

**BALTIMORE COUNTY COUNCIL  
NOTES TO THE AGENDA  
LEGISLATIVE SESSION 2017**

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*Issued: November 22, 2017  
Work Session: November 28, 2017  
Legislative Day No. 20 : December 4, 2017*

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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, 2017**

**NOTES TO THE AGENDA**

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**BALTIMORE COUNTY COUNCIL AGENDA  
LEGISLATIVE SESSION 2017, LEGISLATIVE DAY NO. 20  
December 4, 2017 6:00 P.M.**

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

Page

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

- 1            **KEVIN REED, DEPARTMENT OF HEALTH AND HUMAN SERVICE**  
Bill 69-17 – Mr. Quirk(By Req.) – CEB – Maryland Children’s Health Program
- 4            **KYRLE PREIS, CHIEF, FIRE DEPARTMENT**  
Bill 70-17 – Mr. Quirk(By Req.) – CEB – Emergency Management Performance Grant
- 7            **COUNCIL**  
Bill 71-17 – Mr. Jones - Zoning Regulations – Indoor Shooting Range

**APPROVAL OF FISCAL MATTERS/CONTRACTS**

- 8            **AMY GROSSI, REAL ESTATE COMPLIANCE**  
1. Contract of Sale – Debra L. Zimmerman – Acquisition of easement – 137 Bayside Drive, 21222 - REC
- 11          2. Contract of Sale – Bertha Smith – Acquisition of Parcel-Easement – 4817 E. Joppa Road, 21128 - REC

**MISCELLANEOUS BUSINESS**

- 17          **COUNCIL**  
1. Correspondence - (a)(2) - Non-Competitive Awards (November 21, 2017)
- 14          **WILL ANDERSON, DIRECTOR, DEPARTMENT OF ECONOMIC AND WORKFORCE DEVELOPMENT**  
2. Res. 109-17 – Mr. Quirk(By Req.) – Designation – Sparrows Point Development District
- COUNCIL**  
3. Res. 110-17 – Mr. Kach – Property Tax Exemption – DAV – Nanette Fitzgerald



Bill 69-17 (Supplemental Appropriation)

Council District(s) All

Mr. Quirk (By Req.)

Department of Health and Human Services

Maryland Children’s Health Program

The Administration is requesting a supplemental appropriation of federal funds totaling \$92,385 to the Maryland Children’s Health Program Gifts and Grants Fund program to increase the amount appropriated to the actual amount of the grant award. The funds will be used to support the salary and benefits costs of one new part-time (34 hours-per-week) Eligibility Program Supervisor and the health benefits costs of one existing part-time Case Screener to provide eligibility determination and case management services to Medicaid applicants and recipients. See Exhibit A.

Fiscal Summary

<u>Funding Source</u>	<u>Supplemental Appropriation</u>	<u>Current Appropriation</u>	<u>Total Appropriation</u>
County	--	--	--
State <sup>(1)</sup>	--	\$ 821,948	\$ 821,948
Federal <sup>(2)</sup>	\$ 92,385	1,089,558	1,181,943
Other	--	--	--
<b>Total</b>	<b>\$ 92,385</b>	<b>\$ 1,911,506</b>	<b>\$ 2,003,891</b>

<sup>(1)</sup> Maryland Department of Health funds.

<sup>(2)</sup> U.S. Department of Health and Human Services, Centers for Medicare and Medicaid Services funds passed through the Maryland Department of Health. No County matching funds are required.

Analysis

The Maryland Children’s Health Program (MCHP) provides healthcare to eligible pregnant women, children, families, and single or married childless adults under age 65. Program staff

provide eligibility determination and case management services for clients applying for health insurance benefits through the Maryland Medicaid Program. The Department advised that clients are referred to MCHP through the Maryland Health Connection website and call center, connector entities (consumer assistance organizations), mailings, and by Department staff. The Department further advised that 45,531 individuals were assisted in FY 2017 and estimates 50,000 individuals will be assisted in FY 2018.

The proposed grant funds will be used to support the salary and benefits costs of one new part-time (34 hours-per-week) Eligibility Program Supervisor and the health benefits costs of one existing part-time Case Screener. The positions will assist eligible Medicaid recipients in choosing a Managed Care Organization at time of enrollment and work to increase MCHP enrollment at the Baltimore County Detention Center.

