



**CITY OF ABERDEEN
COUNCIL MEETING AGENDA
Council Chambers, May 22, 2017, 7:00 p.m.**



- A. CALL TO ORDER
- B. ROLL CALL
- C. OPENING PRAYER: Pastor Don Dove, Living Hope Presbyterian Church
- D. PLEDGE OF ALLEGIANCE: Councilman Steven Goodin
- E. APPROVAL OF CONSENT AGENDA
- F. APPROVAL OF MINUTES
- G. STATEMENT OF CLOSED MEETING, MAY 8, 2017
- H. PRESENTATIONS:
 - 1. The Honorable Patrick S. Vincenti, Harford County Council, Aberdeen's 125th Anniversary
 - 2. Aberdeen Police Department Crime Busters, Chief Trabert
 - 3. Harford Family House Award to the Aberdeen Police Department
 - 4. Follow Up to Status and Way Forward of Route 22, State Highway Administration
 - 5. New Sewer Truck, Kyle Torster
- I. PUBLIC HEARINGS:
 - 1. Ordinance No. 17-O-11, Budget FY 2017-2018 ^[2]
- J. PUBLIC COMMENT: Maximum of 5 minutes per person unless authorized by the Council.
- K. LEGISLATIVE SESSION:
 - 1. Ordinance No. 17-O-11, Budget FY 2017-2018 ^[2]
 - 2. Ordinance No. 17-O-12, Grading and Erosion and Sediment Control Code ^[1]
- L. BUSINESS OF CITY:
 - 1. Unfinished Business
 - 2. New Business
 - 3. Updates from City Manager and Staff
 - a. Preliminary Site Plan for 783 West Bel Air Avenue
 - b. Payment in Lieu of Taxes Agreement with COA and Aberdeen Commons, LLLP (P.I.L.O.T.)
 - c. Year-To-Date Financial Report
 - d. Professional Engineering Services, Middleton Road Extension
- M. PUBLIC COMMENT: Maximum of 5 minutes per person unless authorized by the Council.
- N. BUSINESS OF COUNCIL:
 - 1. Business from Council Members
 - 2. Business from Mayor
- O. ANNOUNCEMENTS:
 - Meetings:
 - Council Meeting: Monday, June 5, 2017, 7 PM, Council Chambers
 - Planning Commission Meeting: Wednesday, June 14, 2017, 7 PM, Council Chambers
 - Council Work Session: Monday, June 19, 2017, 5:30 PM, 2nd Floor Conference Room
 - Events:
 - Memorial Day Service, May 29, 11:00 AM, Veterans Memorial Park
 - Memorial Day, Monday, May 29, City Hall Closed
 - APG Fallen Workers Memorial Dedication & Ceremony, Wednesday, May 31, 11 AM, Festival Park
 - Aberdeen Farmers Market, Thursday, June 1, 4 -7 PM, Festival Park
 - APD Community Policing Event, Saturday, June 10, 10-2 PM, Victory Park
- P. CLOSED MEETING
- Q. ADJOURNMENT



Statement of Closed Meeting:

On May 8, 2017, the Mayor and Council held a regularly scheduled Council Meeting in the Council Chambers at 7:00 p.m. All members voted by roll call in the affirmative to close the meeting.

At approximately 9:23 p.m., a closed meeting was convened by the Mayor and Council in the second floor administrative conference room. Members present were: Mayor Patrick McGrady, Councilman Steven Goodin, Councilwoman Sandra Landbeck, Councilman Timothy Lindecamp, and Councilman Melvin Taylor. Also in attendance were: Randy Robertson, City Manager; Phyllis Grover, Director of Planning & Community Development; Kyle Torster, Director of DPW, and Monica Correll, City Clerk.

The meeting was held pursuant to the Open Meetings Act, Statutory Authority Md. Code Annotated, General Provisions Article § 3-305(b): (1) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals; (4) to consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State; (8) to consult with staff, consultants or other individuals about pending or potential litigation; and (14) before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process. The topic, under citation (1), was about a personnel matter involving a City employee. The topic, under citations (4) and (8), was an update on a contractual discussion. The topic, under citation (14), was about a contract presentation.

During this meeting, the Mayor and Council met with the City Manager and the appropriate staff for discussion purposes. No action was taken and the meeting was adjourned at approximately 9:44 p.m.

Monica A. Correll, City Clerk

May 10, 2017

THE RECORD: Please publish the following legal notice in your **May 19, 2016** issue of the Record newspaper and bill the City of Aberdeen.

THE CITY OF ABERDEEN
NOTICE OF PUBLIC HEARING
ORDINANCE NO. 17-O-11
FISCAL YEAR 2017-2018 BUDGET

The Mayor and City Council will hold a public hearing at Aberdeen City Hall in the Council Chambers, 60 North Parke Street on Monday, May 22, 2017, at 7:00 p.m. to present and receive input on the water enterprise fund, sewer enterprise fund, stadium enterprise fund, general fund, and all capital budgets.

Copies of these budgets will be available at City Hall and on the City website, www.aberdeenmd.gov. Residents are encouraged to provide written or verbal comments. Special accommodation by request with advance notice.

Monica A. Correll, City Clerk

COUNCIL OF THE CITY OF ABERDEEN
Ordinance No. 17-O-11

Introduced by: Mayor Patrick L. McGrady

Date Introduced: May 8, 2017

Sponsored by:

Public Hearing: May 22, 2017

Amendments Adopted:

Date Adopted:

Date Effective:

ORDINANCE NO. 17-O-11
BUDGET FY 2017-2018

1 **AN ORDINANCE CONCERNING THE CITY OF ABERDEEN FY 2017-2018**
2 **BUDGET FOR** the purpose of adopting the City of Aberdeen FY 2017-2018 Budget; and all
3 matters generally relating thereto.

4 **SECTION 1: BE IT ENACTED BY THE MAYOR AND CITY COUNCIL OF THE**
5 **CITY OF ABERDEEN THAT** the Budget for the City of Aberdeen for fiscal year beginning
6 1 July 2017 and ending 30 June 2018, attached hereto as Attachment 1 and incorporated
7 herein by reference, and entitled, **“City of Aberdeen, Operating and Capital Budgets,**
8 **Fiscal Year 2018 (July 1, 2017 – June 30, 2018)”**, is adopted and for all purposes shall be
9 considered the FY 2017-2018 Budget for the City of Aberdeen. The Budget shall include
10 revenue and expenditures for the Water Enterprise Fund, Sewer Enterprise Fund, Stadium
11 Enterprise Fund, General Fund, and all Capital Budgets related thereto.

12 **SECTION 2: BE IT FURTHER ENACTED THAT** the FY 2018 General Fund Budget
13 is based on an annual real property tax rate of \$0.6502 per \$100 of assessed value and an annual
14 personal property tax rate of \$1.70 per \$100 of assessed value, both of which are levied and
15 imposed by this Ordinance upon all properties within the City of Aberdeen that are subject to
16 real and personal property taxation.

17 **SECTION 3: BE IT FURTHER ENACTED THAT** the FY 2018 Water Use Rate shall
18 be a minimum charge of \$19.09 for the first 3,500 gallons or less and \$5.77 per each additional
19 1,000 gallons. The Sanitary Sewer Use Rate shall be a minimum charge of \$23.65 for the first
20 3,500 gallons or less of metered water and \$6.74 per each additional 1,000 gallons of metered
21 water.
22

23 **SECTION 4: AND BE IT FURTHER ENACTED THAT** this Ordinance shall
24 become effective on 1 July, 2017.

COUNCIL OF THE CITY OF ABERDEEN

Patrick L. McGrady, Mayor

Steven E. Goodin, Councilman

Sandra J. Landbeck, Councilwoman

Timothy W. Lindecamp, Councilman

Melvin T. Taylor, Councilman

ATTEST:

SEAL:

Monica A. Correll, City Clerk

Date _____

CITY OF ABERDEEN

OPERATING AND CAPITAL BUDGETS

FISCAL YEAR 2018
(July 1, 2017 - June 30, 2018)

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Introduction

A municipal budget is far more than a financial document; it reflects the priorities and key objectives set by the municipality for the next twelve to eighteen months. So, when examining the budget, one must not simply look at the column of numbers on a page but also try to see what the municipality wishes to accomplish over the next year. This budget provides some explanations, by department/function, of what the City wishes to concentrate on in Fiscal Year 2018.

There are two categories of funds.

1. Governmental Funds, consisting of the General Fund, Capital Projects Fund, and Special Fund.

The General Fund is used to account for all government functions not required to be separately accounted for. The Capital Projects Fund accounts for costs of construction and other capital purchases. The Special Fund accounts for various projects funded by various special grants.

2. Enterprise Funds, consisting of the Water Fund, Sewer Fund, and Stadium Fund.

The enterprise funds are used to account for operations that are operated in a manner similar to private businesses, where the intent of the governing body is that the costs, including depreciation, of providing services to the general public on a continuing basis be recovered, primarily, through user charges.

The Budget is actually four separate budgets; the General Fund (Operating and Capital) supported by tax revenue and fees, the Water Fund supported by water rate, the Sewer Fund supported by sewer rates, and the Stadium Fund for the Ripken Stadium partially supported by transfers from the General Fund. The City does not budget for the Special Fund, because there are very little activities and its funding sources (special grants) are irregular and unpredictable.

It should be mentioned that the City provides most of the key municipal services with the key objective to provide them well. The proposed budgets will maintain the quality of services expected by the community.

Budget Summary by Fund

FUND	FY 2017 Appropriation	FY 2018 Request	Change Incr (Decr)	% Change
General Fund	16,067,098	17,217,870	1,150,772	7.2%
Capital Projects Fund	1,427,259	2,793,958	1,366,699	95.8%
Water Fund	3,513,656	4,364,361	850,706	24.2%
Sewer Fund	5,579,865	5,091,832	(488,033)	-8.7%
Stadium Fund	713,673	868,573	154,900	21.7%
Grand Total	27,301,550	30,336,594	3,035,044	11.1%

Budget Discussion

General Fund Operating

Revenues

Property Taxes. The assessable bases for Real and Personal Property Taxes are provided by the State, which the City uses to generate the tax bills. For the FY 2018 budget, the City's Real Property Tax rate is \$0.6502 per \$100 of assessable base, which is the Constant Yield Tax rate, and the Personal Property Tax rate is \$1.70 per \$100 assessable base. Property taxes are projected to be \$10,868,588.

Other Taxes. This category consists of Franchise tax on cable companies, Mobile Home tax on mobile home parks, and Utility tax on utility poles and conduit lines placed within the City by electric and telephone companies. Revenues from other taxes are projected to be \$277,342.

State Shared Revenue. In this category are Income Tax, Highway User Revenues, and Admissions and Amusement Tax. State Shared Revenues are projected to be \$1,756,958.

Licenses and Permits. This category includes, but is not limited to, Traders Licenses, Grading and Building Permits. Revenues from this category are projected to be \$105,100.

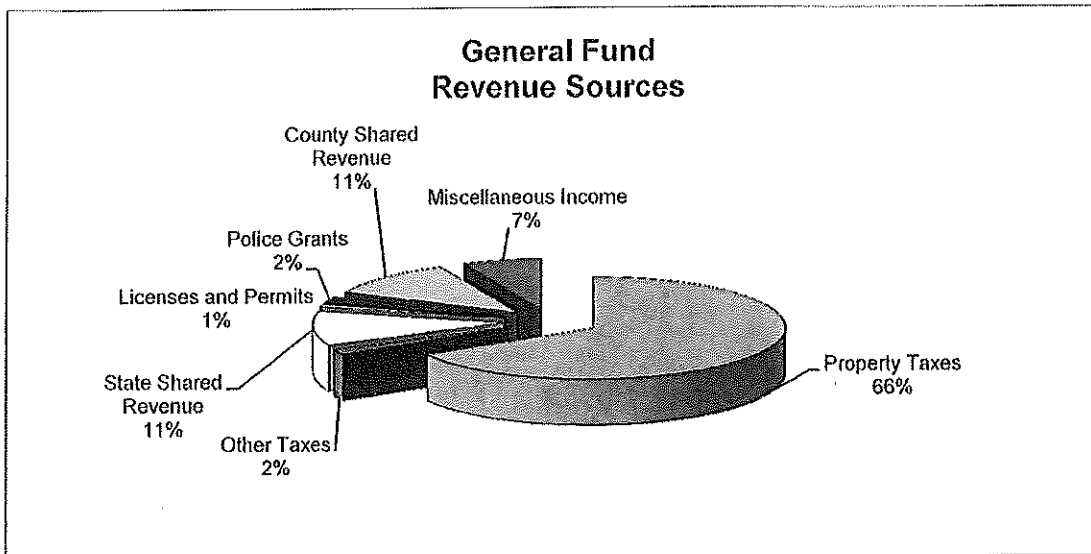
Police Grants. State Aid for Police Protection and Special Patrols are included in this category. The State allocates funds to the County based on population density, net taxable income, assessable base and per capita police expenditures. The funds are divided between the County and municipalities on the basis of relative police expenditures for the immediate preceding fiscal year. The Aberdeen Police Department performs special patrols where it occasionally participates in joint operations with the State and Federal governments, and also patrols certain County and business premises. The costs of these patrols are reimbursed. Police Grants are projected to be \$378,697.

County Shared Revenue. The two major items in this category are Police Tax Differential and Hotel Tax. The Police Tax Differential is revenue returned to the City by the County to compensate for police services it provides in lieu of services that would otherwise be provided by the County. County Shared Revenues are projected to be \$1,850,701.

Miscellaneous Income. This category includes all other revenue sources that could not fit into any of the preceding categories. Miscellaneous Revenues are projected to be \$1,086,484.

General Fund Revenue Sources

Description	Amount	% of Budget
Property Taxes	10,868,588	63%
Other Taxes	277,342	2%
State Shared Revenue	1,756,958	10%
Licenses and Permits	105,100	1%
Police Grants	378,697	2%
County Shared Revenue	1,850,701	11%
Miscellaneous Income	1,086,484	6%
Total Revenues	17,217,870	100%



Expenditures

Legislative. The legislative portion of the budget pertains to the activities of the Mayor and City Council. Included in this area are their salaries, training and travel expenses and memberships in State and national municipal organizations. FY 18 request: \$109,325.

Executive. The executive portion of the budget supports the activities of the City Manager, City Clerk, Human Resources Director, IT Coordinator, Safety Director and Administrative Assistant. FY 18 request: \$535,663.

Elections. No election is scheduled for next year. FY 18 request: \$0.

Finance. The Finance Department oversees all the financial matters of the City, including water and sewer billings, accounts payable, tax collection, the budget, and procurement. In addition, the department also oversees the receptionist desk. There are nine employees in the department who tend to these functions. FY 18 request: \$524,927.

Legal. This function is filled by the City Attorney and any specialized counsel that the City needs. The maintenance of the City Code by a codification company is also in this area. FY 18 request: \$116,000.

Planning and Community Development. The City of Aberdeen maintains full planning and zoning authority within its Planning and Community Development Department. Planning functions are carried out by a volunteer planning commission and a City staff of two. In addition, this department oversees grants administration and economic development. The City has grown over the years and the department is in need of additional personnel to help with its functions. The FY 2018 budget includes an addition of an Administrative Assistant to the department. FY 18 request: \$283,444.

Government Building. The City owns and maintains several buildings. The Government Buildings portion of the budget includes the costs to operate and maintain these buildings as well as IT needs and costs. The major priority in this area is to upgrade and maintain the City's IT software and hardware. FY 18 request: \$753,115.

General Government. The General Government area of the budget includes City contributions to our boards and commissions as well as several allied agencies that provide valuable public and quasi-public services to the residents of Aberdeen. Those recipients include; the Boys and Girls Club, the Appearance and Preservation Committee, the Economic Development Commission, the Heritage Committee and the Army Alliance. Costs for community promotions are also included in this area. FY 18 request: \$107,878.

Health and Safety. The general health and safety needs and requirements are budgeted in this category. FY 18 request: \$19,000.

Police. Aberdeen is fortunate to have a top rated Police Department. In 2015 the Department became CALEA Certified becoming one of the few municipal departments earning this distinction. The department budgeted for forty-two sworn officers and twenty non-sworn personnel including dispatch, code enforcement, and a K-9. FY 18 request: \$4,241,893.

Fire. Aberdeen is served by a volunteer Fire Department (AFD). The City supports this dedicated group of volunteers. FY 18 request: \$283,000.

Public Works Administration. Public Works provides many services which are paid both through the General Fund and the enterprise funds (water and sewer). Public Works Administration is that area of the budget that includes the personnel that serve all of these functions to include the Director of Public Works, Public Works Administrative Assistant, City Engineers, City Inspector and GIS Specialist. FY 18 request: \$479,580.

Public Works Streets. This department provides a multitude of public works services including street maintenance, parks maintenance, sidewalk maintenance, tree maintenance, snow plowing, and stormwater system maintenance. FY 18 request: \$1,159,947.

Street Lighting. The City of Aberdeen lights its streets and public areas through a contract with BGE. The utility is responsible for all maintenance and replacement of the streetlights paid for by the City. FY 18 Street Lighting request: \$375,000.

Winter Operations. During snow and ice storms, the Aberdeen Department of Public Works is responsible to plow and treat all City owned streets. Over the past several years the City has invested in its winter operations by adding a new enclosed salt storage facility with over three times the storage capacity of the former storage facility. The City has also upgraded its truck fleet and inventory of salt spreaders over the past several fiscal years. The City places Winter Operations in its budget but does not try to precisely estimate the yearly costs; as such, costs are highly dependent on the frequency and intensity of winter storms. FY 18 request: \$40,000.

