


<b>FROM</b>	NAME & TITLE	Steve Sharkey, Director	CITY of BALTIMORE <b>MEMO</b>	
	AGENCY NAME & ADDRESS	Department of General Services 800 Abel Wolman Municipal Building		
	SUBJECT	<b>CITY COUNCIL BILL 14-0377</b>		

**TO**

DATE:

June 25, 2014

The Honorable President and Members  
 of the Baltimore City Council  
 c/o Karen Randle  
 Room 400 – City Hall

I am herein reporting on City Council Bill 14-0377 introduced by the Council President on behalf of the Administration (Department of Transportation/Department of General Services).

The purpose of the Bill is to transfer from the Department of General Services to the Department of Transportation certain Charter powers and duties relating to streets and rights-of-way, including the approval of new streets, the naming or renaming of streets, the opening and closing of streets, the numbering of buildings, the preparation of street plats and plans, and the maintenance of plats and records of all parcels of real property and underground structures, and the maintenance of a system of uniform property identification; and to submit this amendment to the qualified voters of the City for adoption or rejection.

On July 1, 2009 the Department of General Services became a separate department and took on the responsibilities it performed as a bureau of the Department of Public Works. These functions include care and management of the City's buildings, fleet and equipment; identification of real property, street naming, street numbers, maintaining the official plats and records; ordinances for opening and closing rights-of-way; and issuance of certain permits. The creation of the Department and the transfer of these powers and duties from Public Works to General Services required changes to the Charter and to the Code. Resolution 08-03 established the Department of General Services under Article VII {Executive Department} §§ 130-134 of the Charter which impacted corresponding sections of the Code under Article 26 {Surveys, Streets and Highways} - Subtitle 6 {Building Addresses}, Subtitle 7 {Street Names}, Subtitle 8A {Alley Gating and Greening}, Subtitle 15 {Street Cuts}, and Subtitle 20 {Builders' Use of Streets}.

City Council Bill 14-0377, if approved by the City Council and the qualified voters of the City, would transfer certain powers and duties of the Department of General Services to the Department of Transportation (under Article VII § 116) having to do with streets and rights-of-way.



- Article VII § 132 (d) System of uniform property identification: the system by which all real property is identified within Baltimore City
- Article VII § 132 (e) Plats and records – properties: the system that includes the ownership and all plats and records related to each parcel of the City; these are the official plats and records used by all municipal agencies for legally identifying and determining the location of every parcel of real property
- Article VII § 132 (f) Plats and records – underground structures: the plats and records of all public and private underground structures
- Article VII § 133 (a) Approval of new streets: approval of proposed development plats and records of proposed public or private streets; certified copies of recorded plats are kept on file
- Article VII § 133 (b) Street names: approval of street names, naming of streets dedicated to the City, recording of new streets on appropriate plats and records
- Article VII § 133 (c) Building numbers: determine, fix or change the street number of every building
- Article VII § 133 (d) Street plats and plans: adopt rules and regulations for plats and plans pertaining to the location of streets; prepare these plats and plans as required by the Board of Estimates or by ordinance

Prior to the establishment of the Department of Transportation and the Department of General Services, the responsibilities described in Article 26 {Surveys, Streets and Highways} of the Baltimore City Code were assigned to the Department of Public Works. While these functions are discrete activities, they are interrelated for the important purposes of accurate identification and location of City parcels and rights-of-way, the requirements for accepting new roads, and the management of records and activities affecting the integrity of the surface and subsurface facilities and utilities within the rights-of-way. For example, General Services issues street cut permits for public and private access to underground facilities and manages the process for curb cuts. While these requests are circulated for a variety of agencies to review, the ultimate condition of the street surface after the street cut is closed or the impact on pedestrian and vehicular traffic from a curb cut is of paramount importance to the Department of Transportation. Likewise, the opening and closing of rights-of-way performed by General Services requires the involvement of Transportation's survey offices to create the survey description of the proposed portions of rights-of-way impacted as well as preparation of the opening and closing plats. Again, the ultimate disposition of rights-of-way is a critical part of the Department of Transportation's mission.

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Consolidating the functions listed in Article 26 and transferring the full authority to the Department of Transportation as proposed in City Council Bill 14-0377 will result in greater administrative efficiencies and better agency coordination. The Department of General Services supports passage of City Council Bill 14-0377.

Respectfully,

A handwritten signature in black ink, appearing to read "Steve Sharkey". The signature is written in a cursive style with a large initial "S".

STEVE SHARKEY  
DIRECTOR

SS/MMC:ela