The FY 2018 Adopted Operating Budget included a \$1,911,506 appropriation to the Department's MCHP based on the estimated amount of the grant award at the time the Department submitted its budget request to the Office of Budget and Finance. Accordingly, this bill appropriates the additional \$92,385 to the program, increasing the total appropriation to the actual \$2,003,891 grant award.

The grant period is FY 2018. No County matching funds are required for this grant. With the affirmative vote of five members of the County Council, Bill 69-17 will take effect December 17, 2017.



## COUNCIL ACTION REQUEST FORM

### EXECUTIVE SUMMARY

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#### Maryland Children's Health Program MCHP

The Baltimore County Department of Health is seeking a supplemental appropriation in the amount of \$92,385. The Maryland Department of Health has approved an award of \$2,003,891 for Baltimore County's Maryland Children's Health Program. The current appropriation is \$1,911,506.

#### BACKGROUND

The Maryland Children's Health Program (MCHP) resulted from federal legislation passed in 1997 to provide health care coverage to targeted low income children & pregnant women. Since the start of the Program, the population served has changed. MCHP now determines eligibility for children, pregnant women, families, and single or married childless adults under the age of 65. This fiscal year, MCHP staff will assist Medicaid recipients with the enrollment in a Managed Care Organization.

#### Purpose

The funding will be used to provide eligibility services to Medicaid applicants and recipients. The additional funding will be used to increase enrollment activities at the Baltimore County Detention Center and to assist those eligible for Maryland Medicaid choose a Managed Care Organization at time of enrollment.

In FY 17, MCHP staff assisted 45,531 individuals.

#### FISCAL

Supplemental Funding is \$92,385. These monies will fund one additional part-time Eligibility Program Supervisor and health benefit coverage for one part-time Case Screener.

Provided by: Department of Health and Human  
Services

Bill 70-17 (Supplemental Appropriation)

Council District(s) All


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**Mr. Quirk (By Req.)**


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**Fire Department**


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**Emergency Management Performance Grant**


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The Administration is requesting a supplemental appropriation of federal funds totaling \$286,163 to the Emergency Management Performance Grant Gifts and Grants Fund program. The funds will be used to purchase tablet computers, software, and hazardous materials monitoring equipment to improve the County's emergency and disaster response. See Exhibit A.

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**Fiscal Summary**

<u>Funding Source</u>	<u>Supplemental Appropriation</u>	<u>Current Appropriation</u>	<u>Total Appropriation</u>
<b>County</b> <sup>(1)</sup>	--	--	--
<b>State</b>	--	--	--
<b>Federal</b> <sup>(2)</sup>	\$ 286,163	--	\$ 286,163
<b>Other</b>	--	--	--
<b>Total</b>	<u>\$ 286,163</u>	<u>--</u>	<u>\$ 286,163</u>

<sup>(1)</sup> The County is required to provide a 100% match (\$286,163) of the grant award, which will be met through the County's \$793,000 expenditure to Verizon Maryland, LLC for ANI-ALI database services at the County's 911 Center.

<sup>(2)</sup> U.S. Department of Homeland Security – Federal Emergency Management Agency (FEMA) funds passed through the Maryland Emergency Management Agency (MEMA).

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**Analysis**

The purpose of the proposed grant funds is to improve the County's ability to plan for, respond to, mitigate, and recover from disasters and emergencies. Specifically, the proposed \$286,163 will be used to purchase 150 tablet computers and accessories (\$196,316) for all first-line fire

apparatus and medic units to enhance communications, new computer software (\$23,655) to notify County residents and visitors of emergency information, and hazardous materials monitoring equipment to protect against natural and man-made chemical and biological disasters (\$63,552). The Department advised that it also plans to purchase additional computer hardware to accommodate its reserve fleet (\$2,640). The Department expects to have all equipment purchased and installed prior to June 30, 2018. The Department also advised that the amount available for the hazardous materials monitoring equipment will depend on the final cost of the tablet installation project, which is the top priority. The Department further advised that it will require cellular service for the tablets and subscription renewals for the software at an annual cost of \$72,000 and \$7,500, respectively.

The grant period is FY 2018. The Department advised that the County is required to provide a 100% match (\$286,163) of the grant award or show an equal investment in emergency management and/or disaster planning to its own infrastructure. The Department further advised that the County's \$793,000 expenditure to Verizon Maryland, LLC for ANI-ALI database services at the County's 911 Center (Correspondence item for the November 20, 2017 Council meeting) meets the requirement.

With the affirmative vote of five members of the County Council, Bill 70-17 will take effect December 17, 2017.