Solid Waste. Trash and recycling collection and disposal is in this portion of the budget. The City owns four trash trucks as well as a stake body truck that are used to pick up trash, co-mingled recycling, bulk pick-ups, and yard waste. Collected materials are disposed of through Harford County for which the City pays a tipping fee. Recyclables are disposed at no cost to the City. FY 18 request: \$620,192.

Municipal Separate Storm Sewer Systems. A new federal regulation requires the implementation and maintenance of a storm water management system to protect surface and ground water by reducing the amount of sediments and pollution from municipal storm sewer systems. The implementation of this mandate would require significant funds. This budget includes funding to start the implementation of the mandate. FY 18 request: \$105,000.

Retirement. The City offers several different retirement opportunities for its employees. Most employees are covered under a defined contribution program through ICMA-RC. Sworn police officers participate in a defined benefit program. Also in this area are the City's costs for OPEB (Other Post-Employment Benefits). FY 18 request: \$1,189,108.

Payroll Related. There are payroll related costs associated with employing over 170 employees including health insurance, Workman's Compensation Insurance, and FICA. The FY 18 request is \$2,146,354.

Miscellaneous. Costs that do not fit neatly into another department/function are deemed to be Miscellaneous. FY 18 request is \$215,500.

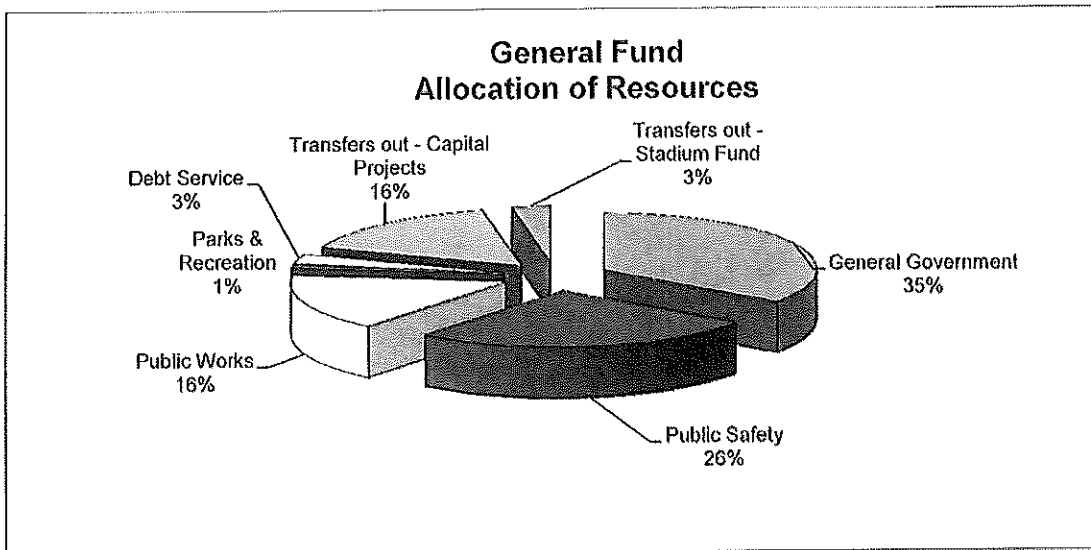
Parks and Recreation. This portion of the budget supports the efforts of the Aberdeen Parks and Recreation Committee, parks maintenance and the capital needs at the Aberdeen Swim Club. The Swim Club is operated under agreement by the Boys and Girls Club. FY 18 request is \$140,750.

Debt Service. The City has incurred debt for several capital projects including the City Hall and the Public Works facility. FY 18 request: \$380,200 for principal payments and \$89,436 for interest payments.

Transfers. The City transfers funds to the Capital Projects Fund for capital constructions and purchases. It also transfers funds to the Stadium Fund to support its operations, principally debt service. FY 18 request: \$2,793,958 to the Capital Projects Fund and \$508,602 to the Stadium Fund.

General Fund Allocation of Resources

Description	Amount	% of Budget
General Government	6,000,312	35%
Public Safety	4,524,893	26%
Public Works	2,779,719	16%
Parks & Recreation	140,750	1%
Debt Service	469,636	3%
Transfers out - Capital Projects	2,793,958	16%
Transfers out - Stadium Fund	508,602	3%
Total Expenditures	17,217,870	100%



Governmental Funds Summary

Description	General Fund	Capital Projects	Total
Revenues:			
Property Taxes	10,868,588	-	10,868,588
Other Taxes	277,342	-	277,342
State Shared Revenue	1,756,958	-	1,756,958
Licenses and Permits	105,100	-	105,100
Police Grants	378,697	-	378,697
County Shared Revenue	1,850,701	-	1,850,701
Grants (Fed, State, County, other)	-	-	-
Miscellaneous Income	1,086,484	-	1,086,484
Block Grants	-	-	-
Loan Proceeds	-	-	-
Appropriation of Fund Balance	894,000	-	894,000
Sale of Property	-	-	-
Transfers in	-	2,793,958	2,793,958
Total Revenues	17,217,870	2,793,958	20,011,828
Expenditures:			
Salaries and Benefits	9,553,869	-	9,553,869
Other Expenses	3,891,806	-	3,891,806
Debt Service	469,636	-	469,636
Capital Projects	-	2,793,958	2,793,958
Transfers out	3,302,560	-	3,302,560
Total Expenditures	17,217,870	2,793,958	20,011,828

General Fund Expenditures by Department

Department	FY 2016 Actual	FY 2017 Appropriation	FY 2018 Request	Change FY '18 vs '17 Incr (Decr)	% Change FY '18 vs '17
Legislative	119,455	101,240	109,325	8,085	7.99%
Executive	455,190	551,806	535,663	(16,143)	-2.93%
Elections	8,584	-	-	-	0.00%
Finance	363,291	461,628	524,927	63,299	13.71%
Legal	99,895	106,000	116,000	10,000	9.43%
Planning and Community Development	226,460	235,606	283,444	47,838	20.30%
Government Building	943,116	725,366	753,115	27,748	3.83%
General Government	90,772	107,878	107,878	-	0.00%
Health and Safety	30,521	16,000	19,000	3,000	18.75%
Police	3,863,749	4,233,835	4,241,893	8,058	0.19%
Fire	260,000	260,000	283,000	23,000	8.85%
Public Works Administration	335,111	441,782	479,580	37,797	8.56%
Public Works Streets	1,179,175	1,266,349	1,159,947	(106,402)	-8.40%
Street Lighting	295,381	315,000	375,000	60,000	19.05%
Winter Operations	38,534	60,000	40,000	(20,000)	-33.33%
Solid Waste	644,979	693,521	620,192	(73,329)	-10.57%
Municipal Separate Storm Sewer Systems	-	-	105,000	105,000	n/a
Retirement	977,814	1,149,191	1,189,108	39,917	3.47%
Payroll Related	2,059,960	1,970,201	2,146,354	176,152	8.94%
Miscellaneous	213,237	464,661	215,500	(249,161)	-53.62%
Parks and Recreation	98,922	106,500	140,750	34,250	32.16%
Debt Service	1,230,787	459,187	469,636	10,449	2.28%
Transfers Out	1,313,317	2,341,346	3,302,560	961,214	41.05%
Total General Fund	14,848,251	16,067,098	17,217,870	1,150,772	7.16%
Capital Projects	1,192,934	1,427,259	2,793,958	1,366,699	95.76%

Enterprise Funds

Water Fund

The Water Fund is used to account for the daily operations of the water utilities. The operations distribute safe drinking water to about 5,000 customers through 82 water main miles with 4 water towers and 14 wells using 4 booster stations. The City purchases up to 900,000 gallons of water per day through an agreement with Harford County. Its main revenue sources are usage fees and capital connection fees. The capital connection fees are used to maintain existing infrastructure and future capacity. The water rates for FY 18 are: Minimum charge per 3,500 gallons or less of metered water is \$19.09; over 3,500 gallons is \$5.77 per 1,000 additional gallons. The capital connection fee is \$10,500 per equivalent dwelling unit.

Sewer Fund

The Sewer Fund is used to account for the daily operations of the waste water treatment facility. The operations collect sewage from about 5,000 homes and businesses through 72 sanitary sewer miles using 11 sewer pumping stations. Its main revenue sources are usage fees and capital connection fees. The capital connection fees are used to maintain existing infrastructure and future capacity. The sewer rates for FY 18 are: Minimum charge per 3,500 gallons or less of metered water is \$23.65; over 3,500 gallons is \$6.74 per 1,000 additional gallons. The capital connection fee is \$5,400 per equivalent dwelling unit.

Stadium Fund

The Stadium Fund is used to account for the operation of the Ripken Stadium. Its main funding sources are the Admission and Amusement Tax and Hotel Tax (transferred from the General Fund).

Enterprise Funds Summary

Description	Water Fund	Sewer Fund	Stadium	Total
<i>Revenues:</i>				
Operating Revenue	2,675,761	3,983,000	212,500	6,871,261
Non-Operating	688,600	308,832	147,471	1,144,903
Loan Proceeds	-	800,000	-	800,000
Appropriation of Fund Net Position	1,000,000	-	-	1,000,000
Sale of Property	-	-	-	-
Transfer in	-	-	508,602	508,602
Total Revenues	4,364,361	5,091,832	868,573	10,324,766
<i>Expenses:</i>				
Cost of Service	2,076,761	2,831,464	-	4,908,225
Other Expenses	325,138	331,329	279,000	935,466
Debt Service	469,463	834,040	589,573	1,893,075
Capital Expenditures	1,493,000	1,095,000	-	2,588,000
Total Expenses	4,364,361	5,091,832	868,573	10,324,766

DETAIL FINANCIAL DATA – REVENUES

**FY 2018 BUDGET SUBMISSION
GENERAL FUND - REVENUES**

Description	FY 2016 Actual	FY 2017 Appropriation	FY 2018 Request	Change	% Change FY '18 vs '17
				FY '18 vs '17 Incr (Decr)	
Property Taxes					
Real Estate Taxes	8,966,847	8,799,000	9,174,440	375,440	4.27%
Corporate Personal Property Tax	810,936	724,043	1,446,112	722,069	99.73%
Utilities Personal Property	438,647	433,288	465,106	31,818	7.34%
Penalties and Interest	22,745	60,000	25,000	(35,000)	-58.33%
Semi-annual service charge	8	-	-	-	0.00%
Additions and Abatements	1,477	(15,000)	(13,000)	2,000	-13.33%
Discounts	(65,352)	(63,919)	(66,865)	(2,946)	4.61%
Fire Fighter Tax Credit	(12,474)	(12,771)	(13,592)	(821)	6.43%
Water and Sewer Tax Credit	(5,054)	-	(6,295)	(6,295)	
Enterprise Zone Tax Credit	(107,243)	(92,551)	(142,317)	(49,767)	53.77%
Sub-total	10,050,536	9,832,090	10,868,588	1,036,498	10.54%
Other Taxes					
Franchise Tax	187,577	182,378	182,493	115	0.06%
Mobile Home Tax	26,093	31,200	30,600	(600)	-1.92%
Utility Pole Tax	64,200	64,200	64,249	49	0.08%
Sub-total	277,871	277,778	277,342	(437)	-0.16%
State Shared Revenue					
Income Tax	1,419,567	1,200,000	1,250,000	50,000	4.17%
Highway User Revenue	511,845	510,566	506,958	(3,608)	-0.71%
Admissions and Amusements	66,630	-	-	-	0.00%
Sub-total	1,998,043	1,710,566	1,756,958	46,392	2.71%
Licenses and Permits					
Traders License	35,797	35,000	35,000	-	0.00%
Liquor License	6,556	3,000	3,000	-	0.00%
Grading Permits	19,768	18,000	18,000	-	0.00%
Building Permits	37,040	27,000	30,000	3,000	11.11%
Site Plan Review	3,445	14,000	14,000	-	0.00%
Mobile Home Park Licenses	600	600	600	-	0.00%
Peddlers Permits	190	-	-	-	0.00%
Deed Stamps and Tax Certificates	6,790	3,500	4,500	1,000	28.57%
Sub-total	110,186	101,100	105,100	4,000	3.96%
Police Grants					
State Aid for Police Protection	267,345	278,697	278,697	-	0.00%
Special Patrol Reimbursement	94,324	120,000	100,000	(20,000)	-16.67%
Seized Funds - Dept. of Treasury	11,500	-	-	-	0.00%
Sub-total	373,169	398,697	378,697	(20,000)	-5.02%
County Shared Revenue					
In Lieu of Financial Corporation	7,142	7,142	7,142	-	0.00%
Tax Differential (Police)	1,093,857	1,125,842	1,095,927	(29,915)	-2.66%
Senior Center	55,275	56,927	47,632	(9,294)	-16.33%
Hotel Tax	645,014	600,000	700,000	100,000	16.67%
Sub-total	1,801,288	1,789,911	1,850,701	60,791	3.40%

**FY 2018 BUDGET SUBMISSION
GENERAL FUND - REVENUES**

Description	FY 2016 Actual	FY 2017 Appropriation	FY 2018 Request	Change	% Change
				FY '18 vs '17 Incr (Decr)	FY '18 vs '17
Miscellaneous Income					
Fines	70,489	20,000	20,000	-	0.00%
Interest	21,503	6,000	10,000	4,000	66.67%
Other Rents	5,580	3,500	5,000	1,500	42.86%
APG Contract Fees	928,326	750,000	750,000	-	0.00%
Miscellaneous income - Other	17,045	25,000	25,000	-	0.00%
Police Miscellaneous Income	12,322	15,000	13,000	(2,000)	-13.33%
Trash Stickers	176,021	233,689	204,343	(29,346)	-12.56%
DPW Miscellaneous	17,594	20,000	18,000	(2,000)	-10.00%
Recycling Contributions	10,534	-	-	-	0.00%
Antenna Leases	46,106	39,589	41,141	1,553	3.92%
Sub-total	1,305,519	1,112,778	1,086,484	(26,294)	-2.36%
Total Revenues	15,916,611	15,222,920	16,323,870	1,100,950	7.23%
Other Financing Sources					
Loan Proceeds	809,800	-	-	-	0.00%
Appropriation of Fund Balance	-	844,178	894,000	49,822	5.90%
Sale of Property	307,533	-	-	-	0.00%
Total Other Financing Sources	1,117,333	844,178	894,000	49,822	5.90%
GRAND TOTAL	17,033,945	16,067,098	17,217,870	1,150,772	7.16%

FY 2018 BUDGET SUBMISSION
CAPITAL PROJECTS FUND REVENUES

Description	FY 2016 Actual	FY 2017 Appropriation	FY 2018 Request	Change	% Change FY '18 vs '17
				FY '18 vs '17 Incr (Decr)	
REVENUES					
State Grants	250,206	-	-	-	0.00%
BRAC Zone Improvement Grants	16,859	-	-	-	0.00%
Block Grant Receipts	261,682	87,131	-	(87,131)	-100.00%
Appropriation of Fund Balance	-	160,243	-	(160,243)	-100.00%
Sale of Property	24,000	-	-	-	0.00%
Transfer from General Fund	788,111	1,179,885	2,793,958	1,614,073	136.80%
Total Revenue	1,340,858	1,427,259	2,793,958	1,366,699	95.76%

FY 2018 BUDGET SUBMISSION
WATER FUND REVENUES

Description	FY 2016 Actual	FY 2017 Appropriation	FY 2018 Request	Change	% Change FY '18 vs '17
				FY '18 vs '17 Incr (Decr)	
Operating					
APG Contract Fees	145,880	132,250	132,250	-	0.00%
Miscellaneous Income	7,965	9,000	9,000	-	0.00%
Utility Charges	1,811,327	2,260,517	2,427,370	166,853	7.38%
Tower Rental	66,476	39,589	41,141	1,553	3.92%
Late Penalty	27,447	26,000	26,000	-	0.00%
Service Charges	46,020	35,000	40,000	5,000	14.29%
Sub-total	2,105,115	2,502,356	2,675,761	173,406	6.93%
Non-Operating					
Interest on Savings	331	300	300	-	0.00%
Demand Charge	123,072	125,000	123,000	(2,000)	-1.60%
Water Meter Fee	19,073	46,000	46,000	-	0.00%
Capital Connection	427,700	840,000	519,300	(320,700)	-38.18%
Sub-total	570,177	1,011,300	688,600	(322,700)	-31.91%
Other					
Appropriation of Retained Earnings	-	-	1,000,000	1,000,000	n/a
Sub-total	-	-	1,000,000	1,000,000	
GRAND TOTAL	2,675,292	3,513,656	4,364,361	850,706	24.21%

**FY 2018 BUDGET SUBMISSION
SEWER FUND REVENUES**

Description	FY 2016 Actual	FY 2017 Appropriation	FY 2018 Request	Change	% Change FY '18 vs '17
				FY '18 vs '17 Incr (Decr)	
Operating					
APG Contract Fee	251,974	230,000	230,000	-	0.00%
Miscellaneous Income	12,882	13,000	13,000	-	0.00%
Utility Charges	2,238,068	2,390,000	2,900,000	510,000	21.34%
Late Penalty	44,356	40,000	40,000	-	0.00%
Sludge	337,219	344,000	360,000	16,000	4.65%
ENR Fee	427,726	450,900	440,000	(10,900)	-2.42%
Sub-total	3,312,225	3,467,900	3,983,000	515,100	14.85%
Non-Operating					
State Grants	120,000	-	-	-	0.00%
Interest on Savings	413	400	400	-	0.00%
S. Route 40 Front Foot Assessment	29,492	34,450	34,432	(18)	-0.05%
Capital Connection	285,200	552,000	274,000	(278,000)	-50.36%
Sub-total	435,105	586,850	308,832	(278,018)	-47.37%
Other					
Loan proceeds	-	1,525,115	800,000	(725,115)	-47.54%
Sub-total	-	1,525,115	800,000	(725,115)	-47.54%
GRAND TOTAL	3,747,330	5,579,865	5,091,832	(488,033)	-8.75%

