)</sup>	

**Analysis**

The contractors will provide all labor, materials, tools, equipment, fuel, supervision, and necessary incidentals to perform lead abatement and repainting services at various County-owned and/or operated buildings as needed. Hourly rates for labor range from \$35 to \$69, depending on the contractor, task (i.e., abatement or repainting), and time status (i.e., regular time or overtime); the mark-up for materials is 15% for Colossal Contractors, Inc. and 10% for E.A.R.N. Contractors Inc. The County will also be charged landfill disposal costs. The contracts provide

that no minimum amount of work is guaranteed. Property Management advised that, while it intends to work with vendors equally, work will be assigned to the vendor with the lower proposal. In emergencies, the vendor with the quickest response time will be awarded the work.

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 180 days on the same terms and conditions, unless the County provides notice of non-renewal. The contracts provide that compensation for both contractors combined may not exceed \$700,000 for the entire 5-year and 6-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.

Property Management advised that the County awarded the contracts through a competitive procurement process based on low bid from five bids received. According to the bid documents, there is a 20% M/WBE participation requirement.

On June 3, 2019 the Council approved two similar 5-year and 4-month contracts, with BMW Construction Specialists, Inc. and Adisa Enterprises, LLC, with combined compensation not to exceed \$1,108,562. The contracts expire October 2, 2024. The County's financial system indicates that as of August 13, 2024, \$70,122 has been expended/encumbered under the contracts: \$67,525 to Adisa Enterprises, LLC and \$2,597 to BMW Construction Specialists, Inc.

The County's financial system indicates that as of August 13, 2024, the County has four other contracts with Colossal Contractors, Inc. and three other contracts with E.A.R.N. Contractors, Inc.

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 the approval of contracts with E.A.R.N. Contractors, Inc. and Colossal Contractors Inc. provide all labor, materials, tools, equipment, fuel, supervision and all necessary incidentals to perform lead abatement and repainting services at various locations in Baltimore County.

In no event shall the total compensation paid to the Contractors exceed the sum of Seven Hundred Thousand Dollars and Zero Cents (\$700,000.00) during the entire term of this Agreement including renewals thereof. The Agreement shall be effective when it has been properly signed by all parties and when executed by the County through one (1) year (the "Initial Term"). The County reserves the right to 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 180 days on the same terms and conditions.

This Agreement has a MBE/WBE goal of 20%.

Prior to the commencement of subsequent renewal terms, the County may entertain a request for an escalation in accordance with the current 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

FM-7 (Contract)

Council District(s) 5

**Office of Law – Real Estate Compliance Division**

**Drainage/Utility Easement – Harford Road, Parkville, 21234 –  
Jennifer Branch Relief Sewer Project**

The Administration is requesting approval of a contract to acquire easement access spanning approximately 0.111 acre for \$5,895 for the Jennifer Branch Relief Sewer project east of Harford Road and south of Northwind Road in Parkville. Van Doan currently owns the property, which is located along Harford Road and zoned DR-5.5 (Density Residential – 5.5 units per acre). The easements will be used for drainage and utility easements and temporary construction areas. See Exhibit A.

**Fiscal Summary**

<b>Funding Source</b>	<b>Purchase Price</b>	<b>Notes</b>
<b>County</b> <sup>(1)</sup>	\$ 5,895	<sup>(1)</sup> Capital Projects Fund – Metropolitan District.
<b>State</b>	--	
<b>Federal</b>	--	
<b>Other</b>	--	
<b>Total</b>	<u>\$ 5,895</u>	

**Analysis**

The Office advised that the County’s engineering contractor, Johnson, Mirmiran & Thompson (JMT), utilized the valuation formula and price per square foot for a similar, nearby property (3110B Summit Avenue in Parkville) to determine the value of the proposed acquisition. (The Office advised that the County’s appraisal consultant, Everett Benfield Advisors, completed an appraisal of 3110B Summit Avenue effective February 14, 2024; JMT completed the appraisal review.) The Office further advised that JMT offered the property owner \$5,895 on behalf of the County, which was accepted.