## COUNCIL ACTION REQUEST FORM EXECUTIVE SUMMARY

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The Federal Emergency Management Agency (FEMA), on behalf of the Department of Homeland Security, has awarded the Baltimore County Office of Emergency Management (OEM) \$286,163.00 in funding under the Fiscal Year 2017 Emergency Management Preparedness Grant (EMPG). These funds are used to increase the County's ability to plan for, respond to, mitigate, and recover from disasters and emergencies. This grant is administered by The Maryland Emergency Management Agency (MEMA), who manages and disperses these funds to individual localities.

The funds derived from the EMPG will be used to develop and implement several technological enhancements that will increase the resiliency of the County.

- OEM will outfit all fire apparatus and ambulances with tablet computers and associated hardware to enhance emergency communication.
- OEM will purchase new computer software to enhance our ability to notify residents and visitors of the County of emergency information.
- OEM will purchase deployable hazardous materials monitoring equipment to protect against natural and manmade chemical and biological disasters.

In order to accept these funds, the Department must show an equal financial investment in its own emergency and disaster management. Baltimore County far exceeds these requirements. Therefore, there is no additional fiscal impact on the County as a result of the acceptance of this grant.

The sustainment of these projects will place some encumbrance on the County. Specifically, cellular service necessary for the utilization of the tablet computers will require annual renewal. Additionally, the computer software will require an annual subscription fee. OEM will continue to seek alternative resources to fund these projects to lessen their impact on the County.

Prepared by: Fire Department

**Bill 71-17**

**Council District(s) 4**

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**Mr. Jones**

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**Zoning Regulations – Indoor Shooting Range**

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Bill 71-17 permits an indoor shooting range in the Red Run Employment Corridor of the Owings Mills Growth Area.

An indoor shooting range is an enclosed facility designed for the shooting of firearms for commercial, recreational, or training purposes. An indoor shooting range may include the retail sale of firearms and firearms-related equipment, an area designated for physical training, a standard restaurant, or an area designated for firearm-related educational purposes.

The range may be located in the Red Run Employment Corridor of the Owings Mills Growth Area, but it must be located more than 500 ft. from a principal residential structure other than a multifamily building. Four parking spaces are required for each 1,000 sq. ft. of gross floor area.

With the affirmative vote of five members of the County Council and signature by the County Executive, Bill 71-17 will take effect on December 18, 2017.

FM-1 (Contract)

Council District(s) 7

**Department of Permits, Approvals and Inspections**

**Acquisition of Easement – 137 Bayside Drive, 21222**

The Administration is requesting approval of a contract to acquire property totaling approximately 0.064 acre for \$13,380 to obtain an easement to be used for the construction of a storm drain near Bayside Drive and Chink Creek. Debra L. Zimmerman owns the property, which is located at 137 Bayside Drive in Dundalk. The property is zoned DR-5.5 (Density Residential – 5.5 dwelling units/acre). The acquisition will be used for drainage and utility easement 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>	\$ 13,380	<sup>(1)</sup> Capital Projects Fund.
<b>State</b>	--	
<b>Federal</b>	--	
<b>Other</b>	--	
<b>Total</b>	<u>\$ 13,380</u>	

**Analysis**

David B. Johns, staff appraiser, completed an appraisal of the property in June 2017, recommending a value of \$13,380. After review and analysis, S. David Nantz, review appraiser, concurred with the appraisal, recommending the respective amount as just compensation for the acquisition. The Department of Permits, Approvals and Inspections – Real Estate Compliance Division advised that the property owner accepted the County's offer.

According to the appraisal, the 0.064-acre property to be acquired is part of a 0.156-acre parcel that is residentially improved with a detached 1½-story dwelling. The Department advised that the purchase price of \$13,380 includes \$1,200 for the adverse impact to the landscaping.

The Department advised that two acquisitions are needed for this project, both requiring Council approval. This is the first acquisition to be presented for Council approval.

The storm drain, which will run from Bayside Drive to Chink Creek, is being installed to alleviate road flooding in the area. Estimated project costs total \$191,550. As of October 24, 2017, approximately \$164,627 has been expended/encumbered for this project, excluding the cost of this acquisition. The Department advised that construction commenced in September 2017 and will be completed in November 2017 at a cost of \$164,244.

