

**BALTIMORE COUNTY COUNCIL  
NOTES TO THE AGENDA  
LEGISLATIVE SESSION 2014**

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*Issued: May 22, 2014  
Work Session: May 27, 2014  
Legislative Day No. 11: June 2, 2014*

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



OFFICE OF THE COUNTY AUDITOR

BALTIMORE COUNTY COUNCIL

June 2, 2014

NOTES TO THE AGENDA

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**BALTIMORE COUNTY COUNCIL AGENDA  
LEGISLATIVE SESSION 2013, LEGISLATIVE DAY NO. 11  
JUNE 2, 2014 6:00 P.M.**

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

Page

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

**STEPHANIE HOUSE, DEPARTMENT OF HEALTH AND HUMAN SERVICES**

1 Bill 35-14 - Mrs. Bevins(By Req.) - CEB - Animal Services Endowment

**ED ADAMS, DIRECTOR, DEPARTMENT OF PUBLIC WORKS**

4 Bill 36-14 - Mrs. Bevins(By Req.) - CEB - General Fund - Department of Public Works

**COUNCIL**

7 Bill 37-14 - Mr. Huff - Historic Environmental Setting - Springfield

9 Bill 38-14 - Mrs. Almond - Zoning Regulations - Manufacturing, Light (M.L.) Zone

10 Bill 39-14 - Mr. Marks - Honeygo Area

**APPROVAL OF FISCAL MATTERS/CONTRACTS**

**VINCE GARDINA, DIRECTOR, DEPARTMENT OF ENVIRONMENTAL PROTECTION & SUSTAINABILITY**

11 1. BAT#14-08 - Department of Environmental Protection & Sustainability - Community Reforestation Program-DEPS

**WILL ANDERSON, DIRECTOR, DEPARTMENT OF ECONOMIC AND WORKFORCE DEVELOPMENT**

13 2. Contract - Pinnacle Communications Resource Company, LLC - Marketing and advertising services - Loan Program - DEWD

**GEORGE GAY, DIRECTOR, DEPARTMENT OF HUMAN RESOURCES**

16 3. BAT#14-06 - Office of Human Resources - Additional Salaries/Training - HR

**GEORGE SARRIS, BALTIMORE COUNTY PUBLIC SCHOOLS**

18 4. BAT#14-07 - Baltimore County Public Schools - FY14 operating plan, curriculum, STAT program, etc. - BCPS

**ROBERT STRADLING, DIRECTOR, OFFICE OF INFORMATION TECHNOLOGY**

20 5. Amendment #3 to Contract - Tyler Technologies, Inc. - Extension of renewal periods for OASIS - OIT

**KEITH DORSEY, DIRECTOR, OFFICE OF BUDGET AND FINANCE**

23 6. Contracts - (4) - Demolition Services - County-owned locations - OBF

**AMY GROSSI, REAL ESTATE COMPLIANCE**

26 7. Contract of Sale - Stenersen Corporation - 15 Beaver Run Lane - Cockeysville - Real Estate Compliance

**STEPHANIE HOUSE, DEPARTMENT OF HEALTH AND HUMAN SERVICES**

29 8. BAT#14-05 - Department of Health & Human Services - Animal Services Program - HHS

32 9. Agreement - Dundalk Youth Services Center - Youth Recovery Community Center services - HHS

37 10. Agreement - Community Support Services for the Deaf - Specialized mental health services for deaf or hard of hearing -HHS

41 11. Agreement - Affiliated Sante Group - Mental Health Crisis Response Program - HHS

48 12. Amendment #2 to Contract - Resources for Managers and Administrators, Inc. (RMA) - Additional renewal - HHS

51 13. Amendment #1 to Contract - Gaudenzia, Inc. - One-year renewal - long-term residential substance abuse treatment services - HHS

**MISCELLANEOUS BUSINESS**

**COUNCIL**

66 1. Correspondence - (a)(2) - Non-Competitive Awards (April 25, 2014)

**ED ADAMS, DIRECTOR, DEPARTMENT OF PUBLIC WORKS**

55 2. Res. 45-14 - Mrs. Bevins(By Req.) - Recycling Goals Amendment - Baltimore County Solid Waste Management Plan

57 3. Res. 46-14 - Mrs. Bevins(By Req.) - Multi-Family Recycling Amendment - Baltimore County Solid Waste Management Plan

**STEPHANIE HOUSE, DEPARTMENT OF HEALTH AND HUMAN SERVICES**

62 4. Res. 48-14 - Mrs. Bevins(By Req.) - Accept monetary gift -Department of Housing and Urban Development - Housing Vouchers - Burnam Woods

**VINCE GARDINA, DIRECTOR, DEPARTMENT OF ENVIRONMENTAL PROTECTION & SUSTAINABILITY**

63 5. Res. 49-14 - Mrs. Bevins(By Req.) - Rural Legacy Area Plan Applications

Bill 35-14 (Supplemental Appropriation)

Council District All

Mrs. Bevins (By Req.)

## Department of Health and Human Services

## Animal Services Endowment

The Administration is requesting a supplemental appropriation of private funds totaling \$16,928 from the Estate of Audrey R. Dix (\$6,500), the Maryland Society for the Prevention of Cruelty to Animals (MD SPCA) (\$2,460), and community donations (\$7,968) to the Animal Services Endowment Gifts and Grants Fund program. The funds will be used for the enhancement of the health and well being of the animals housed at the County's animal shelter, including dog exercise and cat climbing apparatus, toys, and bedding. See Exhibit A.

## Fiscal Summary

<u>Funding Source</u>	<u>Supplemental Appropriation</u>	<u>Current Appropriation</u>	<u>Total Appropriation</u>
County	--	--	--
State	--	--	--
Federal	--	--	--
Other	\$ 16,928 <sup>(1)</sup>	\$ 158,315	\$ 175,243
<b>Total</b>	<u>\$ 16,928</u>	<u>\$ 158,315</u>	<u>\$ 175,243</u>

<sup>(1)</sup> Cash donations - \$6,500 from the Estate of Audrey R. Dix, \$2,460 from the MD SPCA, and \$7,968 from the community.

## Analysis

The proposed supplemental appropriation, which includes \$6,500 from the Estate of Audrey R. Dix, \$2,460 from the MD SPCA, and \$7,968 from community donations, will be used to care for

animals housed at the County's animal shelter, including dog exercise and cat climbing apparatus, toys, and bedding.