FY 2018 BUDGET SUBMISSION
STADIUM FUND REVENUES

Description	FY 2016 Actual	FY 2017 Appropriation	FY 2018 Request	Change FY '18 vs '17 Incr (Decr)	% Change FY '18 vs '17
REVENUES					
Charge for Service					
Admissions and Amusement Tax	66,630	135,000	135,000	-	0.00%
Leasing and Marketing Revenue	65,000	60,000	77,500	17,500	29.17%
Su-total	131,630	195,000	212,500	17,500	8.97%
Receipts					
Interest on Savings	150	-	-	-	0.00%
Interest Income on Leases	65,697	47,251	41,058	(6,193)	-13.11%
Lease Principal Receipts	41,832	96,961	106,413	9,452	9.75%
Sub-total	107,679	144,211	147,471	3,259	2.26%
Other					
Transfer from General Fund	525,206	374,461	508,602	134,141	35.82%
Su-total	525,206	374,461	508,602	134,141	35.82%
GRAND TOTAL	764,515	713,673	868,573	154,900	23.78%

DETAIL FINANCIAL DATA – EXPENDITURES

FY 2018 BUDGET SUBMISSION
GENERAL FUND - EXPENDITURES

Description	FY 2016 Actual	FY 2017 Appropriation	FY 2018 Request	Change FY '18 vs '17 Incr (Decr)	% Change FY '18 vs '17
LEGISLATIVE					
Elected Officials Salary	45,836	55,000	56,485	1,485	2.70%
Operating Expense	57,005	29,290	29,290	-	0.00%
Maryland Municipal League (MMI.) Dues	16,614	16,950	16,950	-	0.00%
Capital Purchases	-	-	6,600	6,600	n/a
Sub-total	119,455	101,240	109,325	8,085	7.99%
EXECUTIVE					
Personnel Cost	408,554	467,228	445,862	(21,366)	-4.57%
Overtime	1,021	1,000	1,000	-	0.00%
Operating Expense	28,158	40,078	30,000	(10,078)	-25.15%
Vehicle O & M	1,891	2,000	3,000	1,000	50.01%
Emergency Management	-	5,000	5,000	-	0.00%
Capital Purchases	-	1,000	15,300	14,300	1430.00%
Employee Training	15,566	35,500	35,500	-	0.00%
Sub-total	455,190	551,806	535,663	(16,143)	-2.93%
ELECTIONS					
Operating Costs	8,584	-	-	-	0.00%
Sub-total	8,584	-	-	-	0.00%
FINANCE					
Personnel Costs	320,784	409,128	474,427	65,299	15.96%
Overtime	579	1,000	1,000	-	0.00%
Operating Costs	8,705	15,500	13,500	(2,000)	-12.90%
Audit	30,461	35,000	35,000	-	0.00%
Capital Purchases	2,762	1,000	1,000	-	0.00%
Sub-total	363,291	461,628	524,927	63,299	13.71%
LEGAL					
Codification	5,227	6,000	6,000	-	0.00%
Counsel	94,668	100,000	110,000	10,000	10.00%
Sub-total	99,895	106,000	116,000	10,000	9.43%
PLANNING AND COMMUNITY DEVELOPMENT					
Personnel Costs	196,199	207,606	219,444	11,838	5.70%
Operating Costs	19,437	26,000	22,000	(4,000)	-15.38%
Government Strategic Planning	-	-	40,000	40,000	n/a
Vehicle O & M	232	1,000	1,000	-	0.00%
Capital Purchases	10,592	1,000	1,000	-	0.00%
Sub-total	226,460	235,606	283,444	47,838	20.30%
GOVERNMENT BUILDINGS					
Janitor Salary	18,066	18,866	20,346	1,479	7.84%
Operating Costs	13,253	14,000	14,000	-	0.00%
Senior Center	120,082	42,500	42,000	(500)	-1.18%
IT	326,612	285,000	355,500	70,500	24.74%
Municipal Building	394,957	280,000	234,000	(46,000)	-16.43%
Janitorial Service	31,936	34,000	34,000	-	0.00%
Capital Purchases	500	1,000	1,000	-	0.00%
Property Insurance	37,709	50,000	52,269	2,269	4.54%
Sub-total	943,116	725,366	753,115	27,748	3.83%
GENERAL GOVERNMENT					
Boys & Girls Club	29,000	29,000	29,000	-	0.00%
Community Promotions	25,732	33,378	33,378	-	0.00%
Appearance and Preservation Committee	19,540	24,000	24,000	-	0.00%
Economic Development Committee	5,000	10,000	10,000	-	0.00%
Heritage Committee	5,500	5,500	5,500	-	0.00%
Army Alliance	6,000	6,000	6,000	-	0.00%
Sub-total	90,772	107,878	107,878	-	0.00%

**FY 2018 BUDGET SUBMISSION
GENERAL FUND - EXPENDITURES**

Description	FY 2016 Actual	FY 2017 Appropriation	FY 2018 Request	Change FY '18 vs '17 Incr (Decr)	% Change FY '18 vs '17
HEALTH AND SAFETY					
Operating Costs	30,521	15,000	18,000	3,000	20.00%
Capital Purchases	-	1,000	1,000	-	0.00%
Sub-total	30,521	16,000	19,000	3,000	18.75%
POLICE					
Personnel Costs (Sworn officers)	2,572,583	2,720,667	2,735,923	15,257	0.56%
Clerical Staff/ Code Enforcement	401,230	482,171	534,921	52,750	10.94%
Traffic Control	70,216	90,585	94,437	3,851	4.25%
Special Patrols	101,032	120,000	100,000	(20,000)	-16.67%
Overtime	135,902	130,000	128,000	(2,000)	-1.54%
Operating Expenses	37,621	56,935	56,935	-	0.00%
Health and Safety	6,465	12,500	12,500	-	0.00%
Range/ Ammo	31,083	28,350	28,350	-	0.00%
Uniforms	32,355	41,000	41,000	-	0.00%
Special Operations Unit	12,573	15,000	15,000	-	0.00%
Community Policing	7,517	8,000	11,000	3,000	37.50%
Communications	63,624	75,357	75,357	-	0.00%
Utilities	28,841	34,000	34,000	-	0.00%
Motor Vehicle Expense	119,084	134,400	134,400	-	0.00%
Vehicle Fuel	86,681	150,000	100,000	(50,000)	-33.33%
CDS Transactions	2,100	5,000	5,000	-	0.00%
Auxiliary Police	100	-	-	-	0.00%
Stadium Safety and Security	15,000	15,000	15,000	-	0.00%
Street Camera Project	405	800	2,000	1,200	150.00%
Capital Purchases	30,426	1,000	1,000	-	0.00%
Property Insurance	69,770	78,000	80,000	2,000	2.56%
Employee Training	39,142	35,070	37,070	2,000	5.70%
Sub-total	3,863,749	4,233,835	4,241,893	8,058	0.19%
FIRE					
Contribution	260,000	260,000	283,000	23,000	8.85%
Sub-total	260,000	260,000	283,000	23,000	8.85%
PUBLIC WORKS ADMINISTRATION					
Personnel Costs	299,007	395,532	425,280	29,747	7.52%
Overtime	73	3,000	1,000	(2,000)	-66.67%
Operating Expense	13,890	8,100	15,000	6,900	85.19%
Vehicle O & M	3,575	5,000	4,000	(1,000)	-20.00%
Work Order Management	-	11,300	11,300	-	0.00%
GIS Expenditures	18,116	17,850	18,000	150	0.84%
Capital Purchases	450	1,000	5,000	4,000	400.00%
Sub-total	335,111	441,782	479,580	37,797	8.56%
PUBLIC WORKS STREETS					
Personnel Costs	539,423	708,649	640,889	(67,760)	-9.56%
Overtime	52,878	55,000	45,000	(10,000)	-18.18%
Operating Expense	79,793	69,000	69,000	-	0.00%
Health and Safety	21,711	26,000	20,000	(6,000)	-23.08%
BGE	21,672	35,000	23,000	(12,000)	-34.29%
Telephone	7,604	10,500	8,000	(2,500)	-23.81%
Storm Drains	68,266	30,000	30,000	-	0.00%
Tree Maintenance	17,316	30,000	30,000	-	0.00%
Uniforms	5,787	20,000	14,000	(6,000)	-30.00%
Motor Vehicle Expense	60,335	65,000	55,000	(10,000)	-15.38%
Vehicle Fuel	20,762	60,200	32,058	(28,142)	-46.75%
Street Signs	14,280	15,000	10,000	(5,000)	-33.33%
Striping	2,680	4,000	15,000	11,000	275.00%
Sidewalk Repair	220,742	100,000	130,000	30,000	30.00%
Capital Purchases	13,720	1,000	1,000	-	0.00%
Property Insurance	32,208	37,000	37,000	-	0.00%
Sub-total	1,179,175	1,266,349	1,159,947	(106,402)	-8.40%

**FY 2018 BUDGET SUBMISSION
GENERAL FUND - EXPENDITURES**

Description	FY 2016 Actual	FY 2017 Appropriation	FY 2018 Request	Change FY '18 vs '17 Incr (Decr)	% Change FY '18 vs '17
STREET LIGHTING					
Street Lighting	295,381	315,000	375,000	60,000	19.05%
Sub-total	295,381	315,000	375,000	60,000	19.05%
WINTER OPERATIONS					
Operating Expense	38,534	60,000	40,000	(20,000)	-33.33%
Sub-total	38,534	60,000	40,000	(20,000)	-33.33%
SOLID WASTE					
Personnel Costs	265,138	265,821	272,392	6,571	2.47%
Overtime	22,447	28,000	22,000	(6,000)	-21.43%
Operating Expenditures	8,952	4,000	3,000	(1,000)	-25.00%
Health and Safety	5,143	6,000	5,000	(1,000)	-16.67%
Tipping Fee	252,847	279,100	255,000	(24,100)	-8.63%
Recycling Expense	1,722	6,000	-	(6,000)	-100.00%
Telephone	2,755	2,300	2,000	(300)	-13.04%
Uniforms	3,762	5,000	5,000	-	0.00%
Motor Vehicle Expense	46,147	40,000	20,000	(20,000)	-50.00%
Vehicle Fuel	21,704	41,500	20,000	(21,500)	-51.81%
Earth Day	9,280	9,300	9,300	-	0.00%
Capital purchases	-	1,000	1,000	-	0.00%
Property Insurance	5,082	5,500	5,500	-	0.00%
Sub-total	644,979	693,521	620,192	(73,329)	-10.57%
MUNICIPAL SEPARATE STORM SEWER SYSTEMS (MS4s)					
Operating Expenditures	-	-	105,000	105,000	n/a
Sub-total	-	-	105,000	105,000	n/a
RETIREMENT					
401 Plan - Defined Contribution Plan	60,985	213,191	220,108	6,917	3.24%
Police Pension Plan	521,120	530,000	560,000	30,000	5.66%
Defined Benefits Plan	57,934	70,000	70,000	-	0.00%
Other Post Employment Benefits (OPEB)	337,775	336,000	339,000	3,000	0.89%
Sub-total	977,814	1,149,191	1,189,108	39,917	3.47%
PAYROLL RELATED					
Workman's Compensation	221,369	299,489	360,210	60,720	20.27%
FICA	410,086	441,118	449,845	8,726	1.98%
Medical Insurance	1,427,880	1,214,594	1,326,300	111,706	9.20%
Unemployment	625	15,000	10,000	(5,000)	-33.33%
Sub-total	2,059,960	1,970,201	2,146,354	176,152	8.94%
MISCELLANEOUS					
Drug and Alcohol testing	910	1,500	1,500	-	0.00%
On-line Payment System	7,270	7,000	8,000	1,000	14.29%
Capital purchases	10,139	1,000	1,000	-	0.00%
Parking Lease	7,792	10,918	-	(10,918)	-100.00%
Liquor Control Board	1,529	6,115	-	(6,115)	-100.00%
Property Insurance	1,734	7,500	5,000	(2,500)	-33.33%
Cash Over/Short	41	-	-	-	0.00%
Miscellaneous Expense	183,823	80,000	100,000	20,000	25.00%
General Fund Contingency	-	100,000	100,000	-	0.00%
Rainy Day account	-	250,628	-	(250,628)	-100.00%
Sub-total	213,237	464,661	215,500	(249,161)	-53.62%
PARKS AND RECREATION					
Parks and Recreation Committee	20,000	20,000	20,000	-	0.00%
Parks Maintenance	49,219	56,000	85,000	29,000	51.79%
Swim Club	17,799	13,000	25,000	12,000	92.31%
Property Insurance	243	500	750	250	50.00%
Miscellaneous Expense	11,661	17,000	10,000	(7,000)	-41.18%
Sub-total	98,922	106,500	140,750	34,250	32.16%

**FY 2018 BUDGET SUBMISSION
GENERAL FUND - EXPENDITURES**

Description	FY 2016 Actual	FY 2017 Appropriation	FY 2018 Request	Change FY '18 vs '17 Incr (Decr)	% Change FY '18 vs '17
DEBT SERVICE - Principal					
Refunding Bonds Series 2011 (CDA 2000) Infrastructure - Municipal Center	135,000	140,000	145,000	5,000	3.57%
Refunding Bonds Series 2011 (CDA 2002B2) Infrastructure - Maint Shop	125,000	125,000	135,000	10,000	8.00%
Refunding Bonds Series 2016 (CDA 2004B) Infrastructure - Shop	370,000	35,000	46,300	11,300	32.29%
Capital Projects - Suntrust Bank	500,000	50,000	53,900	3,900	7.80%
Sub-total	1,130,000	350,000	380,200	30,200	8.63%
DEBT SERVICE - Interest					
Refunding Bonds Series 2011 (CDA 2000) Infrastructure - Municipal Center	53,385	61,363	58,563	(2,800)	-4.56%
Refunding Bonds Series 2011 (CDA 2002B2) Infrastructure - Maint Shop	16,833	17,700	15,200	(2,500)	-14.12%
Refunding Bonds Series 2016 (CDA 2004B) Infrastructure - Shop	14,033	13,798	5,631	(8,166)	-59.19%
Refunding Bonds Series 2016 (Suntrust Bank)	16,535	16,327	10,042	(6,285)	-38.49%
Sub-total	100,787	109,187	89,436	(19,751)	-18.09%
TRANSFERS					
To Capital Projects	788,111	1,179,885	2,793,958	1,614,073	136.80%
To Sewer Fund	-	247,000	-	(247,000)	-100.00%
To Ripken Stadium Fund	525,206	914,461	508,602	(405,859)	-44.38%
Sub-total	1,313,317	2,341,346	3,302,560	961,214	41.05%
GRAND-TOTAL	14,848,251	16,067,098	17,217,870	1,150,772	7.16%

FY 2018 BUDGET SUBMISSION
CAPITAL PROJECTS FUND - EXPENDITURES

Description			FY 2018 Request	Change	% Change FY '18 vs '17
	FY 2016 Actual	FY 2017 Appropriation		FY '18 vs '17 Incr (Decr)	
EXPENDITURES					
Public Works Administration Street and Sidewalk Repairs	-	-	1,000,000	1,000,000	n/a
Public Works HUR Funded Projects (Curb, Gutter, Sidewalk/ Street Overlay)	211,107	510,566	506,958	(3,608)	-0.71%
Public Works Administration Storm Drains	-	160,243	-	(160,243)	-100.00%
Street Camera Project	9,787	-	20,000	20,000	n/a
BRAC Zone Improvement Projects	16,859	-	-	-	0.00%
Municipal Separate Storm Sewer Systems (MS4s)		33,100	-	(33,100)	-100.00%
Government Buildings Capital Purchases	201,841	-	-	-	0.00%
Public Works Administration Capital Purchases	406,823	588,000	1,083,000	495,000	84.18%
Community Development Block Grants (CDBG) Projects	261,682	87,131	-	(87,131)	-100.00%
Police Cars	84,834	48,219	184,000	135,781	281.59%
Total Expenditures	1,192,934	1,427,259	2,793,958	1,366,699	95.76%