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



**COUNCIL ACTION REQUEST FORM  
EXECUTIVE SUMMARY**

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PROGRAM TITLE: Bayside Drive @Beech Drive

PROJECT NO.: 204-0009-1504

FISCAL MATTER: Contract of Sale

PROPERTY OWNERS: Debra L. Zimmerman

PROPERTY INTEREST TO BE ACQUIRED: *Drainage & Utility Easement area containing 0.020 acre (889 sq. ft.) +/-*  
*Temporary Construction area containing 0.044 acre (1,902 sq. ft.) +/-*

LOCATION: 137 Bayside Drive, Baltimore, MD 21222

CONSIDERATION \$13,380.00

PURPOSE OF PROJECT: To provide an easement for a storm drain.

LIMITS OF PROJECT: From Bayside Drive to Chink Creek through the properties of 137 and 201 Bayside Drive.

Prepared by: Department of Permits, Approvals & Inspections

**FM-2 (Contract)**

**Council District(s) 5**

**Department of Permits, Approvals and Inspections**

**Acquisition of Parcel – Easement - 4817 E. Joppa Road, 21128**

The Administration is requesting approval of a contract to acquire property totaling approximately 0.137 acre for \$13,961. The property, which is located at 4817 East Joppa Road in Perry Hall, will be used to widen East Joppa Road for the new Northeast Elementary School site. Bertha Smith currently owns the property, which is zoned DR-1H (Density Residential, Honeygo Area – 1 dwelling unit/acre). The acquisition will be used for highway widening 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>	\$ 13,961	<sup>(1)</sup> Capital Projects Fund.
<b>State</b>	--	
<b>Federal</b>	--	
<b>Other</b>	--	
<b>Total</b>	<u>\$ 13,961</u>	

**Analysis**

Robert W. Kline, staff appraiser, completed an appraisal of the property in May 2017, recommending a value of \$11,961. After review and analysis, S. David Nantz, review appraiser, concurred with the appraisal, recommending the respective amount as just compensation for the acquisition. The Department of Permits, Approvals and Inspections – Real Estate Compliance Division advised that the property owner rejected the County’s offer of \$11,961, and upon further negotiations, the amount of \$13,961 was deemed acceptable to the County. The Department advised that the purchase price includes \$2,000 for sidewalk maintenance.

The 0.137-acre property to be acquired is part of a larger parcel totaling 0.466 acre that is improved with a detached single-family dwelling.

The Department advised that two acquisitions are needed for this project, both requiring Council approval. This is the first acquisition to be presented for Council approval.

The Department advised that estimated project costs total \$300,000. As of November 16, 2017, \$330 has been expended for this project, excluding the cost of this acquisition. The Department advised that construction is expected to commence at the end of March 2018 and take 6 months to complete.

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



**COUNCIL ACTION REQUEST FORM  
EXECUTIVE SUMMARY**

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PROGRAM TITLE: Northeast Elementary School

PROJECT NO.: 205-0002-0587

FISCAL MATTER: Contract of Sale

PROPERTY OWNERS: Bertha Smith

PROPERTY INTEREST TO BE ACQUIRED: *Highway Widening Area containing 0.068 acre (2962 sq. ft.) +/- (of which 0.024 acre (1056 sq. ft.) +/- lies in existing paving)*  
*Temporary Construction area containing 0.069 acre (3005 sq. ft.) +/-*

LOCATION: 4817 E. Joppa Road  
Perry Hall, Maryland 21128

CONSIDERATION \$13,961.00

PURPOSE OF PROJECT: To acquire a portion of a parcel of land and necessary easements for the widening to E. Joppa Road, Perry Hall, MD 21128

LIMITS OF PROJECT: 200 ft. east and 500 ft. west of Northeast Elementary School entrance.

Prepared by: Department of Permits, Approvals & Inspections

**MB-2 (Res. 109-17)****Council District(s) 7**

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**Mr. Quirk (By Req.)**

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**Department of Economic and Workforce Development**

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**Designation – Sparrows Point Development District**

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In accordance with Sections 12-201 through 12-213 of the Economic Development Article of the Annotated Code of Maryland, the Tax Increment Financing Act (the Act) authorizes the County to identify a contiguous area that is a portion of an area that has been designated a sustainable community, and to designate such area as a development district in order to provide funds for development, redevelopment, revitalization, or renovation of the area.