The County is in the process of designing a new Animal Services Division facility to be built on the grounds of the existing 13-acre parcel in Baldwin at a cost of approximately \$6 million. The facility is expected to be operational in fall 2015. The facility will consist of one building to house the enforcement group, 76 dog kennels, 125 cat cages, various ancillary functions such as a pet grooming room, adopter get-acquainted rooms, laundry and dish washing rooms, and sick animal isolation areas. The facility will also include an administrative area and a large meeting room which can be used for rabies vaccination clinics and small community events. The Department advised that the shelter currently has approximately 10,000 visitors each year.

On December 20, 2010, the Council approved a supplemental appropriation (Bill 117-10) of \$110,000 in private funds from the Estate of Audrey R. Dix for improvements to the County's animal shelter. Similarly, on February 6, 2012, the Council approved a supplemental appropriation (Bill 1-12) of private funds totaling \$22,460 from the Estate of Audrey R. Dix (\$17,000) and from community donations (\$5,460) for improvements to the animal shelter.

With the affirmative vote of five members of the County Council, Bill 35-14 will take effect June 15, 2014.

## Executive Summary

FY 2014

### **Animal Services Endowment - Supplemental Appropriation**

This supplemental appropriation consists of \$6,500 from the estate of Audrey R. Dix, \$2,460 from the Maryland Society for the Prevention of Cruelty to Animals and \$7,968 in donations from the general public for a total of \$16,928.

The donations from the general public are given in appreciation for care rendered to their animals or to animals in general. These funds are used to enhance the health and well being of animals housed at the Baltimore County Animal Shelter.

These funds will be placed into the Gifts and Grants Special Revenue Fund.

#### Background

The Department of Health and Human Services - Animal Services Division (the Division) routinely receives donations of monies from the public at large. Periodically, these and other funds are brought to the Council for appropriation. The most recent appropriation of these funds occurred December 20, 2010 in the amount of \$110,000 and on February 6, 2012 for \$22,460 .

The Animal Services Division has approximately 10,000 visitors each year. In calendar 2013, the Division impounded or otherwise received 2,800 cats and 1,759 dogs and various other animals including snakes, chickens, ferrets, guinea pigs, parrots and other birds and rabbits . The Division also collects and disposes of some 1,500 dead animals per year, mostly wild animals struck by motor vehicles on County roadways.

Over the past several years, these donations have been used to make major improvements to the current facility including upgrading the electric service, re-coating of the kennel and cattery floors with epoxy, installation of air conditioning throughout the shelter and improve lighting. These funds have also been used to purchase dog and cat toys, provide training, promote adoption of shelter animals and other miscellaneous items.

The administration is in the process of designing a new Animal Services Division facility to be built on the grounds of the existing 13-acre parcel at 13800 Manor Road in Baldwin. The facility will consist of one building to house the enforcement group, 76 dog kennels, 125 cat cages, various ancillary functions such as a pet grooming room, adopter get-acquainted rooms, laundry and dish washing rooms and sick animal isolation areas. The facility will also include an administrative area and a large meeting room which can be used for rabies vaccination clinics and small community events. Going forward, donated funds will continue to be used for animal care including dog exercise and cat climbing apparatus, toys and bedding in the new shelter.

Prepared by: Department of Health and Human  
Services

Bill 36-14 (Supplemental Appropriation)

Council District(s) All

Mrs. Bevins (By Req.)

Department of Public Works

General Fund

The Administration is requesting a supplemental appropriation of Unassigned General Fund Balance (Surplus) funds totaling \$12 million to the Department of Public Works, Storm Emergencies Program to fund higher-than-anticipated costs related to the FY 2014 snow season (\$11,450,000) and to the Department of Public Works, Traffic Planning Program to fund higher-than-anticipated utilities costs for the County’s street lights during FY 2014 (\$550,000). See Exhibit A.

Fiscal Summary

<u>Program</u>	<u>Supplemental Appropriation<sup>(1)</sup></u>	<u>Current Appropriation</u>	<u>Total Appropriation</u>
Bureau of Highways and Equipment Maintenance - Storm Emergencies Program	\$ 11,450,000	\$ 5,987,025	\$ 17,437,025
Bureau of Traffic Engineering/Transportation Planning - Traffic Planning Program	550,000	8,945,435	9,495,435
	<u>\$ 12,000,000</u>	<u>\$ 14,932,460</u>	<u>\$ 26,932,460</u>

<sup>(1)</sup> Unassigned General Fund Balance (Surplus).

### **Analysis**

The Department advised that funds totaling \$11,450,000 are needed in the Bureau of Highways and Equipment Maintenance - Storm Emergencies Program to cover excess costs for salt and other operational supplies (\$6,775,000), overtime (\$2,150,000), and contractual services for snow removal and de-icing (\$2,525,000). These excess costs are due to the Bureau's efforts to clear and maintain County roads during and after the 19 snowstorms that impacted the County during the 2013/2014 winter snow season. The Department further advised that funds totaling \$550,000 are needed in the Bureau of Traffic Engineering/Transportation Planning - Traffic Planning Program to cover higher-than-anticipated utilities distribution and power charges related to the County's street lights.

This bill appropriates \$12 million from Surplus to the Storm Emergencies Program (\$11,450,000) and Traffic Planning Program (\$550,000), increasing the FY 2014 Program budgets from \$5,987,025 to \$17,437,025 and \$8,945,435 to \$9,495,435, respectively.

The County's Surplus as of June 30, 2013 totaled \$209,901,350. The County also maintains a separate (designated) General Fund "Rainy Day Fund" known as the Revenue Stabilization Reserve Account, which totaled \$85,033,722 as of June 30, 2013.

A portion of the proposed supplemental appropriation (\$550,000), along with BATs 14-06 (FM-3) and 14-08 (FM-1) on this agenda, will affect ongoing spending subject to the Spending Affordability Committee's FY 2014 guideline; following approval of these three agenda items, the FY 2014 budget will be approximately \$1.2 million under the guideline.

With the affirmative vote of five members of the County Council, Bill 36-14 will take effect June 15, 2014.

**EXECUTIVE SUMMARY**

The Department is requesting a supplemental appropriation of \$12,000,000 from the General Fund's Unassigned Fund Balance to cover expenditures in excess of FY 14 Appropriations.