**FY 2018 BUDGET SUBMISSION
WATER FUND EXPENSES**

	FY 2016	FY 2017	FY 2018	Change	% Change
Description	Actual	Appropriation	Request	FY '18 vs '17 Incr (Decr)	FY '18 vs '17
COST OF SERVICE					
Salaries	420,139	412,268	396,330	(15,938)	-3.87%
Overtime	1,507	5,000	2,500	(2,500)	-50.00%
Overtime Construction and Maintenance	39,025	35,000	25,000	(10,000)	-28.57%
Uniforms	6,447	9,500	8,000	(1,500)	-15.79%
Other Post Employment Benefits (OPEB)	13,535	14,000	14,000	-	0.00%
401 Plan	7,536	33,896	33,036	(861)	-2.54%
Workman's Compensation	8,872	13,638	19,511	5,873	43.06%
FICA	39,943	37,044	36,103	(941)	-2.54%
Medical Insurance	116,827	102,296	103,781	1,486	1.45%
Energy Costs	110,040	135,000	120,000	(15,000)	-11.11%
Telephone	9,706	8,000	8,500	500	6.25%
Vehicle Maintenance	8,834	14,000	12,000	(2,000)	-14.29%
Process Chemicals	8,018	40,000	25,000	(15,000)	-37.50%
Process Equipment Maintenance	15,509	40,000	40,000	-	0.00%
Lab Testing	8,302	10,000	10,000	-	0.00%
Instrument Maintenance	7,474	12,000	10,000	(2,000)	-16.67%
Construction and Maintenance	84,916	143,005	110,000	(33,005)	-23.08%
Water Purchase	782,281	1,028,517	1,048,000	19,483	1.89%
Lab. Chemical & Supplies	7,708	13,000	10,000	(3,000)	-23.08%
Pump Station Maintenance	6,732	15,000	15,000	-	0.00%
Source Water Testing	22,800	40,000	30,000	(10,000)	-25.00%
Sub-total	1,726,153	2,161,164	2,076,761	(84,403)	-3.91%
OTHER EXPENSES					
Salaries	69,988	71,962	75,606	3,644	5.06%
Overtime	114	500	250	(250)	-50.00%
Operating Expense	19,089	25,000	22,000	(3,000)	-12.00%
Health & Safety	13,572	15,000	15,000	-	0.00%
Audit Expense	18,812	16,000	20,000	4,000	25.00%
On-line Payment System fees	19,298	17,500	18,000	500	2.86%
Work Order Management	-	6,000	6,000	-	0.00%
Property and Casualty Insurance	26,054	31,000	31,000	-	0.00%
Employee Training	5,906	9,000	9,000	-	0.00%
Miscellaneous Expense	42,370	50,000	43,282	(6,718)	-13.44%
Maintenance Building and Grounds	3,700	10,000	40,000	30,000	300.00%
Fire Hydrant Maintenance	7,735	20,000	40,000	20,000	100.00%
Cross-Connection Control Program	2,200	5,000	5,000	-	0.00%
Contingency - Rainy Day	-	44,037	-	(44,037)	-100.00%
Sub-total	228,836	320,999	325,138	4,139	1.29%
DEBT SERVICE - Principal					
Refunding Bonds Series 2016 (CDA 2007B) Water Infrastructure	17,200	145,700	67,200	(78,500)	-53.88%
2010 Water Capital Purchase Bond Series A	213,000	220,000	225,500	5,500	2.50%
Sub-total	230,200	365,700	292,700	(73,000)	-19.96%
DEBT SERVICE - Interest					
Refunding Bonds Series 2016 (CDA 2007B) Water Infrastructure	73,184	81,785	35,597	(46,188)	-56.48%
2010 Water Capital Purchase Bond Series A	151,984	148,008	141,166	(6,842)	-4.62%
Sub-total	225,168	229,792	176,763	(53,030)	-23.08%
CAPITAL EXPENSES					
Capital Projects	456,142	170,000	1,227,000	1,057,000	621.76%
Utility Capital Purchases	5,610	-	-	-	0.00%
New Construction Meters	31,230	40,000	40,000	-	0.00%
Meter Replacement Program	208,293	226,000	226,000	-	0.00%
Sub-total	701,275	436,000	1,493,000	1,057,000	242.43%
GRAND TOTAL	3,111,632	3,513,656	4,364,361	850,706	24.21%

**FY 2018 BUDGET SUBMISSION
SEWER FUND EXPENSES**

	FY 2016	FY 2017	FY 2018	Change	% Change
Description	Actual	Appropriation	Request	FY '18 vs '17 Incr (Deer)	FY '18 vs '17
COST OF SERVICE					
Salaries	954,434	1,131,915	1,178,135	46,220	4.08%
Overtime	37,364	35,000	35,000	-	0.00%
Overtime Construction and Maintenance	16,691	18,000	18,000	-	0.00%
Uniforms	635	6,500	6,500	-	0.00%
Vehicle Fuel	4,740	-	-	-	0.00%
Other Post Employment Benefits (OPEB)	33,690	35,000	35,000	-	0.00%
401 Plan	29,947	84,271	87,762	3,490	4.14%
Workman's Comp	22,724	33,907	51,833	17,926	52.87%
FICA	80,173	92,097	95,911	3,815	4.14%
Medical Insurance	316,009	267,961	272,323	4,362	1.63%
Energy Costs	364,881	500,000	400,000	(100,000)	-20.00%
Telephone	17,760	17,000	17,000	-	0.00%
Vehicle Maintenance	31,972	23,000	35,000	12,000	52.17%
Process Chemicals	173,581	180,000	170,000	(10,000)	-5.56%
Process Equipment Maintenance	190,343	110,000	110,000	-	0.00%
Lab Testing	18,272	20,000	18,000	(2,000)	-10.00%
Operating Instrument Maintenance	21,651	35,000	30,000	(5,000)	-14.29%
Construction and Maintenance	88,034	65,000	75,000	10,000	15.38%
Lab Chemicals and Supplies	14,238	20,000	16,000	(4,000)	-20.00%
Compost Operation	62,673	70,000	65,000	(5,000)	-7.14%
Pump Station Maintenance	25,264	45,000	75,000	30,000	66.67%
Pretreatment Operating	41,458	45,000	40,000	(5,000)	-11.11%
Sub-total	2,546,534	2,834,651	2,831,464	(3,187)	-0.11%
OTHER EXPENSES					
Salaries	69,961	71,962	75,606	3,644	5.06%
Overtime	109	500	250	(250)	-50.00%
Operating Expense	17,333	35,000	20,000	(15,000)	-42.86%
Health and Safety	16,903	26,046	20,000	(6,046)	-23.21%
Audit	18,812	16,000	20,000	4,000	25.00%
On-line Payment System fees	19,297	17,500	18,000	500	2.86%
Work Order Management	-	6,000	6,000	-	0.00%
Property and Casualty Insurance	28,885	27,500	31,000	3,500	12.73%
Training	6,295	15,000	15,000	-	0.00%
Miscellaneous	24,788	79,230	52,473	(26,757)	-33.77%
Maintenance, Building and Grounds	28,338	35,000	73,000	38,000	108.57%
Contingency - Rainy Day	-	115,231	-	(115,231)	-100.00%
Sub-total	230,719	444,969	331,329	(113,640)	-25.54%
DEBT SERVICE - Principal					
1998 MWQFA Loan: Principal - BNR Modification	52,242	54,007	45,971	(8,037)	-14.88%
2009 MDE ARRA Loan (Stimulus Loan)	31,976	32,296	32,619	323	1.00%
ENR Loan	370,343	373,676	377,040	3,363	0.90%
Harford Bank - Trenchless Pipe Replacement System	12,221	-	-	-	0.00%
2017 Sewer Capital Projects Loan (M & T Bank)	-	104,626	268,663	164,037	156.78%
Sub-total	466,782	564,606	724,293	159,687	28.28%
DEBT SERVICE - Interest					
1998 MWQFA Loan: Interest - BNR Modification	7,166	6,136	4,310	(1,825)	-29.75%
2009 MDE ARRA Loan (Stimulus Loan)	5,648	5,462	5,139	(323)	-5.91%
ENR Loan	79,194	77,250	73,886	(3,363)	-4.35%
2017 Sewer Capital Projects Loan (M & T Bank)	-	16,392	26,412	10,019	61.12%
Sub-total	92,008	105,240	109,747	4,508	4.28%
CAPITAL EXPENSES					
Capital Projects	740,002	1,630,400	1,095,000	(535,400)	-32.84%
Capital Maintenance	5,610	-	-	-	0.00%
Sub-total	745,612	1,630,400	1,095,000	(535,400)	-32.84%
GRAND TOTAL	4,081,655	5,579,865	5,091,832	(488,033)	-8.75%

FY 2018 BUDGET SUBMISSION
STADIUM FUND EXPENSES

Description	FY 2016 Actual	FY 2017 Appropriation	FY 2018 Request	Change	% Change FY '18 vs '17
				FY '18 vs '17 Incr (Decr)	
EXPENSES					
Stadium Expenses					
Operating Expense	383	1,000	1,000	-	0.00%
Audit Expense	8,612	9,000	9,000	-	0.00%
Property and Casualty Insurance	24,521	32,000	29,000	(3,000)	-9.38%
Construction and Maintenance	211,378	70,000	240,000	170,000	242.86%
Sub-total	244,893	112,000	279,000	167,000	149.11%
Debt Service - Principal					
Refunding Bonds Series 2011 (CDA 2001B) Infrastructure - Stadium Land	135,000	140,000	140,000	-	0.00%
Refunding Bonds Series 2011 (CDA 2001A) Infrastructure - Stadium Constr	320,000	330,000	330,000	-	0.00%
Refunding Bonds Series 2011 (CDA 2002B1) Infrastructure - Stadium	65,000	65,000	65,000	-	0.00%
Sub-total	520,000	535,000	535,000	-	0.00%
Debt Service - Interest					
Refunding Bonds Series 2011 (CDA 2001B) Infrastructure - Stadium Land	25,885	22,510	18,310	(4,200)	-18.66%
Refunding Bonds Series 2011 (CDA 2001A) Infrastructure - Stadium Constr	40,652	35,319	28,719	(6,600)	-18.69%
Refunding Bonds Series 2011 (CDA 2002B1) Infrastructure - Stadium	9,927	8,844	7,544	(1,300)	-14.70%
Sub-total	76,464	66,673	54,573	(12,100)	-18.15%
GRAND TOTAL	841,358	713,673	868,573	154,900	21.70%

LIST OF CAPITAL PROJECTS

FY 2018 BUDGET SUBMISSION		
LIST OF CAPITAL PROJECTS		
FUND	DESCRIPTION	AMOUNT
CAPITAL PROJECTS (General Fund)	Street Cameras	20,000
	Police Cars	184,000
	Street Resurfacing	506,958
	Middleton Road	1,000,000
	PARK-17-04 Victory Street Dog Park	35,000
	ADMIN-17-01 DPW Shop: Toters for Environmental	400,000
	ADMIN-17-04 DPW Shop: Truck retrofit w/Toter Lifter	33,000
	ADMIN-17-02 DPW Shop: Facility Expansion (Design)	100,000
	UTL-16-30 Maxa Road Storm Drain Upgrade (Design)	40,000
	VEH-16-22 2001 Tri-Axle Dump Truck #25 (replacement)	200,000
	VEH-16-85 2-1/2 Ton Dump Truck (new)	120,000
	Miscellaneous Equipment (Streets)	15,000
	ADMIN-16-03 DPW Shop: Security System Install	25,000
	VEH-16-40 2003 Mini-Excavator #53 (replacement)	115,000
	Total General Fund	2,793,958
WATER FUND	Water Zone 3 Improvements (WTP-16-14, 16-04, 16-03) Design	250,000
	WTP-17-02 Elevated Water Tower Remediation (1 Tank)	750,000
	VEH-16-50 2003 Jeep Liberty #94 (50% W/WW) (replacement)	20,000
	VEH-16-54 2008 Ranger #99 (50% W/WW) (replacement)	25,000
	UTL-17-03 Burton Manor Water Meter (601 Cornell Street)	75,000
	(Design/Construction)	107,000
	Water Loop Upgrade (Howard & Franklin) (Design)	
	UTL-16-07 Extend Howard St. Main (Franklin St. to Existing)	
	UTL-16-08 Extend W. Chapel Alley Main (Franklin St. to Existing)	
	Total Water Fund	1,227,000
SEWER FUND	WWTP-16-48 Raw Influent Screen Replacement	1,050,000
	VEH-16-50 2003 Jeep Liberty #94 (50% W/WW) (replacement)	20,000
	VEH-16-54 2008 Ranger #99 (50% W/WW) (replacement)	25,000
	Total Sewer Fund	1,095,000
STADIUM FUND	STAD-17-18 Upgrade Parking Lot Lights to LED (contract)	65,000
	STAD-17-11 Rewire Parking Lot Lighting (Design/Contract)	75,000
	Multiple CIP- Concrete Repair Complex Wide (Design/Contract)	100,000
	Total Stadium Fund	240,000
GRAND TOTAL		5,355,958

City of Aberdeen
Year-to-Date Financial Activities
July 1, 2016 through March 31, 2017

Attached is a schedule of the financial activities of the City for July 1, 2016 through March 31, 2017, comparing revenues and expenses to budgeted amounts for the various funds. A summary of the activities, by fund, is outlined below.

General Fund

Total revenues exceeded total expenses (including transfers-out) by \$2.5 million, with revenues of \$14.5 million, and expenses of \$12 million.

Revenues were \$1.3 million more than budgeted. Property tax collection was more than budgeted by \$1.3 million mostly due to new constructions. State Shared revenues were \$191 thousand less than budgeted due to delay in Income Tax remittance from the State. County Shared revenues were \$66 thousand more than budgeted.

Expenses were less than budgeted by \$860 thousand, primarily due to savings in fuel cost, tipping fee, building operations, and the Rainy Day budget.

Capital Projects Fund

Total expenses exceeded total receipts by \$33 thousand, with expenses of \$1.27 million, and receipts of \$1.24 million (including transfer-in of \$1.2 million from the General Fund).

Total revenues and expenses were mostly in line with budget.

Water Fund

Total revenues exceeded total expenses by \$775 thousand, with revenues of \$2.7 million and expenses of \$2 million.

Revenues were more than budgeted by \$105 thousand.

Expenses were less than budgeted by \$348 thousand, partly due to delay in invoicing of water purchases from the County.

Sewer Fund

Total revenues and other sources exceeded total expenses by \$1.5 million, with revenues and other sources of \$4.5 million (including loan proceeds of \$1.4 million), and expenses of \$3 million.

Revenues were less than budgeted by \$200 thousand. This is partly due to lower than expected revenues from sludge operations.

Expenses were less than budgeted by \$1.4 million, mostly due to delay in implementation of capital projects, and savings in energy costs.

Stadium Fund

Total receipts were more than total expenses by \$659 thousand, with receipts of \$1.1 million (including transfer-in of \$874 thousand from the General Fund), and expenses of \$474 thousand.

Total revenues and expenses were mostly in line with budget.

All Funds

Overall, the City's total revenues and other sources exceeded total expenses and other uses by \$5.4 million, with revenues and other sources of \$24.1 million, and expenses and other uses of \$18.7 million.

**City of Aberdeen
Budget vs Actual
July 1, 2016 thru March 31, 2017**

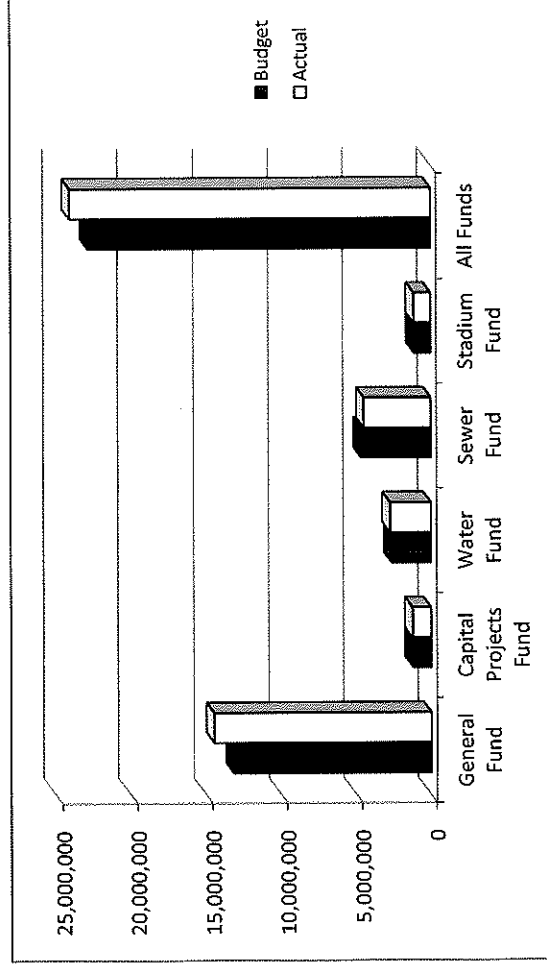
REVENUES

Fund	Budget	Actual	Variance Better (Worse)
General Fund	13,228,660	14,512,956	1,284,296
Capital Projects Fund	1,204,679	1,241,194	36,515
Water Fund	2,635,242	2,740,106	104,864
Sewer Fund	4,683,240	4,483,276	(199,964)
Stadium Fund	1,128,870	1,133,212	4,342
All Funds	22,880,691	24,110,744	1,230,053

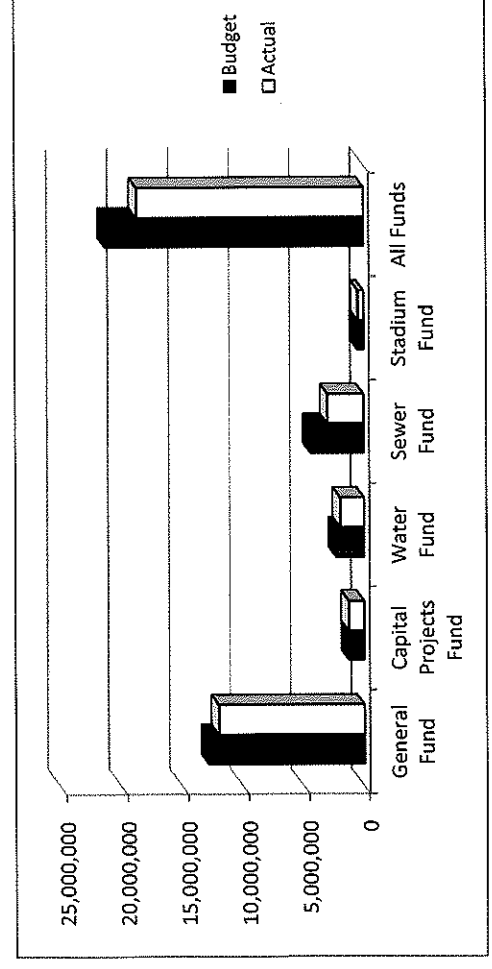
EXPENSES

Fund	Budget	Actual	Variance Better (Worse)
General Fund	12,858,370	11,997,884	860,486
Capital Projects Fund	1,251,077	1,274,345	(23,268)
Water Fund	2,313,299	1,964,808	348,491
Sewer Fund	4,382,103	2,979,375	1,402,727
Stadium Fund	497,224	473,982	23,242
All Funds	21,302,073	18,690,395	2,611,678