The total 0.111-acre property to be acquired, including the drainage and utility easements (0.063 acre) and the temporary construction area (0.048 acre), is part of a larger 1.023-acre parcel that is improved with a residential dwelling.

The Office advised that the Jennifer Branch Relief Sewer project includes the construction of approximately 6,000 feet of relief sewer along Jennifer Branch stream between Harford Road and Northwind Road. The Office further advised that a total of 24 acquisitions are needed for this project, and following approval of the proposed acquisition, 6 additional acquisitions will require Council approval; the proposed contract is the second item requiring Council approval. As of the adoption of the FY 2025 Capital Budget, appropriations earmarked for the project total \$6.0 million. The Department of Public Works and Transportation advised that as of August 19, 2024, the County had expended/encumbered approximately \$1.0 million for design, permitting, and property acquisition.

County Charter, Section 715, requires Council approval of real property acquisitions where the purchase price exceeds \$5,000.

Executive Summary

PROGRAM TITLE: Jennifer Branch Relief Sewer Project

PROJECT NO.: 010777250

FISCAL MATTER: Contract of Sale

PROPERTY OWNERS: Van Doan

LOCATION: Harford Road  
Parkville, MD 21234

CONSIDERATION: \$5,895.38

PURPOSE OF PROJECT: This contract is for the purchase of 2,724 sq. ft. of Drainage and Utility Easement and 2,101 sq. ft. of Temporary Construction Area.

LIMITS OF PROJECT: Jennifer Branch Relief Sewer Project

Prepared by: Office of Law – Real Estate Compliance Division



FM-10 (Contract)

Council District(s) 6

**Department of Recreation & Parks**

**604 Central Avenue, 21204**

The Administration is requesting approval of a contract with the Estate of Peter P. Hanley by John D. Hanley and Tracy L. Hanley, personal representatives, to acquire approximately 0.517 acre of land for \$480,000 to expand the bounds of the adjacent West Towson Park for additional recreational development. The property is located at 604 Central Avenue and zoned DR-3.5 (Density Residential – 3.5 lots per acre). See Exhibit A.

**Fiscal Summary**

<b>Funding Source</b>	<b>Purchase Price</b>	<b>Notes</b>
<b>County</b>	--	(1) Program Open Space funds.
<b>State</b> <sup>(1)</sup>	\$ 480,000	(2) There is an associated reduction of approximately \$3,659 in property tax revenue annually.
<b>Federal</b>	--	
<b>Other</b>	--	
<b>Total</b>	<u>\$ 480,000</u> <sup>(2)</sup>	

**Analysis**

The Department advised that the County obtained two appraisals pursuant to Program Open Space (POS) policy for review by the Maryland Department of Natural Resources (DNR): one by Everett Benfield Advisors effective January 18, 2024, recommending \$500,000, and one by S. H. Muller & Associates, LLC effective January 18, 2024, recommending \$460,000. The Department further advised that the County used the average of the two appraised values as the settlement price. The Department also advised that the County anticipates full POS reimbursement for this purchase.

The total 0.517-acre property to be acquired is improved with a two-story converted residence (into office space), a garage, and approximately 27 marked parking spaces to the rear of the building. The Department advised that the property to be acquired adjoins the County-owned West Towson Park, which includes a ball diamond, sports courts, a playground, picnic tables, and limited green space. The Department further advised that no definitive plans have been formulated, and the size of the property will limit prospective improvements and uses; potential viable amenities and uses could include parking for the park, relocation and/or expansion of the park playground (possibly to enable expansion of sports courts), and the addition of green space. The Department also advised that it intends to demolish the converted residence and that a quote for demolition has not yet been solicited; funds for razing the former residence are available within the existing Parks, Preservation and Greenways capital program.

The Department advised that as of August 14, 2024, the County had expended/encumbered approximately \$5,500 for this project, excluding the amount for this acquisition.

County Charter, Section 715, requires Council approval of real property acquisitions where the purchase price exceeds \$5,000.