\$11,450,000 will supplement the Storm Emergencies Program 001-070-7505. These funds are requested to cover the costs incurred above the current FY 14 Appropriation of \$5,987,000<sup>25</sup> associated with addressing winter storms during the winter of 2013 – 2014. Some parts of the region saw as much as 85 inches of snow making it the highest snow accumulation winter total in 15 years. The County was impacted by 19 storms that covered the spectrum of winter-related weather events. It saw repeated storms of substantial accumulations of snow (including one close to 24" in some areas of the County), freezing rain, sleet, and even a major ice storm which took down tree limbs, power lines throughout the Baltimore Metro Region. The County experienced its first event in early December and its latest event in late March making this one of the longest winters in memory. The intensity, number and duration of these events prompted the County to expend over \$17 million in storm related costs including over \$10 million in salt and \$3.5 million in contractual labor to assist County forces in keeping roads safe and passable.

Additionally, \$550,000 of this supplemental appropriation will increase the current \$8,945,435 FY 14 Appropriation of the Traffic Planning Program 001-070-7701 to cover distribution and power charges related to the County street lights which were greater than anticipated. In the Spring of 2013, an approximate 9.8% increase was put into effect to address distribution and infrastructure issues needing to be addressed to better ensure the uninterrupted flow of power to its customers throughout its delivery area. The majority of charges to the County related to streetlights are distribution, rental, and maintenance related, power is delivered at off peak periods and thereby less expensive than that utilized during normal daily business hours. The full impact of the rate increase was not completely factored into the FY 14 Appropriation for this item. This, combined with impact of the Polar Vortex's impact on increased prices of day ahead and spot market power in the winter and remaining months of FY 14, necessitate the supplement of funds.

The County's General Fund Unassigned Fund Balance, excluding the Revenue Stabilization Account, totals \$209,901,351 as of June 30, 2013. Following this supplemental appropriation, the balance will stand at \$197,901,351.

Prepared by: Department of Public Works

Bill 37-14

Council District(s) 3

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**Mr. Huff**

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**Historic Environmental Setting - Springfield**

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Bill 37-14 establishes the historic environmental setting for the landmarked structure known as Springfield.

Springfield is located at 12605 Dulaney Valley Road in Phoenix. The Council placed it on the final landmarks list by passage of Bill 13-06, effective April 9, 2006. The historic environmental setting of this property was not a part of the recommendation of the Landmarks Preservation Commission (LPC) at that time.

A state tax credit is available to persons who invest money to rehabilitate a historic structure, but unless the County designates a structure and the property on which it is located as historic, the state tax credit may not be available for improvements made to the structure.

Prior to 2005, County law did not provide for the designation of anything other than historic "structures." The Council remedied this situation in 2005 by authorizing the designation of a historic environmental setting as well as the structure on it. The setting is defined as the portion of the property or lot which is historically, architecturally, or culturally connected to the historic significance of the landmark structure. Bill 93-05 became effective on October 16, 2005, and, since that time, the LPC has routinely included the setting of a property in its recommendation that a structure be placed on the landmarks list.

For structures that were placed on the final landmarks list prior to October 16, 2005, Bill 93-05 authorized the LPC to develop a process for the delineation of a setting of a structure by means of a 14-day notice to the Council. Such a notification was sent to the Council on June 17, 2013 for Springfield. However, since Springfield was placed on the landmarks list in 2006, after the effective date of Bill 93-05, the notification was not effective.

Legislative action is therefore necessary to establish the historic environmental setting for Springfield, and Bill 37-14 is the vehicle to do so. With the affirmative vote of five members of the County Council and signature by the Executive, Bill 37-14 will take effect on June 13, 2014, with the 5.27-acre setting of the property to be effective retroactively to April 9, 2006, the date of the placement of the structure on the final landmarks list by the Council when it adopted Bill 13-06.

**Bill 38-14**Council District(s) All

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**Mrs. Almond**

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**Zoning Regulations – Manufacturing, Light (M.L.) Zone**

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Bill 38-14 amends the Zoning Regulations with regard to the uses permitted in the M.L. (Manufacturing, Light) Zone.

Currently, the M.L. Zone lists several categories of uses that are permitted by right. These categories include (A) industrial uses, (B) transportation, storage or quasi-public uses or utilities, and (C) auxiliary retail, service, or semi-industrial uses provided such uses are located in a planned industrial park at least 25 acres in net area or in an I.M. (Industrial, Major) district.

As to the latter category of auxiliary retail, service, or semi-industrial uses, Bill 38-14 adds a “Florist Shop” to the list of uses permitted by right in this category of uses, including retail sale of flower and garden related items and other general gifts and accessories.

With the affirmative vote of five members of the County Council and signature by the County Executive, Bill 38-14 shall take effect on June 16, 2014.

**Bill 39-14****Council District(s) 5**

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**Mr. Marks**

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**Honeygo Area**

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Bill 39-14 is a companion measure to Resolution 44-14, which was passed by the Council on May 22, 2014. The resolution amended the Honeygo Plan in order to adjust the boundaries of the Honeygo Area according to the sub-area maps attached to the resolution.

This bill makes a minor, technical change to the definitions section of the Honeygo Area contained in the Zoning Regulations. Specifically, for the purposes of the Honeygo Area, this bill amends the definition of "Area" in order to incorporate the changes to the boundaries of the Honeygo Area as set forth in Resolution 44-14.

Bill 39-14 shall take effect forty-five days after its enactment.

**FM-1 (BAT 14-08)**

**Council District(s) All**

**Department of Environmental Protection and Sustainability**

**Community Reforestation Program**

The Administration is requesting approval of a General Fund budget appropriation transfer (BAT) totaling \$124,775 from the Reserve for Contingencies Program to the Department of Environmental Protection and Sustainability – Administration and Operations Program to cover costs inappropriately charged in administration of the Department’s Community Reforestation Program. The Maryland Department of Natural Resources cited the County in its FY 2011 Audit and Management Review of the Department’s Forest Conservation Fund for inappropriately charging certain administrative personnel costs; this BAT similarly restores the disallowed costs for FY 2012 and FY 2013.

**Fiscal Summary**

<b>Transfer From</b>	<b>Program</b>	<b>Current Appropriation</b>	<b>Transfer Amount</b>	<b>Adjusted Appropriation</b>
<b>047-4701</b>	Reserve for Contingencies	\$ 698,490 <sup>(1)</sup>	\$ (124,775)	\$ 573,715
<b>Transfer To</b>				
<b>042-4201</b>	Department of Environmental Protection and Sustainability – Administration and Operations	\$ 5,112,590	\$ 124,775	\$ 5,237,365

<sup>(1)</sup> Excludes BAT 14-06 (FM-3) on this agenda which is transferring \$215,000 to the Office of Human Resources.