Revenues and Other Sources



Expenses and Other Uses



CITY OF ABERDEEN					
FINANCIAL ACTIVITIES - FISCAL YEAR 2017					
REPORT PERIOD: July 1, 2016 through March 31, 2017					
GENERAL FUND					
Description	YTD Budget	YTD Actual	Better (Worse)	Comments	
Revenues/ Other Financing Sources					
Property Taxes	9,224,953	10,484,645	1,259,692	Higher than expected tax revenues mainly due to new constructions.	
State Shared Revenues	1,282,925	1,092,061	(190,864)	Delay in income tax revenue remittance from the State	
County Shared Revenues	1,194,219	1,260,446	66,227		
Grants	0	58,592	58,592		
Loan Proceeds	0	0	0		
Appropriation of Fund Balance	0	0	0		
Other	1,526,564	1,617,212	90,649		
Total Revenues/ Other Financing Sources	13,228,660	14,512,956	1,284,296		
Expenses/ Other Uses					
Salaries and Benefits	7,236,999	7,012,689	224,310	Savings from vacancies	
Debt Service	117,494	109,582	7,912		
Transfer-out	2,301,346	2,301,346	0		
Other	3,202,531	2,574,267	628,264	Savings in fuel cost, tipping fee, building operations, and the Rainy Day budget.	
Total Expenses/ Other Uses	12,858,370	11,997,884	860,486		
Excess of Revenues Over (Under) Expenses		2,515,072			

FINANCIAL ACTIVITIES - FISCAL YEAR 2017

REPORT PERIOD: July 1, 2016 through March

[illegible]

Description	YTD Budget	YTD Actual	Better (Worse)	Comments

Expenses/ Other Uses

Excess of Revenues Over (Under) Expenses

CITY OF ABERDEEN					
FINANCIAL ACTIVITIES - FISCAL YEAR 2017					
REPORT PERIOD: July 1, 2016 through March 31, 2017					
SEWER FUND					
Description	YTD Budget	YTD Actual	Better (Worse)	Comments	
Revenues/ Other Financing Sources					
Utility Usage Charges	2,130,675	1,837,145	(293,530)		
Grants	0	120,000	120,000		State grant for the WWTP ENR operations and maintenance activities
Transfer-in	247,000	247,000	0		
Loan proceeds	1,395,178	1,395,178	0		
Other	910,387	883,953	(26,434)		
Total Revenues/ Other Financing Sources	4,683,240	4,483,276	(199,964)		
Expenses/ Other Uses					
Salaries and Benefits	1,333,633	1,301,363	32,270		
Debt Service	501,790	521,401	(19,611)		
Capital purchases/ projects	1,408,050	285,297	1,122,753		Delay in implementing projects.
Other	1,138,630	871,315	267,316		Savings in energy costs and the Rainy Day budget.
Total Expenses/ Other Uses	4,382,103	2,979,375	1,402,727		
Excess of Revenues Over (Under) Expenses		1,503,901			

CITY OF ABERDEEN						
FINANCIAL ACTIVITIES - FISCAL YEAR 2017						
REPORT PERIOD: July 1, 2016 through March 31, 2017						
STADIUM FUND						
Description	YTD Budget	YTD Actual	Better (Worse)	Comments		
Revenues/ Other Financing Sources						
Admissions and Amusement tax	101,250	120,194	18,944			
Leasing and marketing revenue	45,000	35,000	(10,000)			
Lease interest & principal receipts	108,159	103,058	(5,101)			
Transfer-in	874,461	874,461	0			
Other	0	500	500			
Total Revenues/ Other Financing Sources	1,128,870	1,133,212	4,342			
Expenses/ Other Uses						
Debt Service	22,224	22,224	0			
Other	475,000	451,758	23,242			
Total Expenses/ Other Uses	497,224	473,982	23,242			
Excess of Revenues Over (Under) Expenses		659,230				
SUMMARY - ALL FUNDS						
Description	YTD Budget	YTD Actual	Better (Worse)			
Total Revenues/ Other Financing Sources	22,880,691	24,110,744	1,230,053			
Total Expenses/ Other Uses	21,302,073	18,690,395	2,611,678			
Excess of Revenues Over (Under) Expenses		5,420,349				



April 24, 2017

Patrick L. McGrady, Mayor
City of Aberdeen
City Hall
60 North Parke St.
Aberdeen, MD 21001

Frederick C. Sussman, Esq.
City Attorney
City of Aberdeen
City Hall
60 North Parke St.
Aberdeen, MD 21001

***Re: Acquisition of Tax Credit Portfolio by Enterprise Homes, Inc./City of
Aberdeen Properties***

Dear Mayor McGrady and Mr. Sussman:

As you may be aware, Enterprise Homes, Inc. ("Enterprise") has agreed to purchase a portfolio of forty-three (43) tax credit projects including thirty-five (35) projects in Maryland (the "Portfolio") from Shelter Development, LLC ("SDLLC") pursuant to that certain Agreement for Sale of Tax Credit Portfolio dated September 13, 2016 (the "Agreement of Sale"). Two (2) of the projects are located in the City of Aberdeen. Highland Commons (a/k/a North Post Commons and/or Aberdeen Commons) is owned by Aberdeen Commons LLLP and Residences at Highland Commons (a/k/a Villages at Highland Commons) is owned by Highland LLLP. A list of all of the limited partnerships that own projects included within the Portfolio and located in the City of Aberdeen is also attached hereto as Exhibit A (collectively, the "Project Partnerships").

The general partner of each Project Partnership is a limited liability limited partnership in which a Shelter affiliate is a general partner and in which one or more unrelated parties and a Shelter affiliate own the limited partnership interests. The general and limited partnership interests owned by Shelter affiliates will be transferred to Enterprise affiliates at Closing. The limited partnership interests in the Indirect GP Partnership that are currently owned by third parties, as noted on Exhibit A, will not be transferred at closing. Further, third party, institutional low income housing tax credit investors will continue to own the limited partnership interests in the Indirect GP Partnerships following closing. An outline of the organizational chart for Highland LLLP following closing is attached hereto as Exhibit B-1. An outline of the

ENTERPRISE HOMES, INC.

875 Hollins Street • Suite 202 • Baltimore, MD 21201 • 410.332.7400 • www.enterprisehomes.com

organizational chart for Aberdeen Commons LLLP following closing, which includes a co-investment by TIAA, is attached hereto as Exhibit B-2. Please note that the outlines attached as Exhibit B-1 and Exhibit B-2 are general in nature and the precise ownership of each indirect GP Partnership will depend on the current ownership, which is detailed on Exhibit A.

Each project that is owned by a Project Partnership is financed independently and is subject to separate restrictions. For this reason, we have reviewed the financing documents that apply to each Project Partnership and have compiled a list of consents that are required from the City of Aberdeen for each Project Partnership which is attached hereto as Exhibit C. After you have analyzed and processed this request, we ask that you evidence your consent to the transfer of ownership interests and the matters identified on Exhibit C by countersigning Exhibit C where noted with respect to each Project Partnership.

Additionally, Aberdeen Commons LLLP is a party to an Agreement for Payment in Lieu of Taxes (the "PILOT Agreement"). Under the terms of the PILOT Agreement and the facts that the ownership entity will remain the same and there will be no change to any of the affordability restrictions, we do not believe that the transfer of Shelter's interest impacts the PILOT Agreement. By countersigning Exhibit C, you acknowledge that the PILOT Agreement will remain in full force and effect following the transfer of ownership interests described in this letter.

Prior to closing under the Agreement of Sale, Enterprise will form a new property management company (for convenience, "Enterprise PM"). Diane Edwards, currently Senior Vice President of Shelter Properties and director of Shelter Property Management Company will join Enterprise and will lead Enterprise PM. Most, if not all, of Shelter's current corporate property management employees have been or will be offered positions within Enterprise PM. All of Shelter's current on-site property management employees will be offered positions with Enterprise PM. Enterprise PM will inherit Shelter's 25 years of experience managing over fifty (50) affordable and market rate multifamily and senior communities in the Mid-Atlantic Region. This will allow Enterprise PM to provide a seamless transition to residents, lenders and tax credit investors in connection with the acquisition of the Portfolio. The property management agreement for each project will either be assigned to and assumed by Enterprise PM or will be amended and restated on a substantially similar form with similar economic terms (in many cases Enterprise PM intends to charge a lower management fee than Shelter currently charges). We hereby request your consent to the assumption of the property management agreements by Enterprise PM or the execution of amended and restated property management agreements between each Project Partnership and Enterprise PM on substantially the same terms as provided in the property management agreements executed by Shelter as of the date of Closing, except for possible reductions in the property management fee. After you have reviewed this request, we ask that you evidence your consent to the transfer of the property management agreements and the assumption of all property management responsibilities with respect to the projects identified herein by Enterprise PM by countersigning Exhibit D where noted.

City of Aberdeen
Page 3

We understand the complexity of this acquisition and of this request for review and consent. We have compiled the underlying transaction documents and will be happy to provide any additional information that you may require in connection with your review.

Sincerely,



Christine Madigan
Executive Vice President

cc: Randy Robertson
City Manager
City of Aberdeen
City Hall
60 North Parke St.
Aberdeen, MD 21001

Chickie Grayson, President & CEO
Enterprise Homes, Inc.

Shelter Development, LLC
218 N. Charles Street, Suite 220
Baltimore, MD 21201
Attention: Jeffrey K. Hettleman

BF Villages at Highland Commons, LLC
c/o Boston Financial Investment Management, LP
101 Arch Street, 13th Floor
Boston, MA 02110
Attention: Asset Management

EXHIBIT A

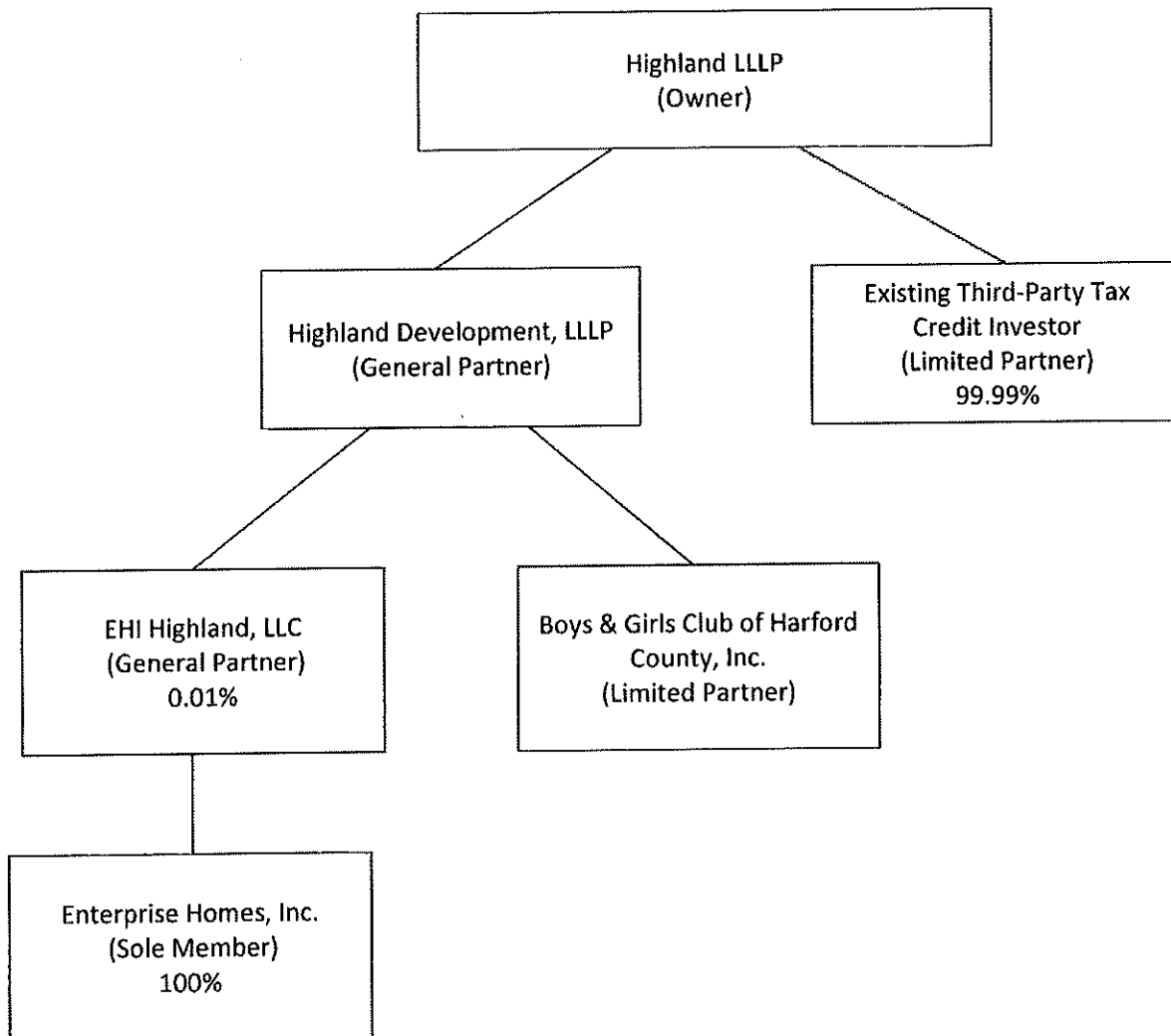
PORTFOLIO PROJECTS – CITY OF ABERDEEN, MARYLAND

<u>Indirect GP Partnerships</u>	<u>General Partner of the Project Partnership</u>	<u>Indirect GP Interests</u>	
		<u>General Partner</u>	<u>Limited Partner</u>
Aberdeen Commons LLLP	Aberdeen Commons Development LLLP	Shelter Development, LLC	Shelter Development, LLC
			Big Brothers and Big Sisters of Central Maryland, Inc.*
			Boys & Girls Club of Harford County, Inc.*
Highland LLLP	Highland Development LLLP	Shelter Development, LLC	Boys & Girls Club of Harford County, Inc.*

*these interests will not be sold

EXHIBIT B-1

**POST-CLOSING ORGANIZATIONAL CHART FOR
HIGHLAND COMMONS LLLP
(VILLAGES AT HIGHLAND COMMONS)**



***Entity Acquisition Properties**

Villages at Highland Commons (Highland LLLP)

EXHIBIT B-2

**POST-CLOSING ORGANIZATIONAL CHART FOR
ABERDEEN COMMONS LLLP**

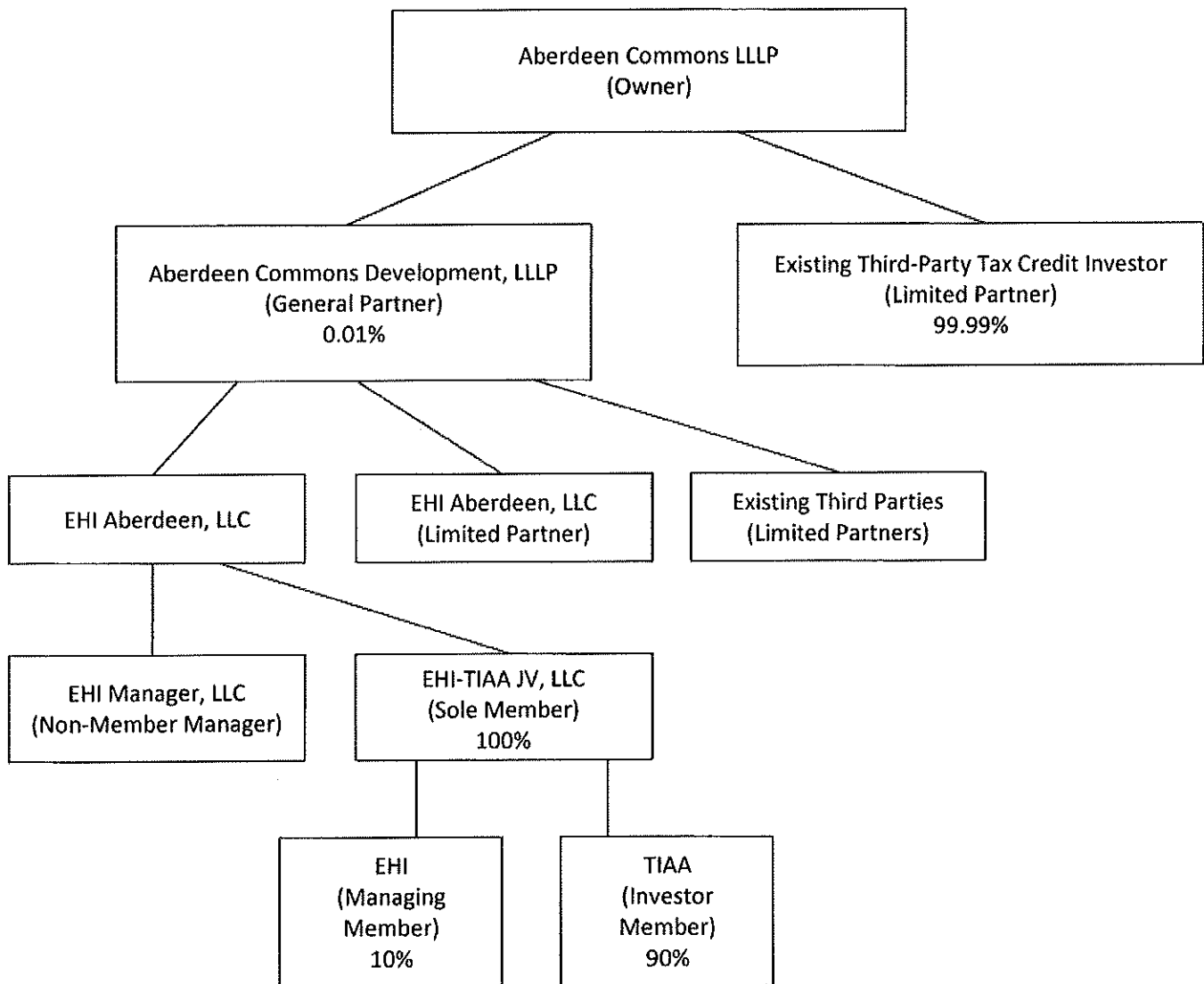


EXHIBIT C

REQUIRED CONSENTS

PROJECT NAME AND PROPERTY OWNER	AGREEMENT	ADDITIONAL CONSENT REQUESTS/ COPIES SENT
North Post Commons (a/k/a Highland Commons and Aberdeen Commons) Aberdeen Commons LLLP	Payment in Lieu of Taxes Agreement dated March 13, 2006 (6941/497) by and between the City of Aberdeen, Maryland and Aberdeen Commons LLLP	N/A
Villages at Highland Commons Highland LLLP	Deed of Trust, Assignment of Rents, Regulatory Agreement and Security Agreement dated June 25, 2012 (9739/210) from Highland LLLP to certain trustees for the benefit of the City of Aberdeen, Maryland	BF Villages at Highland Commons, LLC c/o Boston Financial Investment Management, LP 101 Arch Street, 13 th Floor Boston, MA 02110 Attention: Asset Management
	Agreement and Declaration of Covenants and Restrictions dated June 25, 2012 (9739/229) by and between Highland LLLP and the City of Aberdeen, Maryland	BF Villages at Highland Commons, LLC c/o Boston Financial Investment Management, LP 101 Arch Street, 13 th Floor Boston, MA 02110 Attention: Asset Management