Executive Summary

PROGRAM TITLE: 604 Central Avenue Property Acquisition

PROJECT NO.: PROJ-10000880

FISCAL MATTER: Contract of Sale

PROPERTY OWNERS: Estate of Peter P. Hanley

LOCATION: 604 Central Avenue  
Towson, MD 21204

CONSIDERATION: \$480,000

PURPOSE OF PROJECT: This contract is for the purchase of 604 Central Ave. Towson, Maryland 21204, on tax map 070A, grid 0007, parcel 0365, comprising 0.517 acres (the "Property"). Tax ID no. 09-0908009120. This property will expand the bounds of the adjacent West Towson Park, allowing for additional recreational development.

LIMITS OF PROJECT: 604 Central Avenue, Towson, MD 21204

Prepared by: Office of Law – Real Estate Compliance Division

MB-2 (Grants)

Council District(s) All

Mr. Patoka (By Req.)

Department of Economic and Workforce Development

FY 2025 Arts and Sciences Grants

The Administration is requesting approval of grants totaling \$3,584,425 to organizations for arts, sciences, cultural, and tourism events, activities, and programs consistent with the adopted FY 2025 budget, as follows: 39 General Fund operating grants (\$2,702,500); 20 Tourism Program operating and non-operating grants (\$546,150); Maryland State Arts Council grants for the SPLASH Summer Arts Program and various projects (\$301,275); and various project grants (each less than or equal to \$7,500) not eligible for State grant funding (\$34,500). See Exhibit A for a listing of the organizations and the respective grant awards.

Fiscal Summary

Funding Source	Combined Grants Total	Notes
County <sup>(1)</sup>	\$ 3,283,150	<sup>(1)</sup> FY 2025 General Fund and Tourism Program Operating Budgets.
State <sup>(2)</sup>	301,275	
Federal	--	<sup>(2)</sup> MD State Arts Council grant for the SPLASH Summer Arts Program and various projects.
Other	--	
<b>Total</b>	<b>\$ 3,584,425</b>	

Analysis

The Department advised that for FY 2025, the Commission on Arts and Sciences again worked within the guidelines established by the County Executive to assure that all grantees provided value to Baltimore County residents and visitors. The Department further advised that the Commission evaluated all grant applicants based on artistic merit; service to the community; multicultural outreach; soundness of business practice; and level of service to Baltimore County

residents, including partnerships with County-based organizations, creativity of outreach programs to the County, geographic diversity within the County, number of programs/activities that take place in the County, and extent and effectiveness of outreach to youth and artists/performers in the County. The proposed grants are consistent with the adopted FY 2025 program budgets.

Monetary assistance for arts and sciences organizations in excess of \$5,000 is subject to approval by the County Council in accordance with Baltimore County Code, Section 10-1-108. Monetary assistance of \$5,000 or less is subject to the 14-day grant notification process. Although not required, the Department has included seven operating grants (totaling \$31,500) and one non-operating grant (totaling \$2,000) as part of the current request.

Baltimore County Code, Section 10-1-108(b)(3), requires recipient organizations of arts, sciences, and cultural enrichment grants in excess of \$10,000 per fiscal year to submit an annual audit prepared by a certified public accountant. The Department advised that as of August 19, 2024, three organizations to be awarded FY 2025 grant funds have not submitted their required audits for the receipt of FY 2023 grant funds (the most current reporting period).

Executive Summary

Each year, in consultation with the Commission on Cultural Arts and Sciences, Baltimore County distributes arts, sciences, cultural, and tourism grants. The grants support organizations and institutions that provide invaluable arts, sciences, and cultural opportunities for the benefit of Baltimore County residents and visitors.

The arts, sciences, cultural and tourism grants total \$3,584,425 of which \$3,141,650 are operating grants being submitted for approval for Fiscal Year 2025.

The grantees range from large organizations such as the Baltimore Symphony Orchestra, the Maryland Zoo, the Baltimore Museum of Art, and the Walters Art Museum, to smaller nonprofits such as the Fire Museum of Maryland, the Historical Society of Baltimore County, and the Glenn L. Martin Maryland Aviation Museum. A complete list of the proposed grants is listed below.