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## Analysis

### Source of Funds

The source of funding for the transfer is the Reserve for Contingencies Program. Specifically, \$124,775 is available from the \$698,490 (see footnote <sup>(1)</sup> above) that is presently unexpended and unencumbered within the Reserve for Contingencies Program.

### Use of Funds

In March 2013, the County received the Maryland Department of Natural Resources' FY 2011 audit report of the Department's Community Reforestation Program – Fee In Lieu of Program (the Forest Conservation Fund). Specifically, the audit found that the Department had inappropriately charged \$111,817 in various indirect costs (i.e., administrative personnel costs) to the Fund. (Baltimore County Code, Section 33-6-114 limits costs to administer the Fund to not more than 10% of the fees contributed.) On June 3, 2013, the Council approved BAT #13-10 to restore the \$111,817 to the Fund. The Office of Budget and Finance previously advised that similar indirect costs were also charged to the Fund in FY 2012 and FY 2013. The proposed BAT similarly will restore the disallowed costs. The Department advised that disallowed costs total \$266,456; however, due to the amount of salary turnover projected within the Administration and Operations Program for FY 2014, only \$124,755 will be needed for this BAT.

This proposed transfer, along with BAT 14-06 (FM-3) and a portion of the proposed supplemental appropriation in Bill 36-14 on this agenda, will affect ongoing spending subject to the Spending Affordability Committee's FY 2014 guideline; following approval of these three agenda items, the FY 2014 budget will be approximately \$1.2 million under the guideline.

County Charter, Section 712, provides that “[d]uring any fiscal year, the county council, upon the recommendation of the county executive on the advice of the county administrative officer, may make additional or supplementary appropriations from unexpended and unencumbered funds set aside for contingencies in the county budget...provided that the director of finance shall certify in writing that such funds are available for such appropriation.”

FM-2 (Contract)

Council District(s) All

**Department of Economic and Workforce Development**

**Marketing and Advertising Services – Loan Program**

The Administration is requesting approval of a contract with Pinnacle Communications Resource Company, LLC to develop an advertising and marketing campaign with respect to the County's participation in the State's Video Lottery Terminal (VLT) small, minority, and women-owned businesses loan program. The contract, which is contingent upon the County receiving an award of State VLT grant funding, commences upon the State's allocation of the grant funds (anticipated to be on or before July 1, 2014), continues through June 30, 2019, and will automatically renew for one additional 5-year period. Compensation may not exceed 10% of the County's administrative fee (\$200,000) allowed by the grant; estimated compensation totals \$20,000 over the entire 10-year term, including the renewal period. See Exhibit A.

**Fiscal Summary**

<b>Funding Source</b>	<b>Total Compensation</b>	<b>Notes</b>
<b>County</b>	--	(1) Maryland Department of Business and Economic Development (Video Lottery Terminal) funds.
<b>State</b> <sup>(1)</sup>	\$ 20,000	
<b>Federal</b>	--	(2) Estimated compensation over the entire 10-year term, including the renewal period. Compensation may not exceed 10% of the County's administrative fee (\$200,000) allowed by the grant.
<b>Other</b>	--	
<b>Total</b>	\$ 20,000 <sup>(2)</sup>	

**Analysis**

The County submitted an application to the State to enable the County to serve as a fund manager for the State's VLT small, minority, and women-owned businesses loan program. The Department advised that it applied for a grant allocation of \$2.5 million in VLT funds to provide direct loans to qualifying businesses. The grant application required the County to identify

a certified minority or woman-owned professional marketing and/or advertising business to develop a marketing campaign to promote the County's loan program in the event that the County is awarded the grant.

Pinnacle Communications Resource Company, LLC will develop an advertising and marketing campaign with respect to the County's participation in the VLT program. Services will include: creating, writing, and designing electronic mail, brochures, and print advertisements; producing printed materials; media buying, including demographic and ratings research and negotiation and purchase of print and electronic advertising; and distributing mass mailings to targeted audiences. The contractor will consult with the County in developing all messages and materials. The County must approve all materials prior to final production and must also approve all media purchases.

The Department expects that that the County will receive a response to its State VLT application by June 24, 2014. The Department advised that the loan program does not require any County financial commitment or County matching funds.

The contract, which is contingent upon the County receiving an allocation of grant funding, commences upon the State's allocation of the grant funds (anticipated to be on or before July 1, 2014), continues through June 30, 2019, and will automatically renew for one additional 5-year period on the same terms and conditions unless the County provides notice of non-renewal. Compensation may not exceed 10% of the County's administrative fee (\$200,000) allowed by the grant; estimated compensation totals \$20,000 over the entire 10-year term, including the renewal period (based on an anticipated grant award of \$2.5 million and an 8% administrative fee or \$200,000). Compensation will be paid from the proceeds of the State grant allocation. The County may terminate the agreement by providing 30 days prior written notice.

The contract was awarded through a competitive procurement process based on best value to the County from 10 proposals received.

County Charter, Section 715, requires that "any contract must be approved by the County Council before it is executed if the contract is...for services for a term in excess of two years or involving the expenditure of more than \$25,000 per year...."

## Executive Summary

### Pinnacle Communications Resource Company, LLC.

#### Overview

The State of Maryland has issued a Request for Proposals from entities interested in being fund managers for a loan program to support Small, Minority, and Woman-Owned businesses. Funding will be provided by a grant from Video Lottery Terminal funds. The Department of Economic and Workforce Development (DEWD) believes it can qualify to provide such services.

DEWD is requesting a \$2.5 million grant which will provide direct loans to small businesses in the County. The loan program will not require a County match or any County financial commitment.

#### Services to be performed

In order to comply with the 10% MBE requirement under the State grant the County requested bids from vendors that would provide the following services:

- Develop a marketing plan for the program including the development of marketing materials including concept, writing and the design of a brochure, electronic mail and print advertisements.
- Production of printed materials including flyers, brochures, newspaper advertisement. Electronic media including e-mail and social media. Media buying including demographic and ratings research, negotiations and purchase of electronic and print advertising.
- Distribution- mass mailings to targeted audiences, including responsibility for developing mailing lists.
- Media Buying- In house media department equipped to research media opportunities designed to reach our target audience, negotiate purchase of print advertising, invoice and pay for advertising, collect and maintain files of proof of service, such as newspaper tear sheets, etc.