Tax increment financing (TIF) is a financing tool that allows local governments to capture new tax revenues generated within a designated area (the TIF district) and to reinvest these revenues for development within that area. This outcome is achieved by designating a base level (e.g., pre-development level) of tax revenue to be generated by the TIF district for a number of years. Over that time, revenues at and below the pre-development level continue to serve the same purposes as before, while the growth in tax revenues, the tax increment, is applied to the costs of infrastructure and other improvements that advance the development goals of the particular TIF program. Thus, in theory, the new development, which drives the growth in revenues, pays for itself.

Resolution 109-17 identifies the Sparrows Point Development District as a contiguous area within the County constituting a portion of the sustainable community known as Greater Dundalk or Greater Dundalk and Sparrows Point as a sustainable community, and designates the area as a development district pursuant to State law for the purpose of developing, redeveloping, revitalizing, and renovating the Sparrows Point Development District by providing for the funding of public infrastructure and other improvements authorized to be financed under the Act.

Prior to the issuance by the County of any bonds payable from the tax increment or any pledge by the County of amounts on deposit in a fund created for the deposit of tax increment revenues



pursuant to the Act to secure payment of any other obligations, the County is required to enact an ordinance meeting the requirements of the Act; however, it is important to note that the County is not obligated to enact any such ordinance authorizing the issuance of bonds or any such pledge of amounts on deposit in any such special fund.

Resolution 109-17 identifies and defines the ΔSparrows Point Development District,@ and allows the County to subsequently create the ΔSparrows Point Development District Tax Increment Fund@ in accordance with the Act within five (5) years from the effective date of this Resolution.

Resolution 109-17 shall take effect from the date of its passage by the County Council.

BALTIMORE COUNTY COUNCIL  
NOTES TO THE AGENDA  
APPENDIX A

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

**TO:** Fred Homan  
Administrative Officer **DATE:** 11/2/17

**FROM:** Keith Dorsey, Director  **COUNCIL MEETING**  
Office of Budget & Finance **DATE:** 12/4/17

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

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

Purchase Order

PO 10770 Popowski Brothers Inc. dba PBI Restorations – Courts Building Room 338

As a result of old sanitary lines and abuse from users, room no. 338 at the Courts Building suffered repeated flood damage on July 20<sup>th</sup>, July 26<sup>th</sup>, August 3<sup>rd</sup>, August 22<sup>nd</sup>, and September 7<sup>th</sup>. In order to prevent a health hazard from the growth of mold and mildew, and salvage equipment, mitigation efforts were required immediately. PBI Restoration was called in order to perform the mitigation services, because they were able to perform the necessary work in a reasonable and timely manner.

Total: \$34,092.13  
Award Date: 10/27/17

PO 10753 Abs A Better System Parts Washer Inc. – Parts, Washer, System One, 571S and 501S, VOM

Baltimore County is standardizing with this brand of washer within all VOM locations. The system One Parts Washers available through A Better System Pats Washer, Inc., contain a patented distillation process where the solvent is recycled in the micro-refinery, delivering clean solvent everyday. This self-cleaning, solvent recycling technology eliminates the need for replacement solvent, filters and additives, thereby eliminating maintenance costs associated with operation of the equipment. Additionally, the System One Parts Washers contain a programmable function, which allows the parts washer to operate unattended, allowing VOM staff to focus on other matters while the system completes a wash cycle.

It would be in the best interest of the County to purchase five (5) new System One Parts Washers for the following reasons:

- The System One Parts Washers do not require routine maintenance, replacement solvents, additives or replacement filters. The parts washers contain a solvent recycling feature, which cleans and recycles the existing parts washer solvent.
- The System One Parts Washers contain a programmable timer, which allows the user to program a wash cycle up to seven (7) days in advance.
- Reduced Operating Costs: The System One Parts do not require routine maintenance.
- As the delivery dealer, A Better System Parts Washer, Inc. has offered a trade-in allowance to Baltimore County on the five (5) existing System One Parts Washers slated for replacement.
- The System One Parts Washers have proven reliable, as the units scheduled for replacement range from 16-20 years in age. These units have reached the end of their serviceable life, while only requiring relatively minor repairs over the course of ownership.
- A Better System Parts Washer, Inc. will remove the existing units at no cost, or inconvenience to VOM personnel. In other cases, retired equipment in either sent to auction, or sold through a reverse bid process with the Office of Budget and Finance – Purchasing Division.
- The System One Parts Washers contain a 3-year parts warranty, and 1-year labor warranty.

Total: \$30,300.00  
Award Date: 10/31/17

c: M. Field,  
T. Peddicord,  
L. Smelkinson