<b>Headquarters in Baltimore County</b>	
Baltimore Chamber Orchestra	\$20,000
City Ranch	\$5,000
Contemporary Arts, Inc.	\$18,000
Fire Museum of Maryland	\$25,000
Gordon Center for Performing Arts	\$100,000
Historical Society of Baltimore County	\$17,000
Irvine Nature Center, Inc.	\$70,000
MPT Foundation	\$50,000
Towson University Asian Art & Culture Center	\$20,000
Towson University Community Art	\$10,000
Camp Puh'Tok	\$60,000
Glenn L. Martin Maryland Aviation Museum	\$30,000
Gouchers Art Gallery	\$5,000
Open Spaces	\$6,900
Patapsco Heritage	\$70,000
Strand Theater	\$2,000
Towson Arts Collective	\$7,000
UMBC AOK Library	\$9,750
UMBC Center for Art Design and Visual Culture	\$25,500
<b>Headquarters in Baltimore City, Howard or Harford County</b>	
American Visionary Art Museum	\$100,000
Bach Concert Series - Bach in Baltimore	\$10,000
Baltimore Childrens Choir	\$5,000
Baltimore & Ohio Railroad Museum	\$45,000
Baltimore Children's Museum dba Port Discovery	\$35,000
Baltimore Clayworks	\$18,000
Arts for Learning	\$30,000
Baltimore Concert Opera	\$10,000
Baltimore Museum of Art	\$290,000

Baltimore Museum of Industry	\$20,000
Baltimore Symphony Orchestra	\$425,000
Baltimore Theatre Project	\$4,500
Center Stage Associates	\$125,000
Chesapeake Shakespeare Company	\$18,000
Creative Alliance at the Patterson	\$35,000
Everyman Theatre	\$100,000
Greater Baltimore Cult Alliance	\$5,000
Handel Choir of Baltimore	\$10,000
Hippodrome Foundation, Inc.	\$70,000
Icarus Quartet	\$8,000
Jewish Museum of Maryland	\$20,000
Ladew Topiary Gardens	\$20,000
Make Studio Art	\$25,000
Maryland Academy of Sciences dba Maryland Science Center	\$120,000
Maryland Center for History & Culture	\$40,000
Maryland Humanities Council dba Maryland Humanities	\$20,000
Maryland Zoological Society dba Maryland Zoo	\$425,000
Maryland State Boys Choir	\$20,000
National Aquarium	\$180,000
Chesapeake Arts Center	\$10,000
Deer Creek Chorale	\$7,000
Peale Center for Baltimore History & Architecture	\$15,000
Pride of Baltimore	\$15,000
Producers Club of MD	\$5,000
Shriver Hall Concert Series	\$15,000
Walters Art Gallery dba Walters Art Museum	\$290,000
<b>Subtotal Operating Grants</b>	<b>\$ 3,141,650</b>
Micro Capital Grants	\$25,000
African-American Cultural Festival	\$30,000
Property Insurance: Ballestone & Banneker	\$2,000
Project Grant that are not eligible for State Grant funding)	\$34,500
Splash Summer Arts Program and Project Grants eligible to use State	\$301,275
Arts and Entertainment Management Support	\$50,000
<b>Subtotal</b>	<b>\$442,775</b>
<b>Total</b>	<b>\$3,584,425</b>


Prepared by: Department of Economic and Workforce Development

BALTIMORE COUNTY COUNCIL  
NOTES TO THE AGENDA  
APPENDIX A



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

**TO:** County Administrative Officer **DATE:** 7/9/24

**FROM:** Kevin D. Reed, Director,   
Office of Budget & Finance **COUNCIL MEETING  
DATE:** 9/3/24

**SUBJECT:** Public Recordation of Announcement  
of Non-Competitive Commodity Awards Charter Sec. 902(f)

Whenever a commodity Supplier Contract / Purchase Order over \$25,000 is awarded by a process other than a formal competitive bid, a copy of the Supplier Contract / Purchase Order must be provided to the Administrative Office for placement on the County Council agenda for announcement at the next session following the award of the Supplier Contract / Purchase Order. The announcement shall be recorded in the minutes of the County Council meeting, and shall be available for inspection by the public. In compliance with this procedure, supporting documentation of the awards are included and will be forwarded to the County Council.