Ten vendors provided bids to provide marketing services to support the new loan program. Pinnacle Communications Resource, LLC. provided the proposal that met all requirements of the bid request.

The contract with Pinnacle Communications Resource, LLC. is subject to receipt of the grant from the State of Maryland. The initial term is for five years with one five year renewal option. The contract amount will not exceed 10% of the 8% allowance for expenses under the State Grant. The maximum contract amount is \$20,000. Expenses incurred under the contract will be paid from proceeds of the State grant.

Prepared by: Department of Economic and  
Workforce Development

FM-3 (BAT 14-06)

Council District(s) All

**Office of Human Resources**

**Additional Salaries/Training**

The Administration is requesting approval of a General Fund budget appropriation transfer (BAT) totaling \$215,000 from the Reserve for Contingencies Program to the Office of Human Resources – Personnel Administration Program to fund salaries and additional training services.

**Fiscal Summary**

<u>Transfer From</u>	<u>Program</u>	<u>Current Appropriation</u>	<u>Transfer Amount</u>	<u>Adjusted Appropriation</u>
<b>047-4701</b>	Reserve for Contingencies	\$ 698,490 <sup>(1)</sup>	\$ (215,000)	\$ 483,490
<b>013-1301</b>	Office of Human Resources – Personnel Administration	\$ 2,447,954	\$ 215,000	\$ 2,662,954

<sup>(1)</sup> Excludes BAT 14-08 (FM-1) on this agenda which is transferring \$124,775 to the Department of Environmental Protection and Sustainability.

**Analysis**

**Source of Funds**

The source of funding for the transfer is the Reserve for Contingencies Program. Specifically, \$215,000 is available from the \$698,490 (see footnote <sup>(1)</sup> above) that is presently unexpended and unencumbered within the Reserve for Contingences Program.

**Use of Funds**

The funds will be used for salaries (\$190,000) and training services (\$25,000). The Office advised that the additional funds are needed for excess salary costs due to unachieved (lower-than-expected) turnover and due to the transfer of workers' compensation oversight to the Office, which resulted in a mid-year addition of a claims adjuster position. The Office advised that additional funds for training services are needed to support curriculum development for the County's various "Accela" database projects (e.g., animal control, animal licensing, residential parking permits, and code enforcement).

This proposed transfer, along with BAT 14-08 (FM-1) and a portion of the proposed supplemental appropriation in Bill 36-14 on this agenda, will affect ongoing spending subject to the Spending Affordability Committee's FY 2014 guideline; following approval of these three agenda items, the FY 2014 budget will be approximately \$1.2 million under the guideline.

County Charter, Section 712, provides that "[d]uring any fiscal year, the county council, upon the recommendation of the county executive on the advice of the county administrative officer, may make additional or supplementary appropriations from unexpended and unencumbered funds set aside for contingencies in the county budget...provided that the director of finance shall certify in writing that such funds are available for such appropriation."

FM-4 (BAT 14-07)

Council District(s) All


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**Baltimore County Public Schools**


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**FY 14 Operating Plan, Curriculum, STAT Program, Etc.**


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The Administration is requesting approval of a budget appropriation transfer (BAT) totaling \$12.5 million within the Baltimore County Public Schools (BCPS) budget to implement the FY 2014 operating plan, including the BCPS curriculum and the Students & Teachers Accessing Tomorrow (S.T.A.T.) Program, to fund higher-than-expected costs for utilities, to complete certain school maintenance and remodeling projects, and to reallocate budgeted funding to correspond with actual school-based purchasing decisions.

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**Fiscal Summary**

<b>Transfer From</b>	<b>Program</b>	<b>Current Appropriation</b>	<b>Transfer Amount</b>	<b>Adjusted Appropriation</b>
3501	Administration	\$ 46,231,417	\$ (1,000,000)	\$ 45,231,417
3503	Instructional Salaries & Wages	463,257,860	(8,000,000)	455,257,860
3506	Special Education	162,659,137	(1,800,000)	160,859,137
3509	Student Transportation Service	62,123,102	(1,700,000)	60,423,102
			<u>\$ (12,500,000)</u>	
<b>Transfer To</b>				
3504	Instructional Textbooks & Supplies	\$ 21,835,757	\$ 8,800,000	\$ 30,635,757
3505	Other Instructional Costs	11,651,441	1,800,000	13,451,441
3507	Student Personnel Services	9,002,942	100,000	9,102,942
3508	Health Services	14,573,608	100,000	14,673,608
3510	Operation of Plant & Equipment	94,146,353	700,000	94,846,353
3511	Maintenance of Plant & Equipment	32,661,053	1,000,000	33,661,053
			<u>\$ 12,500,000</u>	

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## Analysis

### Source of Funds

BCPS advised that funds are available in the Administration Program, as a result of leasing (4-year leases that began in FY 2014) rather than purchasing computers (\$1 million), and in the Instructional Salaries & Wages (\$8 million), Special Education (\$1.8 million), and Student Transportation Service (\$1.7 million) programs, as a result of salary savings generated from attrition, retirements, and difficulty in filling certain positions (e.g., bus drivers and attendants due to increased physical examination requirements).

### Use of Funds

BCPS advised that \$12.5 million is needed to cover the following costs:

- \$8.8 million in the Instructional Textbooks & Supplies Program for student textbooks and materials required to implement new BCPS curriculum (\$8 million) and for the reallocation of school budget funding to correspond with principals' decisions regarding the use of such funds (\$800,000);
- \$1.8 million in the Other Instructional Costs Program for computer leases for teachers piloting the Students & Teachers Accessing Tomorrow (S.T.A.T.) Program at 10 Lighthouse Schools during the 2014-2015 school year (\$1.4 million) and for professional development related to new curriculum (\$400,000);
- \$200,000 in the Student Personnel Services (\$100,000) and Health Services (\$100,000) Programs for excess salary costs due to unachieved (lower-than-expected) turnover;
- \$700,000 in the Operation of Plant & Equipment Program to cover utilities overages due to the severe winter weather; and
- \$1 million in the Maintenance of Plant & Equipment Program for school maintenance and remodeling projects resulting from damages and losses caused by the severe winter weather.

BCPS noted that certain property losses due to severe winter weather will be reimbursed through insurance claims.

The proposed budget appropriation transfer will not affect ongoing spending subject to the Spending Affordability Guideline for FY 2014.