The undersigned hereby consents to the transfer of direct and indirect ownership interests in the Project Partnerships described in this letter and acknowledges and agrees that all necessary consents by City of Aberdeen, Maryland and its agencies and authorities pursuant to the agreements identified above and any and all additional agreements entered into by or on behalf of City of Aberdeen, Maryland and any of its agencies and authorities with respect to the projects are here by granted and confirmed. The undersigned hereby releases Shelter Development, LLC, The Shelter Foundation, Inc., TSF Investment Corp., Shelter ElderCare Foundation, Inc., The Community Services Foundation of Maryland, Inc. and their respective members, officers, directors and affiliates from all obligations with respect to the loans, credit facilities and other agreements identified above and all other agreements related to the projects as of the closing date of the transfer of ownership interests described herein.

ACKNOWLEDGED AND AGREED:

CITY OF ABERDEEN, MARYLAND

By: _____
Name: _____
Title: _____

EXHIBIT D

PROPERTY MANAGEMENT CHANGES

North Post Commons/Highland Commons (Aberdeen Commons LLLP)
Villages at Highland Commons/Residences at Highland Commons (Highland LLLP)

The undersigned hereby consents to change in property management for the above properties as described in this letter and acknowledges and agrees that all necessary consents by the undersigned pursuant to the agreements identified above and any and all additional agreements entered into by or on behalf of the undersigned with respect to the projects are here by granted and confirmed.

ACKNOWLEDGED AND AGREED:

CITY OF ABERDEEN, MARYLAND

By: _____
Name: _____
Title: _____

LR 2811

PAYMENT IN LIEU OF TAXES AGREEMENT

THIS PAYMENT IN LIEU OF TAXES AGREEMENT, dated as of March 13, 2006 by and between City of Aberdeen, Maryland, a body politic and corporate of the State of Maryland (the "City") and Aberdeen Commons LLLP, a Maryland limited liability limited partnership (the "Owner").

RECITALS

WHEREAS, the Owner owns, or is the contract purchaser [assignee] of that certain tract of real property located at Baldwin Manor Apt in Aberdeen, Harford County, Maryland, that is more particularly described on Exhibit A attached hereto and made a part hereof, and intends to rehabilitate/construct thereon a 120 -unit rental apartment complex for citizens of low and moderate incomes known as North Post Commons located at Baldwin Manor Apt, Aberdeen, Maryland (the "Project"); and

WHEREAS, Section 7-505 of the Tax-Property Article of the Annotated Code of Maryland (1994 Replacement Volume, as amended) provides, among other things, that real property outside of Baltimore City may be exempt from City property tax if: (i) the real property is owned by a person engaged in constructing or operating housing structures or projects (which may include non-dwelling commercial and community facilities, community rooms, dining halls and infirmaries to service its occupants and the surrounding neighborhood); (ii) the real property is used for a housing structure or project that is constructed under a federal, state or local government program that funds construction, or insures its financing, or provides interest subsidy, rent subsidy or rent supplements, and is substantially completed after July 1, 1978; (iii) the structures and facilities on the real property are governmentally controlled as to rents, charges, rates of return and methods of operation so as to operate on a nonprofit or limited distribution basis; and (iv) the owners thereof enter into an agreement with the governing body of the City where the real property is located for the payment of a negotiated sum or sums in lieu of all local taxes on said real property; and

WHEREAS, the Project will begin construction on or after the date hereof and, therefore, be substantially completed after July 1, 1978; and

WHEREAS, the Owner is engaged in the business of constructing and operating housing structures or projects; and

WHEREAS, the Owner is willing to enter into this Agreement to dedicate the Project for use by persons of low and moderate incomes; and

WHEREAS, the City is duly authorized and empowered to enter into and deliver this Agreement pursuant to the City's duly adopted Resolution No. 694-06

WHEREAS, pursuant to and in accordance with Section 7-505 of the Maryland Property Tax Code and the City Resolution, the City, upon representations of Owner that the Project to be

constructed and operated by the Owner meets the requirements and criteria of Section 7-505 of the Maryland Property Tax Code, wishes to enter into this Agreement to accept certain negotiated payments in lieu of real property taxes so as to facilitate the construction and operation of the Project and thereby make available to citizens of the City much needed housing for persons of low and moderate incomes.

NOW, THEREFORE, the City and the Owner, intending to be legally bound hereby and in consideration of the mutual covenants contained herein, do hereby agree as follows:

ARTICLE I

REPRESENTATIONS

1.01. Representations by the City. The City makes the following affirmative representations as the basis for the undertakings on the Owner's part herein contained.

(a) The City is a political subdivision of the State of Maryland, duly organized and validly existing under the constitution and laws of the State of Maryland, with full legal right, power and authority to enter into and perform its obligations under this Agreement.

(b) This Agreement has been duly executed and delivered by the City and constitutes a legal, valid and binding obligation of the City, enforceable in accordance with its terms, but subject to applicable bankruptcy laws, insolvency, reorganization, moratorium or similar laws affecting creditors' rights, or, to the extent that certain remedies hereunder require or may require enforcement by a court of equity, such principles of equity as the court having jurisdiction may apply.

1.02. Representations by the Owner. The Owner makes the following affirmative representations as the basis for the undertakings on the City's part herein contained:

(a) (i) The Owner is a limited liability limited partnership duly formed under the laws of the State of Maryland; (ii) the Owner has the legal capacity to own and operate the Project and has all necessary right and authority to enter into this Agreement for the full term hereof; and (iii) this Agreement has been duly authorized by all proper and necessary partnership action of the Owner.

(b) This Agreement, has been duly executed and delivered on behalf of the Owner, and constitutes the legal, valid and binding obligation of the Owner enforceable in accordance with its terms, except as the same may be limited by applicable bankruptcy, insolvency, reorganization, moratorium or similar laws affecting creditors' rights, or, to the extent that certain remedies hereunder require or may require enforcement by a court of equity, such principles of equity as the court having jurisdiction may apply.

(c) The Owner and the Project will comply with Section 7-505 of the Tax-Property Article at all times during the term of this Agreement.

ARTICLE II
PAYMENTS IN LIEU OF
REAL PROPERTY TAXES

2.01. PILOT. The payments to be made by the Owner to the City, provided for herein with respect to the Project, shall be in lieu of all City of Aberdeen ordinary taxes on real property.

2.02. Duration. The Property shall be exempt from City of Aberdeen real property taxes for the period beginning on the date of this Agreement (the "Effective Date"), and continuing until the fifteenth (15th) anniversary of the date of substantial completion of the Project (as certified by the Project architect) (such date of substantial completion is hereinafter referred to as the "Commencement Date"), provided that the Project is operated in accordance with Section 3.01 below.

2.03. PILOT Payment. The Owner agrees to pay to the City each year and the City agrees to accept each year in lieu of City real property taxes payments as follows:

(a) From the Effective Date until the first December 31 following the Commencement Date, the Owner shall pay an amount at the end of each calendar year based upon the current assessed value of the project alone (without regard to improvements) and the applicable real property tax rate in effect for such period.

(b) Beginning on the first January 1 following the Commencement Date, the Owner shall pay to the City real property taxes in arrears (i) in the amount of \$21,110 per year (the "PILOT Payment").

(c) The amount of the PILOT Payment shall increase by two percent (2%) per year beginning on the second (2nd) year of operation of the Project, and each subsequent year until the Expiration Date.

(d) Notwithstanding anything to the contrary contained herein, to the extent that the actual real estate taxes that would be due and payable in the absence of this Agreement are, in any given year, less than the amount of the scheduled PILOT Payments due hereunder, the Owner shall pay the amount of the actual real estate taxes for such year instead of making the PILOT Payment.

2.04. Rights and Remedies. The Owner shall make its payment in lieu of taxes as and when taxes would otherwise be due in the absence of this Agreement. In the event of nonpayment, the City shall have the right to terminate this Agreement upon thirty (30) days' prior written notice to the Borrower and to each of the Borrower's mortgage lenders list on Exhibit B attached hereto (collectively, the "Lenders"); provided, however, that if the payment in lieu of taxes is made within such thirty-day period, this Agreement shall remain in full force and effect.

2.05. Tax Rolls. The City shall advise the tax assessor's office and shall conform the City's real property tax roll to reflect the terms of this Agreement.

ARTICLE III TERM OF AGREEMENT

3.01. Occupancy Requirements. This Agreement shall remain in full force and effect for as long as the Owner and any successor owners shall (A) continue to qualify under Section 7-505 of the Tax Property Article and (B) shall rent all of the units in the Project to, and shall hold all vacant units available for rent to persons whose gross household income does not exceed 60% of area median income as determined from time to time by the United States Department of Housing and Urban Development.

3.02. Sale or Transfer. In the event of the sale or other transfer of Owner's right, title and interest in and to the Project, which transfer is hereby expressly permitted, Owner shall be relieved of all obligations and liabilities under this Agreement accruing after the date of such sale or transfer, and the purchaser or transferee of Owner's right, title and interest in and to the Project shall automatically, without the execution of any further documentation, become responsible for all obligations and liabilities of Owner under this Agreement accruing from and after the date of such sale and transfer. Any subsequent sales or transfers shall likewise relieve the seller or transferor of all obligations and liabilities under this agreement accruing from and after the date of sale or transfer, and the purchaser or transferee shall automatically become responsible therefor.

3.03. Term. The City shall have the right to terminate this Agreement at any time by written notice to Owner and each of the Lenders if the Project is no longer being operated in accordance with Section 3.01; provided, however, that in the event of inadvertent or unintentional noncompliance, the Owner shall have a reasonable period of not less than sixty (60) days after notice or discovery of such noncompliance to bring the Project back into compliance. Without limiting the generality of the foregoing, a reasonable time shall include such time as may be necessary to evict any non-complying tenants and to re-let their units.

3.04. Automatic Termination. This Agreement shall immediately terminate should the Owner fail to continue to qualify for the exemption under Section 7-505 of the Tax Property Article.

ARTICLE IV MISCELLANEOUS

4.01. Third Party Beneficiary. Nothing contained in this Agreement shall be construed to confer upon any other party the rights of a third party beneficiary, except as may be otherwise specifically provided for herein.

4.02. Disclaimer of Partnership Status. Nothing in the provisions of this Agreement shall be deemed in any way to create between the Owner and the City any relationship of partnership, joint venture or association, and the parties hereby disclaim the existence of any such relationship.

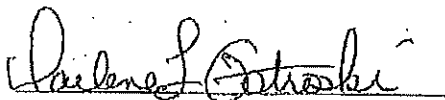
4.03. Recording; Assignment. This Agreement shall be recorded among the Land Records of Harford County, shall inure to the benefit of, and be binding upon, the Owner and any

4.11. Estoppel Certificates. Each party within ten (10) business days after request from the other, shall execute, acknowledge and deliver to the party which has requested the same or to any prospective Project lender or assignee of this Agreement a certificate stating that (a) this Agreement is in full force and effect and has not been modified, supplemented or amended in any way, or, if there have been modifications, that this Agreement is in full force and effect, as modified, identifying such modification or agreement, and if this Agreement is not in force and effect, the certificate shall so state; and (b) there are no outstanding defaults under this Agreement, or if there are defaults, then specifying such defaults and the date that notice thereof was given (if any).

[Signature Page Follows]

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed, sealed and delivered on the dates specified in the attached acknowledgements, but effective as of the day and year first written above.

WITNESS:



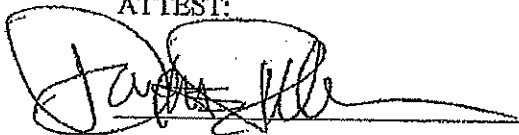
CITY OF ABERDEEN, MARYLAND

By:  (SEAL)

Name: S. Feal Simmons

Title: Mayor

ATTEST:



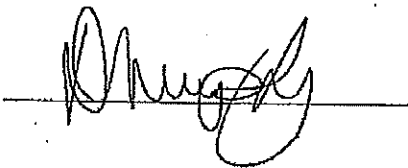
City Administrator

WITNESS:

ABERDEEN COMMONS LLLP

By: Aberdeen Commons Development LLLP,
its General Partner

By: Shelter Development, LLC,
its General Partner



By:  (SEAL)

Marilynn K. Duker
President

STATE OF Maryland CITY/COUNTY OF Cecil, To Wit:

I HEREBY CERTIFY, that on this 27 day of March 2006, before me, the undersigned Notary Public of the jurisdiction aforesaid, personally appeared S. Fred Simmons, who acknowledged himself to be Mayor of the City of Aberdeen, Harford County, Maryland, known to me (or satisfactorily proven) to be the person who executed the foregoing instrument, and acknowledged that he/she executed the same for the purposes therein contained as the duly authorized officer of said City of Aberdeen.

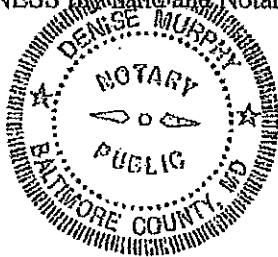
IN WITNESS WHEREOF, I hereunto set my hand and official seal.

Chelene L. Estreba (SEAL)
Notary Public
My Commission Expires: 10-1-09

STATE OF Maryland CITY/COUNTY OF Baltimore To Wit:

I HEREBY CERTIFY, that on this 24th day of March 2006, before me, the undersigned Notary Public of the jurisdiction aforesaid, personally appeared Marilyn K. Duker, acknowledged herself to be President of Shelter Development, LLC, the General Partner of Aberdeen Commons Development LLLP, the General Partner of Aberdeen Commons LLLP, known to me (or satisfactorily proven) to be the person who executed the foregoing instrument, and acknowledged that she executed the same for the purposes therein contained by signing the name of the said limited liability company, by herself as President.

WITNESS my hand and Notarial Seal.



Denise Murphy (SEAL)
Notary Public Denise Murphy
My Commission Expires: 02/01/2010

EXHIBIT A

8.351 acre parcel of land surveyed for Shelter Development, LLC located on Roosevelt Avenue, City of Aberdeen and situated in the Second Election District, Harford County, MD.