Award Document

PO 10016761 Atlantic Tactical, Inc.

This Purchase Order is for the purchase of Pepperball Launchers and Munitions for use by patrol officers in the Police Department through Atlantic Tactical Inc.

According to the 902f Justification signed by Chief McCullough, pepperball is the only known "non-lethal" chemical munitions and impact tool available. It delivers a paintball style projectile, filled with PAVA (OC) powder that offers a lower risk compliance tool for the resolution of various situations where force may be required. These Launchers are currently in use by the Tactical Unit. Purchasing the same equipment provides the standardization of tools across the Agency.

Award Total: \$58,872.65

Award Date: 7/10/24

PO 10010647-2 Delmarva Pump Center, Inc.

This Purchase Order provides for parts/repair of Reserve Tiller Truck TR-94, a 2012 Spartan Gladiator, assigned to the Fire Department. As detailed in the Sole Source Justification signed by D'Andrea Walker, Delmarva Pump Center, Inc. (DPC Emergency Equipment) is the sole dealer for Spartan chassis parts in the State of Maryland. Truck TR-94 requires extensive repairs to maintain its reserve status in the fleet. If these repairs are not completed timely, the Fire Department's daily operations will be negatively impacted and potentially, affect the safety of County residents, as the Department will have fewer trucks available for response.

This Purchase Order was awarded on September 23, 2023 in the amount of \$35,571.76 and originally reported to Council on the November 6, 2023

Correspondence Memo. A change Order for an additional \$17,186.60 was issued on March 11, 2024, and Purchase Order was once again reported to Council on the April 15, 2024 Correspondence Memo, in order to document the increase.

On July 2, 2024, a second Change Order was issued to encumber an additional \$22,805.96 for additional repairs that were not previously identified. As a result of the second Change Order, Purchase Order 10010647 is being reported to Council once again, to document the net increase.

Award Total: \$75,564.32  
Award Date: 7/17/24

SCON 10002455 Maryland Industrial Trucks, Inc.

This Supplier Contract provides for the purchase of New Way parts and labor through Maryland Industrial Trucks, Inc. As detailed in the Justification Memo signed by Lauren Buckler, Maryland Industrial Trucks, Inc. is the sole source for New Way truck parts and services in the State of Maryland. The parts and labor purchased through this Contract will be utilized to maintain and repair existing New Way trucks in the County's fleet.

5 Year Estimated Award Total: \$50,000.00  
Award Date: 7/16/24

SCON 10002517 B.A.F.S. The Mill of Bel Air

This Supplier Contract is for the purchase of Animal Food and Supplies through B.A.F.S dba The Mill of Bel Air, Inc. utilized by the Department of Health and Human Services, Animal Services Division.

As detailed in the 902F Justification signed by Lawrence Richardson, B.A.F.S. stocks Purina Nestle products and is the sole manufacturer of ProPlan Veterinary and Maintenance diets which has long been used within the Division. Purina diets are used on a daily basis for the balanced nutritional needs of the animals within the care of Baltimore County Animal Services (BCAS). These diets are purchased weekly directly from the manufacture but due to the unpredictability of shelter intake there are times food is needed on an urgent basis. B.A.F.S. The Mill of Bel Air stocks these diets in small quantities for Animal Services and consumers. This allows staff the ability to pick up on an as needed basis from a variety of their locations. The Mill of Bel Air carries high quality animal bedding and pine litter which can be purchased for delivery but also for immediate pick up by an Animal Services staff member at one of the Mill of Bel Air locations.

5 Year Estimated Award Total: \$230,000.00  
Award Date: 8/7/24

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