FM-5 (Contract Amendment)

Council District(s) All

Office of Information Technology

Extension of Renewal Periods for OASIS

The Administration is requesting a third amendment to a contract with Tyler Technologies, Inc. to provide software maintenance and support services for the County's On-line Analytical Statistical Information System (OASIS) for the billing and collection of real and personal property taxes. This amendment adds two automatic 1-year renewal periods to the current 10-year term, which commenced June 30, 2004, and increases the maximum compensation by \$210,600, from \$665,680 to \$876,280, over the entire 12-year term of the contract, including the two additional renewal periods. See Exhibit A.

Fiscal Summary

<b>Funding Source</b>	<b>Contract Amendment</b>	<b>Current Maximum Compensation</b>	<b>Amended Maximum Compensation</b>
<b>County</b> <sup>(1)</sup>	\$ 210,600	\$ 665,680	\$ 876,280
<b>State</b>	--	--	--
<b>Federal</b>	--	--	--
<b>Other</b>	--	--	--
<b>Total</b>	<u>\$ 210,600</u>	<u>\$ 665,680</u>	<u>\$ 876,280</u> <sup>(2)</sup>

<sup>(1)</sup> General Fund Operating Budget.

<sup>(2)</sup> Amended maximum compensation for the entire 12-year term, including eleven 1-year renewal periods.

Analysis

OASIS is a mainframe-based software product used by the Office of Budget and Finance in the billing and collection of real and personal property taxes and the provision of various related reports for use by the County, State, and others. Contract services include updates and enhancements for the administrative tax roll and tax accounting modules of the OASIS system software.

On May 6, 2013, the Council approved a 10-year contract with Tyler Technologies, Inc. estimated at \$5.3 million to provide a new tax collection and management system and integrated cashiering system, MUNIS, to replace the current OASIS (tax collection and management) and RECO (cashiering) systems. The purpose of the proposed amendment is to extend support of OASIS while the County upgrades to MUNIS. The Office advised that the original planned implementation date for MUNIS was in FY 2014; however, due to vendor issues regarding the interface of the Interactive Voice Response/Interactive Web Response (IVR/IWR) application, delays were incurred. The Office further advised that it expects MUNIS to be fully implemented in October 2015 (FY 2016).

On November 1, 2004, the Council approved the original software maintenance and support services contract (with Cole Layer Trumble Company which merged into Tyler Technologies, Inc.) totaling \$220,370 for 1 year with three additional 1-year renewals and commencing June 30, 2004. On June 2, 2008, the Council approved the first amendment to the contract, increasing the maximum compensation of the contract by \$195,900 to \$416,270 and adding three automatic 1-year renewal periods, extending the term to June 30, 2011. On March 21, 2011, the Council approved the second amendment to the contract, increasing the maximum compensation of the contract by \$249,410 to \$665,680, and adding three automatic 1-year renewal periods, extending the term to June 30, 2014. The proposed amendment increases the maximum compensation of the contract by \$210,600 to \$876,280 and adds two automatic 1-year renewal periods, extending the term to June 30, 2016 unless the County provides notice of non-renewal. The \$210,600 compensation increase provides an annual fixed fee of \$100,290 and \$110,310 for FY 2015 and FY 2016, respectively, or a 10% increase each year. The Office advised that as of May 20, 2014, expenditures for this contract totaled \$665,680. The County may terminate the agreement by providing 30 days prior written notice.

The Office advised that the original contract was awarded through a non-competitive (i.e., sole source) procurement process since the software is a proprietary product owned by the contractor.

County Charter, Section 715, requires that “any contract must be approved by the County Council before it is executed if the contract is...for services for a term in excess of two years or involving the expenditure of more than \$25,000 per year....”

**Executive Summary**

**Summary** - This fiscal matter is a Contract Amendment with Tyler Technologies, Inc. for software maintenance support services for the Administrative Tax Roll and Tax Accounting modules of OASIS, which is the County's tax billing and collection software system. This Amendment #3 extends the number of renewal periods for OASIS from nine (9) through June 30, 2014 to eleven (11) through June 30, 2016, while the County upgrades to a new replacement tax billing and management system, MUNIS, also a Tyler Technologies, Inc. application.

**History** –The County has been using its current tax collection and management system since 1996. The County entered into a License Agreement with Cole Layer Trumble Company (Cole) for the procurement and implementation of OASIS Administrative Tax Roll and Tax Accounting system which included software maintenance and support, which expired in June 2004.

In June 2004, the County and Cole entered into a Software Support Contract, which provided that the software license for the OASIS System for Administrative Tax Roll and Tax Accounting modules is and remains a perpetual license, and provided for the continuation of the software support and maintenance of the OASIS software System for Administrative Tax Roll and Tax Accounting modules through June 30, 2008.

In June 2008, the County and Cole amended the original Software Support Agreement (Amendment #1) for Cole to continue to provide software support and maintenance services relative to the OASIS System for Administrative Tax Roll and Tax Accounting modules. The county also evidenced its consent to the merger of Cole into Tyler Technologies, Inc (Tyler).

In March 2011, the County and Tyler further amended the original Software Support Agreement (Amendment #2) for Tyler to continue to provide software support and maintenance services relative to the OASIS System for Administrative Tax Roll and Tax Accounting modules through June 30, 2014.

The County now desires to amend the original Software Support Agreement (Amendment #3) for Tyler to continue to provide software support and maintenance services relative to the OASIS System for Administrative Tax Roll and Tax Accounting modules through June 30, 2016, while the County upgrades to the new replacement tax billing and management system, MUNIS, to be fully implemented in October 2015 (Fiscal Year 2016).

Tyler's upgrade to the new MUNIS application will be hosted on their equipment, in their data center in a Software as a Service (SaaS) environment. MUNIS provides a more robust database and reporting structure than the current OASIS applications. MUNIS also has integrated functionality across the modules that reduces overall maintenance requirements and increases data reliability, resulting in better service to constituents and less burden on County Office of Information Technology and Office of Budget and Finance staff. The overall built-in functionality not only increases the County's ability to deliver a greater level of customer service, it can allow for improved workflow and streamlined business processes.

**Purpose** – The purpose of Amendment #3 is to renew the Software Support Agreement for the continued support of the OASIS System while the upgrade to MUNIS is fully implemented in October 2015. The original estimated implementation date for MUNIS was in FY-14. But, due to vendor (Tyler) issues regarding the interface of the Interactive Voice Response/Interactive Web Response (IVR/IWR) application, delays were incurred. Therefore, it is necessary to extend the support of OASIS.