BEGINNING for the same at a 2-inch pipe heretofore set at the southernmost corner of Morgan Alley as shown on a plat entitled "Baldwin's Addition to the Town of Aberdeen" as recorded among the Land Records of Harford County, MD in Liber JAR 160, folio 385. Said point also being the end of the second or South 50° 11' 40" East 43.90 foot line as described in a deed from Gertrude O. Umbarger, et al unto Baldwin Manor, Inc. dated November 27, 1968 and recorded among the aforesaid Land Records in Liber GRG 798 folio 70. Said point having grid coordinates of North 671,898.40 and East 1,549,407.16 feet as referenced to the Maryland Coordinate System NAD 86 CORS 98. Thence leaving the outline of Morgan Alley and binding on the outlines of the last mentioned conveyance, with bearings referenced to grid north of the said Maryland Coordinate System, the following three (3) courses as now surveyed, viz:

1. South 48° 09' 27" West 52.50 feet,
2. North 54° 51' 40" seconds West 33.28 feet,
3. North 36° 29' 27" East 51.26 feet to a 2-inch pipe heretofore set and intersects the second or North 47° 00' West 79.02 foot line as described in a deed from Frederick B. Baldwin et ux unto Baldwin Manor, Inc. dated February 24, 1956 and recorded among the aforesaid land records in Liber GRG 455 folio 75. Thence binding along a portion of said second or North 47° 00' West 79.02 foot line as now surveyed,
4. North 54° 44' 13" West 55.69 feet to a point at the end of the third or South 45° 30' West 29.5 foot line of that second parcel as described in a deed from Frank L. Mayfield and Dawn C. Mayfield for Liv-N-Well, Inc. dated May 28, 2003 and recorded in the aforesaid land records in Liber JJR 4685, folio 667. Thence binding on the third, second, and partially first lines, reversely, of the last mentioned conveyance and binding also along the outlines of the aforementioned "Baldwin's Addition" plat and binding also along the outlines of the aforementioned second conveyance unto Baldwin Manor, Inc. the following three (3) courses as now surveyed, viz:
 5. North 37° 45' 49" East 29.50 feet,
 6. North 49° 17' 49" West 164.37 feet,
 7. South 48° 05' 29" West 17.32 feet to a point situated being North 48° 05' 29" East 46.91 feet from a rebar heretofore set along the first or North 55° 50' East 99 foot line as described in the aforementioned conveyance unto Liv-N-Well, Inc. said rebar also being situated at the south westernmost corner of Wilson Street as shown on the aforementioned "Baldwin's Addition" plat. Thence binding along the outlines of that tract of land conveyed to Donald L. Pollard dated September 12, 1989 and recorded among the aforesaid land records in Liber CGH 1589 folio 362 as now surveyed,
 8. North 41° 14' 33" West 213.88 feet to a rebar heretofore set with a cap inscribed with "STV-318". Thence binding reversely for a portion along the fourth or South 41° 38' 46" East 311.47 foot line as described in a deed to the State Railroad Administration of the Department of Transportation dated January 31, 1991 and recorded in the aforesaid land records in Liber CGH 1689, folio 378, as now surveyed,

9. North 41° 14' 33" West 197.95 feet to intersect southerly right-of-way line for Taft Street (50 foot wide) as shown on a subdivision plat entitled "Final Plat One - Lots 1-6 and 87-92, Baldwin Manor Townhomes" recorded in the aforesaid land records in Plat Book 114 folio 55. Thence binding along said right-of-way for Taft Street, the following two (2) courses as now surveyed; viz:
10. by a non-tangent curve to the right in a northeasterly direction having a radius of 299.95 feet, an arc length of 65.19 feet, and subtended by a chord North 44° 37' 42" East 65.06 feet to a point of tangency,
11. North 50° 51' 15" East 499.06 feet to intersect the westerly right-of-way for Roosevelt Avenue (50 foot wide). Thence binding along said Roosevelt Avenue as shown on the last mentioned plat and also as shown on the first mentioned plat, as now surveyed,
12. South 41° 14' 13" East 643.32 feet to intersect the northerly right-of-way for Morgan Alley (50 foot wide) as shown on the first mentioned plat. Thence binding along said Morgan Alley, the following two (2) courses as now surveyed, viz:
13. South 48° 45' 47" West 533.72 feet,
14. South 54° 44' 13" East 20.57 feet to the point of beginning hereof.

CONTAINING 8.351 acres of land, more or less.

BEING more particularly all of lot 2 as shown on a subdivision plat entitled "Final Plat, Lot 1 and 2, Lands of Baldwin Manor, Inc." and recorded in the land records of Harford County, MD in plat book 123 folio 18.

PLEASE RETURN TO:
CONTINENTAL TITLE COMPANY
913 SOUTH CHARLES STREET
BALTIMORE, MARYLAND 21230

JD Fisher
C-19,721-05

WHO WE ARE

Over more than three decades, Enterprise Homes, Inc. has earned an unparalleled reputation for creating thoughtfully planned communities that deliver exceptional value and quality of life. Enterprise has developed communities that include more than 6,500 homes throughout the Mid-Atlantic Region.

WHAT WE DO

Enterprise Homes brings solid community planning, financing, construction management, and marketing know-how to the development process, which results in high-quality affordable, mixed-income and market-rate housing. We are involved in virtually every aspect of creating livable communities, from the concept stage all the way to post-occupancy resident support.

- We assemble an outstanding team of architects and planners and work closely with them and stakeholders to design the community concept.
- We are innovators and experts at leveraging the full range of financing to bring the community to life and create housing affordable to buyers and residents.
- We oversee land development and construction and ensure our communities are built to our uncompromising standards.
- We coordinate the design and development of retail and commercial components in mixed-use communities.
- We are sophisticated marketing experts who maximize opportunities by creating broad interest that reaches beyond a community's typical market.

Enterprise Homes often collaborates with nonprofit and for-profit housing organizations, community groups, as well as city, county and state agencies. We find innovative solutions and tackle the most difficult development challenges. Enterprise Homes has successfully combined a variety of public and private financing to produce high-quality housing for people from all walks of life, creating vital and vibrant mixed-income communities. True to the philosophy of our founder, the legendary urban visionary Jim Rouse, every Enterprise home is built with pride, integrity and a view to the greater goals of the community at large. Our products include:

RENTAL HOMES

Enterprise uses Housing Tax Credits and other financial programs to keep rents at affordable levels. Our apartment communities include both new construction and rehabilitation of existing apartment properties. Enterprise apartment developments provide a system of supportive services tailored to meet the needs of residents, including families and seniors.

HOMEOWNERSHIP

By creating a number of innovative designs, construction management and financing techniques, Enterprise Homes keeps its development costs at a competitive rate and passes those savings on to homebuyers. To put monthly mortgage payments within reach of the workforce and achieve their dreams of owning a home, Enterprise Homes obtains buyer incentives and low-cost first mortgages, thereby reducing the purchase price and monthly payments. Enterprise Homes offers all of its homebuyers comprehensive pre- and post-sale counseling to provide them with information and skills to responsibly maintain their home and manage household finances.

CONSULTING

Enterprise Homes offers consulting services and expertise in community revitalization and financing, including financial structuring and the preparation of financing applications. Enterprise Homes has extensive experience in layering financing by working with private institutions and federal, state and local officials to obtain and structure the funding necessary to develop affordable housing.

APARTMENT INVESTMENTS

The Mid-Atlantic region faces a growing shortage of well-managed rental housing serving moderate income residents. Class B and C apartments comprise a large part of the region's rental housing stock. Enterprise Homes acquires, renovates and closely manages apartment properties in this segment to help serve this significant part of the market.

For more information, please contact us at:

410.332.7400

www.enterprisehomes.com



FROM CONCEPT TO COMMUNITY





ENTERPRISE HOMES

MASTER DEVELOPER OF FAMILY AND
SENIOR RESIDENTIAL COMMUNITIES



COMMUNITIES ARE THE HEART OF OUR ENTERPRISE



Enterprise Homes develops
high-quality housing for
people from all walks
of life.



OVER THE PAST 25 YEARS, Enterprise has earned an unparalleled reputation for creating thoughtfully planned communities that deliver exceptional value and quality of life. Enterprise has developed communities throughout the mid-Atlantic that include more than 5,000 homes and rental residences.

True to the philosophy of our founder, the legendary urban visionary Jim Rouse, every Enterprise home is built with pride, integrity and a view to the greater goals of the community at large. Enterprise Homes has the capacity, the experience and the expertise to tackle the largest, most challenging development projects—with the sensitivity and commitment to ensure the satisfaction of residents long after they have moved into their new homes.

◀ **HERITAGE CROSSING:** This mixed-income community has brought new life and vitality to West Baltimore, while maintaining classic Baltimore architectural influences. The restored Victorian-era gazebo is a focal point for Heritage Crossing, which has attracted 45 percent of its homeowners from outside the city limits.

A SHARED VISION, A TEAM EFFORT



Enterprise Homes finds innovative solutions to ensure that the goals of community stakeholders are achieved.



BEFORE YOU CAN BUILD A COMMUNITY, you have to build a team. Enterprise Homes has proven to be an able partner to all types of organizations, from investors, property owners, communities, land developers and builders, to for-profit and nonprofit housing developers, to governments and faith-based groups.

The priorities of our stakeholder partners vary with each community. The objective might be to make housing as accessible as possible for a wide range of buyers and residents, or to bring new value and livability to a challenging neighborhood. Investors are a key part of our development team. Delivering expected financial returns to our lenders and equity investors allows Enterprise Homes to achieve our partners' goals in each community.

For every community, Enterprise Homes applies an experienced perspective and creative thinking to each phase of the process. We have a track record of success in tackling the toughest challenges.

RENAISSANCE SQUARE: A green, mixed-income development created with broad community input, this 17-acre site in Baltimore County's Essex-Middle River offers traditional neighborhood design and sustainable, high-efficiency features. Adjacent to a regional park, Renaissance Square includes detached homes, townhomes and a senior apartment building, Evergreen (see p. 13).

DEVELOPING HOUSING ON A COMMUNITY SCALE



Our approach focuses on a holistic philosophy of creating value for new residents and all community stakeholders.

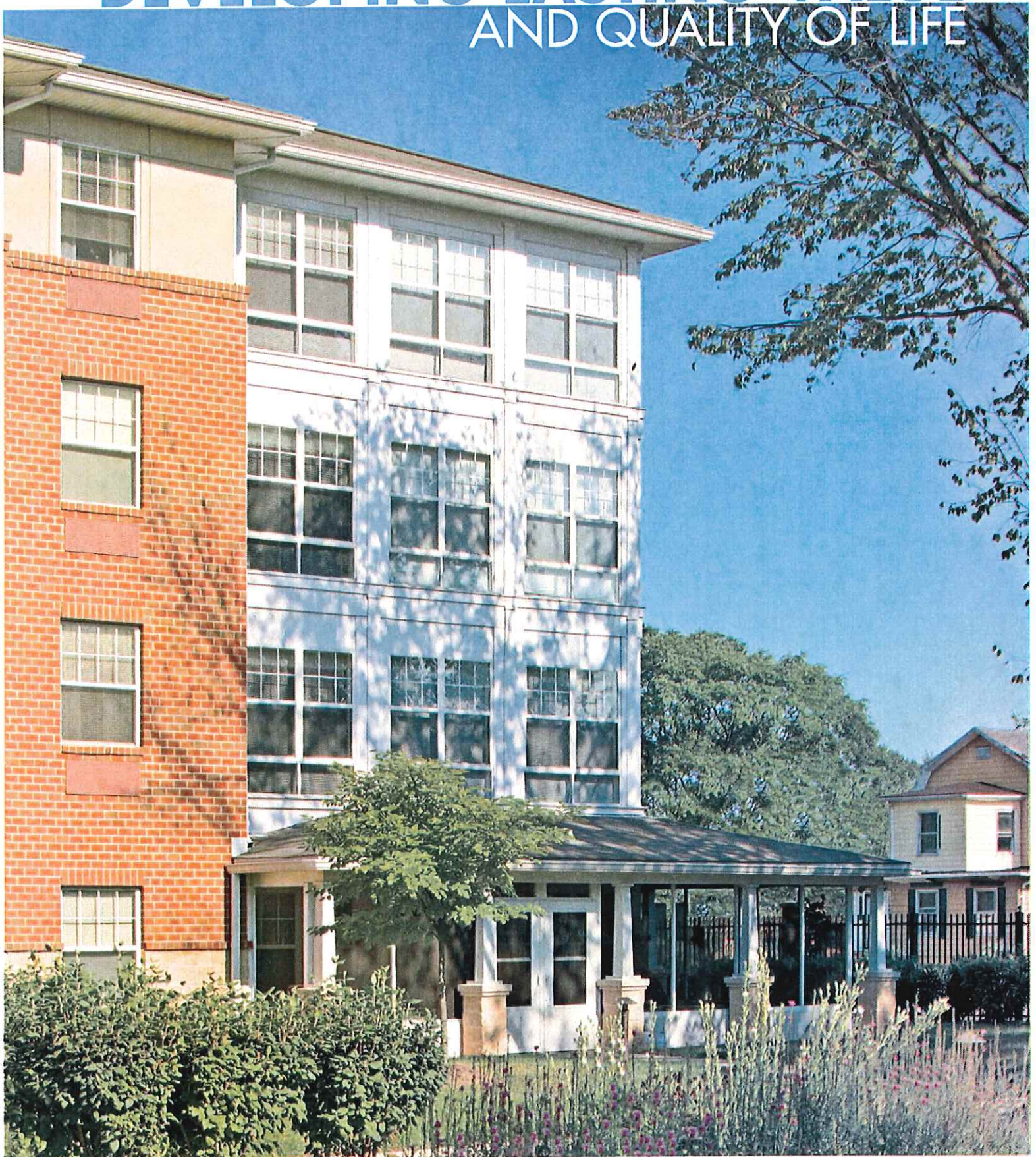


WE START WITH A PIECE OF LAND, or with a neighborhood that is ready to develop into a new phase of livability and value. And then we envision the *total* community and how it fits into its surroundings.

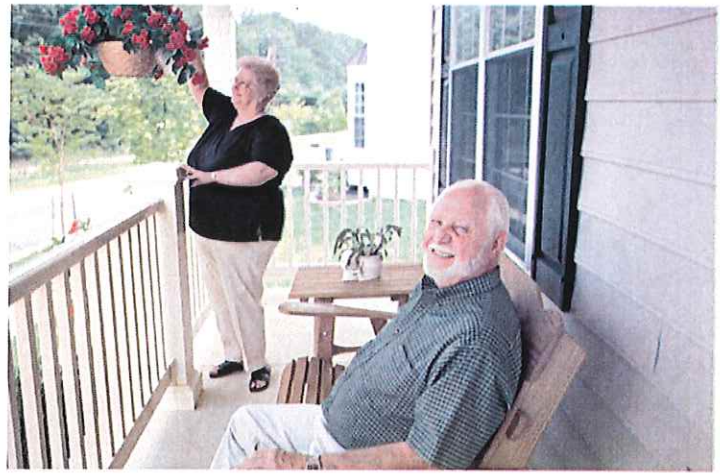
Every Enterprise Homes community is unique. Our approach focuses not just on how many houses can fit on a parcel of land, but on how value can be created for both new residents and all community stakeholders.

From the flow of the neighborhood, to the architecture of the homes, to the community amenities, it is a philosophy that maximizes a community's marketability, livability and long-term viability.

DEVELOPING LASTING VALUE AND QUALITY OF LIFE



Our success is measured in long-term resident satisfaction and the enduring vibrancy of the communities we create.



ENTERPRISE HOMES is in the business of building sustainable communities. We pride ourselves on the financial success of our communities, but we are committed to a “second bottom line” as well—one that is measured in terms of accessibility to households with a range of incomes, ongoing resident satisfaction with the finished product and overall livability. More than just developing housing, Enterprise Homes develops *value* for individuals, families, seniors and the community at large.

Our approach requires the capacity to conceive and execute on a community scale. It takes financial savvy to advantageously use all the tools and resources available. It takes creativity and perseverance to work through the tough challenges. It takes a commitment to build value without compromise. It takes *the will to make it so*.

For Enterprise Homes, it is an approach that is worth the extra effort and utmost commitment.

◀ **LIBERTY VILLAGE:** Extensive porches, courtyards, gardens and interior common areas make for a rich, stimulating lifestyle at Liberty Village in Baltimore. The community offers 85 apartments for seniors and a variety of on-site services and health and wellness programs.

ENDURING QUALITY IN MANY SHAPES AND SIZES



Enterprise Homes is committed to offering residents a healthy, green lifestyle.



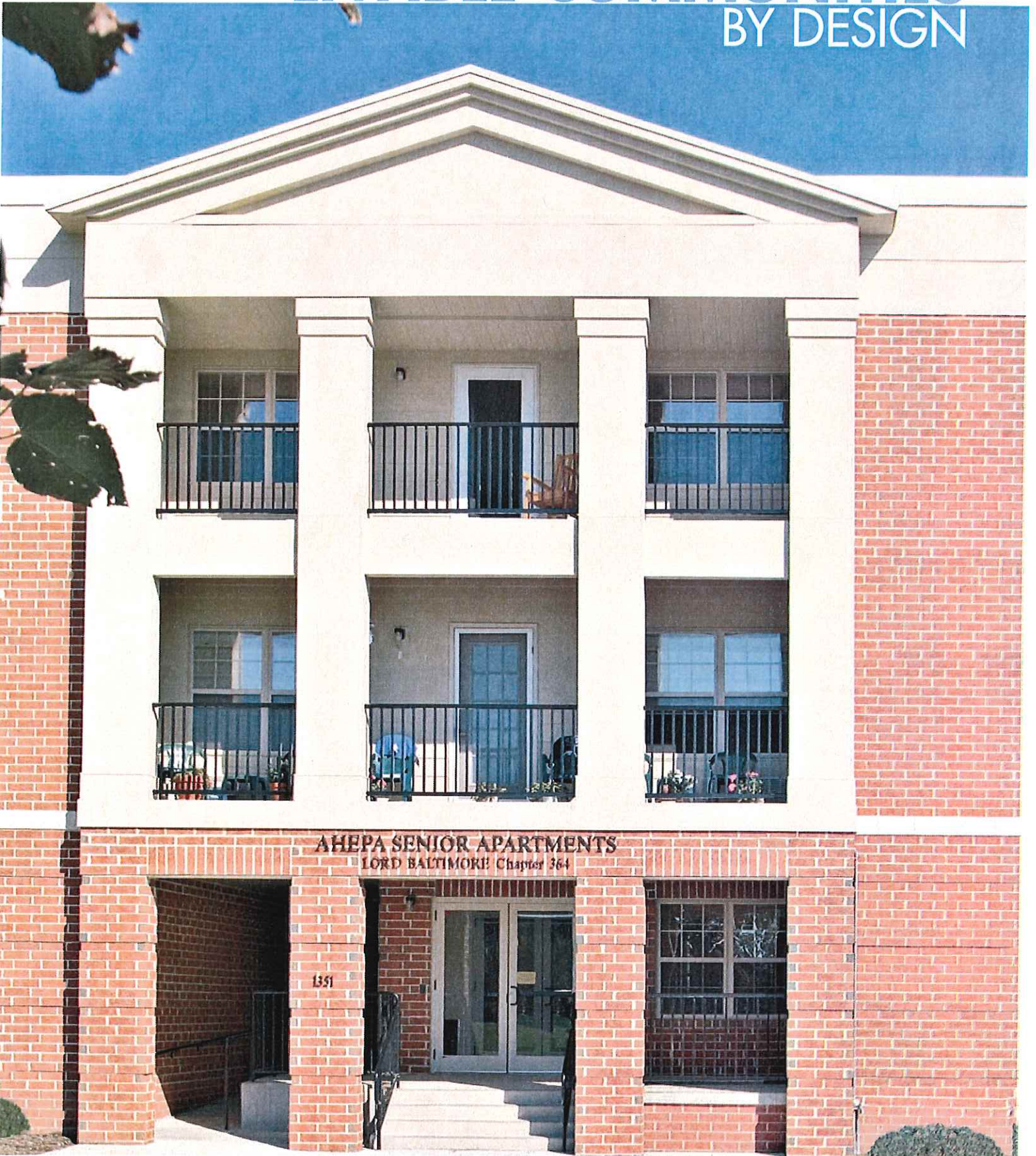
GOOD DESIGN IS GROUNDED in the philosophy that every community is unique. That is why Enterprise Homes tailors its solutions to the particular needs and dreams of residents and the community at large.