**Fiscal Impact** – Amendment #3 to the Software Support Contract extends the number of renewal period two (2) years through June 30, 2016 with fixed annual fees of \$100,290 for the period of July 1, 2014 through June 30, 2015, and \$110,310 for the period of July 1 2015 through June 30, 2016. The total compensation for the entire term of the contract including all renewal periods is therefore increased from \$665,680 through June 30, 2014 to \$876,280 through June 30, 2016.

Prepared by: Office of Information Technology

FM-6 (4 Contracts)

Council District(s) All


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**Office of Budget and Finance**


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**Demolition Services – County-Owned Locations**


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The Administration is requesting approval of four contracts to provide demolition services at various locations in the County on an as-needed basis. The four contractors are BARCO Enterprises, Inc.; Benjer, Inc.; K & K Adams, Inc.; and Mark J. Slowinski, d/b/a Griz. The contracts commence upon Council approval, continue for 1 year, and will automatically renew for four additional 1-year periods with an option to further extend the initial term or any renewal term an additional 120 days. The contracts do not specify a maximum compensation for the initial 1-year term or the entire 5-year and 4-month term, including the renewal and extension periods. The contracts provide that compensation for all contractors combined may not exceed the amount appropriated for these services during the entire contract term. Estimated compensation for all contractors combined totals \$5,493,994 for the initial 1-year term and \$32,583,778 for the entire 5-year and 4-month term, including the renewal and extension periods.

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**Fiscal Summary**

<b>Funding Source</b>	<b>Initial Term</b>	<b>Total Compensation</b>
<b>County</b> <sup>(1)</sup>	\$ 5,493,994	\$ 32,583,778
<b>State</b>	--	--
<b>Federal</b>	--	--
<b>Other</b>	--	--
<b>Total</b>	<u>\$ 5,493,994</u> <sup>(2)</sup>	<u>\$ 32,583,778</u> <sup>(3)</sup>

<sup>(1)</sup> General Fund Operating Budget or Capital Projects Fund, depending on the nature of the work.

<sup>(2)</sup> Estimated compensation for all contractors combined for the initial 1-year term. The contracts do not specify a maximum compensation amount for the initial 1-year term. Compensation may not exceed the amount appropriated for these services.

<sup>(3)</sup> Estimated compensation for all contractors combined for the entire 5-year and 4-month term, including the renewal and extension periods. The contracts do not specify a maximum compensation for the entire contract term. Compensation may not exceed the amount appropriated for these services.

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### Analysis

The contractors will provide all labor, supervision, materials, mobilization, equipment, fuel, equipment maintenance and repair services, disposal, incidentals, and related items to perform demolition services at various locations in the County. Demolition services include the demolition and removal of derelict property (e.g., dwellings, commercial buildings, etc.) and abandoned public and private utilities (e.g., utility poles, fuel tanks, etc.).

The County will be billed at unit prices for specific demolition and removal services provided (including asbestos removal) and for dumping charges. Labor will be billed at hourly rates ranging from \$22 to \$150 depending on the worker's skill level and the type of work performed.

The contracts commence upon Council approval, continue for 1 year, and will automatically renew for four additional 1-year periods unless the County provides notice of non-renewal. The County may further extend the agreements at the end of the initial term or any renewal term for an additional 120 days, on the same terms and conditions. The contracts do not specify a compensation amount for the initial 1-year term or the entire 5-year and 4-month term, including the renewal and extension periods. Rather, each contract provides that "In no event shall the total compensation paid to the Contractor and the other three (3) contractors collectively exceed the County Council approved appropriation during the entire term of this Agreement including renewals thereof." Estimated compensation for all contracts combined totals \$5,493,994 for the initial 1-year term and \$32,583,778 for the entire 5-year and 4-month term, including the renewal and extension periods.

Prior to the commencement of each renewal period, the County may entertain a request for an escalation in unit prices (except dumping charges) in accordance with the Consumer Price Index – All Urban Consumers – United States Average – All Items (CPI-U), as published by the United States Department of Labor, Bureau of Labor Statistics at the time of the request, or up to a maximum 5% increase on the current pricing, whichever is lower. For dumping charges, the County will entertain a request for escalation with any price increase limited to the actual cost increase to the contractor provided the contractor furnishes bona-fide documentation reflecting the dumping charge increase. The County may terminate the agreements by providing 30 days prior written notice.

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Funding for this contract will not be encumbered at this time. Rather, contract costs will be charged as project tasks are assigned. The contract provides that it is the intention of the County to award work equally to the contractors; however, the assignment of work shall be at the County's discretion. The Office of Budget and Finance advised that no specific projects requiring these services are planned at this time.

On August 1, 2011, the Council approved two similar 5-year contracts with Benjer, Inc. and Mark J. Slowinski, d/b/a Griz not-to-exceed \$6,979,779 combined, with the Griz contract further limited to \$6,428,604 based on the bid amount. The Office advised that expenditures as of May 2, 2014 under these contracts totaled \$818,258 and \$32,252 respectively.

The four proposed contracts were awarded through a competitive procurement process based on the lowest responsive and responsible bids from eleven bids received. The Office advised that it re-bid the County's demolition contracts to add certain tasks that were not part of the existing contracts, to increase the number of contractors (from two to four) to ensure that projects are completed in a timely manner, and to assure the best price per demolition. The Office also advised that it will seek specific cost proposals for each project from all on-call contractors with the award going to the lowest responsive and responsible bidder.

In addition to its existing demolition contracts, the County currently has contracts with Benjer, Inc.: to provide snow removal and salt application services; to crush and screen recycled rubble for ultimate use as material for roadway improvements at the Eastern Sanitary Landfill; to provide clean-up services for derelict buildings and vacant lots throughout the County; and to provide straw/hay mulch to the Eastern Sanitary Landfill for stabilization purposes. Additionally, the County has a contract with Barco Enterprises, Inc. to provide air duct cleaning and mold remediation services at various County-owned and/or operated facilities as needed.

County Charter, Section 715, requires that "any contract must be approved by the County Council before it is executed if the contract is...for services for a term in excess of two years or involving the expenditure of more than \$25,000 per year...."