In 2007, Enterprise Homes deepened its commitment to delivering exceptional value and quality of life by pledging to make all new and renovated homes green. Today, Enterprise Homes builds and preserves neighborhoods that are designed to meet the Enterprise Green Communities Criteria, an award-winning national framework for developing healthy, energy-efficient and environmentally sustainable housing.

Designing livable and sustainable solutions, community by community, is the only way to create vibrant, comfortable neighborhoods. It is the only way Enterprise Homes develops.

CHERRYDALE: For more than 40 years, Cherrydale Apartments has provided affordable homes for Baltimore's Cherry Hill community. In 2009, renovations improved the complex and met the Enterprise Green Communities Criteria, introducing energy-efficient and environmentally friendly features to the complex.

LIVABLE COMMUNITIES BY DESIGN



AHEPA SENIOR APARTMENTS
LORD BALTIMORE Chapter 364

1351

For more than 25 years,
Enterprise has successfully
created a broad spectrum
of communities.



THE ENTERPRISE HOMES “signature style” is not a particular building type, but rather, an integrity of form and function unique to each community and its residents, in every case marked by meticulous attention to detail.

From traditional American detached homes, to classic city townhomes, to midrise multifamily and senior residences, we have demonstrated that uncompromising quality, resident-focused design and attentive follow-through can successfully bring sound community concepts to life.

Our efforts reach well beyond placing houses on streets. Whether it is a thoughtfully preserved historical detail in the community park, open-space areas that provide recreation and entertainment, or the protection of mature trees on a building site, the heart and soul of the community is as much the focus of our attention as the homes themselves.

AHEPA: AHEPA senior housing in Baltimore’s historic Canton neighborhood provides comfortable living spaces, many with dramatic water views. AHEPA keeps classic waterfront living in reach of seniors in this largely gentrified community.

FROM CONCEPT TO COMMUNITY: A PROVEN PROCESS FOR SUCCESS



With vision, experience,
commitment and will—that's
how we make communities
the heart of our enterprise.

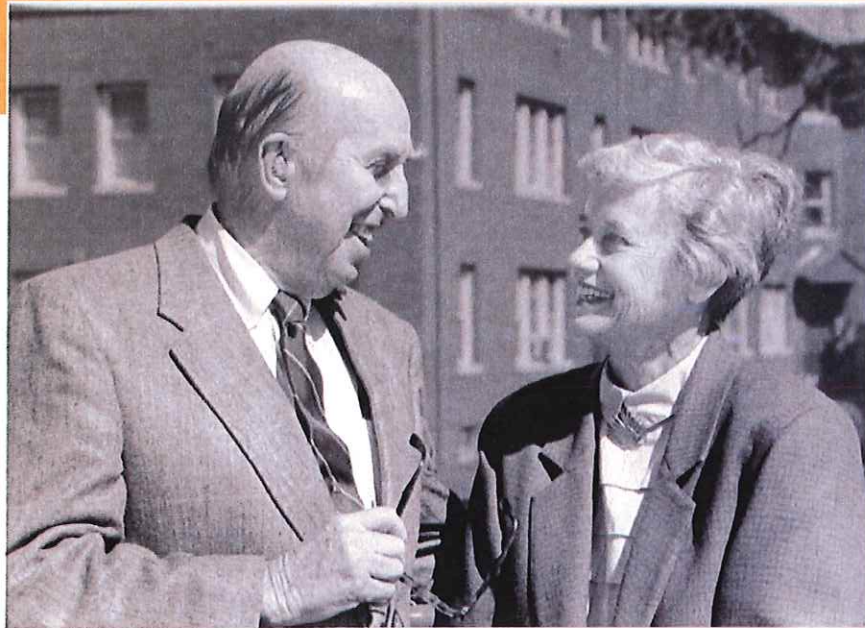


AS MASTER DEVELOPER, Enterprise Homes takes responsibility for virtually every aspect of creating livable communities, from the concept stage all the way to post-occupancy resident support. We work with outstanding architects and planners to design the community concept. We are innovators and experts at leveraging the full range of financing to bring the community to life and assist buyers and residents. We coordinate retail and commercial components in mixed-use communities. We ensure everything is constructed to our uncompromising standards. And we are sophisticated marketers who maximize opportunities by creating broad interest beyond a community's typical market.

EVERGREEN: At Evergreen, senior living means being part of a vibrant, walkable community with an array of activities and amenities. Located in Baltimore's Essex-Middle River, the three-story building features 81 affordable green apartments within the larger Renaissance Square development (see p. 3).

JIM AND PATTY ROUSE

FOUNDERS, ENTERPRISE HOMES



JIM ROUSE WAS A LEGEND in the development world and the ultimate “master developer.” Often consulted by the federal government for his insights on urban livability, he was awarded the Presidential Medal of Freedom by President Bill Clinton in 1995. Over his decades-long career, he transformed America’s retail marketplace, creating the first enclosed shopping mall and the distinctive “festival marketplaces” that became the crown jewels for many downtowns, including Harborplace in Baltimore and Faneuil Hall in Boston. He was the creator of America’s premier planned city, Columbia, Md, a thriving model of livability and sustainability. In 1982, following retirement from The Rouse Company, he and his wife Patty founded Enterprise, with the goal of providing low-income people with decent homes as the start of a path up and out of poverty. Shortly thereafter, they founded Enterprise Homes to further their vision of livable, sustainable communities.

“What ought to be, can be, with the will to make it so.”

AWARD-WINNING ENTERPRISE COMMUNITIES

2010

U.S. Green Building Council (Md. Chapter): Sustainable Buildings Neighborhood Development Award, Renaissance Square

ULI Finalist: Jack Kemp Models of Excellence Awards, Renaissance Square

Partnership for Housing Foundation, HOME Awards Housing Project of the Year Award, Renaissance Square

Home Builders Association of Maryland (HBAM), MAX Award for Outstanding Homes, Renaissance Square (cottage and manor home designs)

2009

HBAM Land Development Council: Excellence in Community Development Award, The Greens at Rolling Road

Baltimore Business Journal (BBJ): Green Business Award for Green Residential Development, New Shiloh Village Senior Living

2007

HOPE Leadership Award to President & CEO Chickie Grayson for commitment and dedication to providing homeownership opportunities for minorities

HBAM Land Development Council: Silver Merit Award of Excellence, New Shiloh Village Senior Living

2005

HUD Secretary's Award for Excellence, Best in American Living Awards (BALA), Sandtown-Winchester Square

Affordable Housing Finance (AHF): Readers' Choice Award, Best Home-ownership Development, Dupont Commons

AHF: Readers' Choice Award Finalists, Bon Secours Chesapeake and Ednor Apartments, Housing Association of Nonprofit Developers: Best Development in Washington, D.C., Dupont Commons

NAHB: Best in American Living Award, Ednor Apartments at Stadium Place

Maryland Department of Housing and Community Development (MDHCD): Commitment to Excellence Award, Ednor Apartments at Stadium Place

2004

MDHCD: Commitment to Excellence Award for Neighborhood Revitalization, Sandtown-Winchester Square; Best Development Financed by D.C. Housing Finance Authority, Wheeler Creek

Maryland Vision Award for Redevelopment and Revitalization, Bon Secours and Bon Secours Smallwood Summit

2003

Maryland Vision Award for Smart Development, Heritage Crossing

MDHCD Developer of the Year, Enterprise Homes, Inc.; MDHCD Commitment to Excellence in Homeownership Award, Heritage Crossing

HBAM Land Development Council: Award of Excellence for Project of the Year, WaterView

HBAM MAX Awards: Award of Excellence for the Coastal Model, Silver Merit Award for Grand Banks Model, WaterView

HBAM MAX Awards: Top award for overall sales achievement, Heritage Crossing

Historic Preservation Award: Excellence in the Rehabilitation of W. Baltimore Street, Enterprise Homes, Inc.

HUD Secretary's BALA Silver Award for Excellence, Heritage Crossing

2002

Baltimore County Developer of the Year Vision Award, Salony Phase 1

2001

HUD Secretary's Award for Excellence, BALA Gold Award, Wheeler Creek



Enterprise Homes, Inc.

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Baltimore, Maryland 21201

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Enterprise is committed to providing equal housing opportunities for all races, religions and ethnic groups and disabled individuals.



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May 18, 2017

Memorandum for Aberdeen City Council

Subject: Professional Engineering Services – Middelton Road Extension

1. The City of Aberdeen's Department of Public Works requested quotes for professional services for the Extension of Middelton Road on April 21, 2017. The department contacted seven (7) firms with expertise and experience in this type of work. This request was also posted on the City's website. The City received four (4) quotes on May 12, 2017.
2. The request for Engineering Services is to develop construction specifications and designs for the construction of a road extension between Maryland (MD) 22 to Beards Hill Road, City of Aberdeen (the City) referenced as Middelton Road Extension. The improvements will include but not be limited to the construction of approximately 0.25 miles of public road designed as a collector/arterial street with public access. The road will extend from the current dead end road from MD 22 and terminate at Beards Hill Road with either a round-about or a T-intersection and determined by the city. The objective of the road extension improvement is to provide a right-of-way consisting of roads, sidewalks, lighting, and public utilities that provides additional access between Beards Hill Road and MD 22. The extension of the road will provide congestion relief of traffic at the MD 462 (Paradise Road) & MD 22 intersection and the Beards Hill Road & MD 22 intersection generated from new residential and business growth. It is the City's desire to construct a new road that provides vehicular access, pedestrian and bicycle access, water and sewer services, stormwater management features, landscaping and street lighting. This project will include a traffic study to assess existing and projected levels of service, property and topographic surveying, wetland delineation, civil, utility, and stormwater designs, permitting, deed preparation, plat preparation, cost estimating, bidding services, field engineering services, preparation of as-built drawings, and other engineering services necessary to provide a complete project ready to bid
3. Quotes were opened by the Public Works department (Enclosure 1) with CNA Engineer, Surveyors, & Landscape Architecture located in Forest Hill, MD providing the lowest costs. All respondents were found to be acceptable from a technically qualified stand point.
4. Moving forward, **the public works department recommends to the council, to pursue an agreement for professional services with CNA, LLC with a cost of \$89,730.00.** Funds to be approved for this work under the Capital Improvement Budget submitted for FY18 by the Department of Public Works.

Sincerely,

A handwritten signature in blue ink that reads "Kyle Torster".

Kyle E. Torster, P.E.
Public Works Director

A handwritten signature in blue ink that appears to read "R. Rhites".

Enclosure:

1) Bid Tabulation

CITY OF ABERDEEN

Middelton Road Extension

Bid Tabulation

Bid No. 17-RFQ1

Vendor	Proj. 1	Proj. 2	Proj. 3	Proj. 4	Proj. 5	Proj. 6	Proj. 7	Proj. 8	Total
Bay State Land Services P.O. Box 853 Bel Air, MD 21014 410-879-4747 Dudley Campbell dudley@bavstatelandservices.com	\$ 8,500.00	\$ 12,000.00	\$ 60,000.00	\$ 7,500.00	\$ 6,000.00	\$ 7,500.00	\$ 5,000.00	\$ 1,500.00	\$ 108,000.00
CNA Engineers, Surveyors, & Landscape Archil 215 Bynum Road Forest Hill, MD 21050 410-879-7200 Douglas Kopeck cnamail@cna-engineers.com	\$ 20,000.00	\$ 19,600.00	\$ 25,130.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 89,730.00
Federick Ward Associates 5 South Main Street P.O. Box 727 Bel Air, MD 21014 William Baker	\$ 10,500.00	\$ 22,200.00	\$ 46,900.00	\$ 16,500.00	\$ 9,100.00	\$ 5,100.00	\$ 5,000.00	\$ 2,200.00	\$ 117,500.00
KCI Technologies 936 Ridgebrook Road Sparks, MD 21152 Stephen Drumm stephen.drumm@kci.com	\$ 25,500.00	\$ 37,700.00	\$ 107,800.00	\$ 15,500.00	\$ 16,900.00	\$ 12,500.00	\$ 8,700.00	\$ 188,000.00	\$ 412,600.00



STANDARD OPERATING PROCEDURE

Subject: Aberdeen Post Office Call-In Service

DATE: May 18, 2017

FUNCTIONAL AREA: Aberdeen Post Office, Aberdeen MD 21001

PURPOSE: To ensure that customers who are unable to enter the Aberdeen Post Office due to handicap or disability receive access to the postal services they need.

RESPONSIBILITY: Postmaster, Supervisors and Window Clerks

PROCEDURES:

To ensure that customers who are unable to enter the Aberdeen Post Office due to handicap or disability receive access to the postal services they need, the following procedures will be implemented effective immediately:

1. The Aberdeen Post Office will provide to handicapped or disabled customers two phone numbers to call to request postal services: **(410) 272-1610** or **(410) 297-8778**
2. Customers will be asked to provide details of their request as well as an estimated time of arrival so Postal employees can be prepared to assist them in an expedited manner.
3. Once a request is made, employees at the Aberdeen Post Office will schedule a time and location to meet the customer outside on Post Office property.
4. Postal employees will prepare the request immediately and will expedite the transaction at the agreed time and location.
5. Transactions involving credit cards will require proper identification.

For this to be successful, it is essential that these procedures be widely communicated in and around the Aberdeen community, to the customers requiring this service.

Sincerely,

Michelle F. Cornish
Postmaster, Aberdeen Post Office
30 W. Bel Air Ave.
Aberdeen, MD 21001-9998



Need Assistance? Give us a call!
Aberdeen PO Call-In Service

(410) 272-1610

Or

(410) 297-8778

- Postmaster, Aberdeen, MD 21001

**WRITTEN STATEMENT FOR CLOSING A MEETING
UNDER THE OPEN MEETINGS ACT**

Date: 5-22-17 Time: _____ Location: City Hall Motion to close meeting made by: Mayor McGrady
Seconded by _____ Members voting in favor: _____
Opposed: _____ Abstaining: _____ Absent: _____

STATUTORY AUTHORITY TO CLOSE SESSION, General Provisions Article, §3-305(b) (check all that apply):

- ☐ (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals;
- ☐ (2) To protect the privacy or reputation of individuals concerning a matter not related to public business;
- ☐ (3) To consider the acquisition of real property for a public purpose and matters directly related thereto;
- ☐ (4) To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State;
- ☐ (5) To consider the investment of public funds;
- ☐ (6) To consider the marketing of public securities;
- ☐ (7) To consult with counsel to obtain legal advice on a legal matter;
- ☐ (8) To consult with staff, consultants, or other individuals about pending or potential litigation;
- ☐ (9) To conduct collective bargaining negotiations or consider matters that relate to the negotiations;
- ☐ (10) To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans;
- ☐ (11) To prepare, administer, or grade a scholastic, licensing, or qualifying examination;
- ☐ (12) To conduct or discuss an investigative proceeding on actual or possible criminal conduct;
- ☐ (13) To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter;
- ☒ (14) Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

FOR EACH CITATION CHECKED ABOVE, THE REASONS FOR CLOSING AND TOPICS TO BE DISCUSSED:

§3-305(b) (14) Potential sale of property at 102 North Rogers Street

§3-305(b) () _____

§3-305(b) () _____

This statement is made by Mayor Patrick McGrady, Presiding Officer: _____
SIGNATURE

WORKSHEET FOR USE IN CLOSED SESSION (CHECKLIST OF DISCLOSURES TO BE MADE IN MINUTES OF NEXT REGULAR MEETING- NOT A PART OF THE CLOSING STATEMENT)

PERSONS ATTENDING CLOSED SESSION: _____

TOPICS ACTUALLY DISCUSSED _____

ACTION(S) TAKEN (IF ANY) AND RECORDED VOTES: _____

TIME CLOSED SESSION ADJOURNED: _____

PLACE OF CLOSED SESSION 2nd Flr. Adm. Conf. Room

PURPOSE OF CLOSED SESSION: _____

STATUTORY AUTHORITY FOR THE CLOSED SESSION: §3-305(b) () ; () ; () _____

MEMBERS WHO VOTED TO CLOSE: _____

(Form Revised 10/1/14)