FM-7 (Contract)

Council District(s)   3  

**Department of Permits, Approvals and Inspections**

**15 Beaver Run Lane - Cockeyville**

The Administration is requesting approval of a contract totaling \$962,040 to acquire an approximate 1.735-acre repetitively-flooded property, to demolish its structures, and to remove impervious surface to restore the floodplain. The property, located at 15 Beaver Run Lane in Cockeyville, is owned by Stenerson Corporation and is primarily zoned ML (Manufacturing, Light) with the remainder of the property zoned DR 3.5 (Density Residential – 3.5 dwelling units/acre). See Exhibit A.

**Fiscal Summary**

<b>Funding Source</b>	<b>Purchase Price</b>	<b>Notes</b>
<b>County</b>	--	<sup>(1)</sup> U.S. Department of Homeland Security, Federal Emergency Management Agency (FEMA) funds passed through the Maryland Emergency Management Agency (MEMA).
<b>State</b>	--	
<b>Federal</b> <sup>(1)</sup>	\$ 962,040	
<b>Other</b>	--	
<b>Total</b>	<u>\$ 962,040</u>	

**Analysis**

On January 22, 2013, the Council approved Bill 77-12, a supplemental appropriation of federal funds totaling \$3,420,000, to reimburse the County for direct costs incurred for participation in the Cockeyville Property Acquisition and Demolition Project. This project proposal described potential acquisition and demolition of five repetitively flooded structures located along Beaver Run Lane and York Road in Cockeyville that have experienced severe flooding during recent storm events; the area has a long history of flooding from Beaver Dam Run. This is the second acquisition for this project; on July 1, 2013 the Council approved the first acquisition. The

Department advised that three additional properties qualify for this project. Future acquisitions may require Council approval.

White & Rosata Real Estate Valuation completed an appraisal of the property on August 12, 2013, recommending a value of \$1,380,000. A negotiated settlement amount of \$962,040 was reached with the property owner.

The Department's Real Estate Compliance Division advised that this acquisition is governed by FEMA policy and grant requirements. The grant requires a 25% match for all project costs. This match is being met in this instance by adding the project costs (e.g., survey, demolition, and environmental requirements) to the appraised value and subtracting 25% of that total. The Department further advised that FEMA and MEMA approved both the appraisal and the project costs.

The property to be acquired consists of approximately 1.735 acres located on the east side of York Road, north of Warren Road. The property is improved with a single-story industrial warehouse building and an asphalt and gravel 30-space parking lot. The appraiser's report indicated the building is dated and in need of renovations, including exterior painting and repairs to masonry walls and to loading doors. In addition, the report notes that patch work is needed in the parking lot and that the access to the rear of the building needs to be graded with a new surface. The property is currently vacant.

Estimated project costs total \$4,560,000; however, the Department advised it is unlikely that the County will acquire all five properties, since at this point, not all of the property owners have expressed an interest in participating in this voluntary project.

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

EXECUTIVE SUMMARY

PROGRAM TITLE:	Hazard Mitigation
PROJECT NO.:	005-070-1322
FISCAL MATTER:	Contract of Sale
PROPERTY OWNERS:	Stenersen Corporation
PROPERTY INTEREST TO BE ACQUIRED:	1.735 acres +/- (75,577 sq. ft. +/-)
LOCATION:	15 Beaver Run Lane Cockeysville, Maryland 21030
CONSIDERATION	\$962,039.57
PURPOSE OF PROJECT:	Take title to repetitively flooded property, demolish structures, and remove impervious surface to mitigate future flooding and the flood insurance claims filed to and paid out by the federal government.
LIMITS OF PROJECT:	Properties along Beaver Dam Run and York Road

Prepared By: Department of Permits, Approvals &  
Inspections

FM-8 (BAT 14-05)

Council District(s) All

**Department of Health and Human Services**

**Animal Services Program**

The Administration is requesting approval of a General Fund budget appropriation transfer (BAT) totaling \$200,000 within the Department of Health, from the Center-Based Services and Home Health Services Programs to the Animal Services Program, for the operation of the spay and neuter program. See Exhibit A.

**Fiscal Summary**

<u>Transfer From</u>	<u>Program</u>	<u>Current Appropriation</u>	<u>Transfer Amount</u>	<u>Adjusted Appropriation</u>
<b>030-3003</b>	Center-Based Services	\$ 2,961,772	\$ (150,000)	\$ 2,811,772
<b>030-3013</b>	Home Health Services	1,456,154	(50,000)	1,406,154
			<u>\$ (200,000)</u>	
<u>Transfer To</u>				
<b>030-3007</b>	Animal Services	\$ 1,674,692	\$ 200,000	\$ 1,874,692

**Analysis**

**Source of Funds**

The Department advised that \$150,000 is available from the Center-Based Services Program and \$50,000 is available from the Home Health Services Program due to salary savings resulting from employee turnover.

**Use of Funds**

The Animal Services Program is responsible for enforcing the laws that protect animals, sheltering animals, returning stray pets to their owners, and promoting responsible pet ownership. The transferred funds will be used for salaries (\$125,000), overtime (\$24,000), and operational supplies (\$51,000). The Department advised that in October 2013, it began providing spay and neuter services for current shelter animals; as of April 28, 2014, the services were made available to the public. During FY 2014, the Department hired two veterinarians and two veterinary technicians to provide the spay and neuter services. Services require supplies (e.g., anesthesia, oxygen, surgical equipment, medications, and recovery cages) that historically were not included in the Animal Services Program budget. The proposed budget appropriation transfer will not affect ongoing spending subject to the Spending Affordability Guideline for FY 2014.

## Executive Summary

### Budget Appropriation Transfer – Animal Services

The Department of Health and Human Services/Department of Health, is requesting a Budget Appropriation Transfer in the amount of \$200,000 for the County's Animal Services program. This BAT will increase the appropriation for Animal Services to \$1,874,692. Funds from salary savings within the Department are available in the Center-Based Services and Home Health Services program within the Department of Health.

The Baltimore County Animal Services Division is responsible for enforcing the laws that protect animals, sheltering animals, returning stray pets to their owners and promoting responsible pet ownership. There have been many positive enhancements that have occurred in the Animal Services division throughout the course of FY 2014. Most notably, the implementation of spay and neuter services for current shelter animals began in October, 2013. As of April 28, 2014, this service was made available to the public. A Baltimore County resident who has a dog or cat can get that animal spay or neutered at our Animal Services facility for the low price of \$65 for a dog and \$50 for a cat. This fee includes a rabies vaccination, a microchip, and license for the animal, if needed.

The Administration, recognizing the ongoing importance of controlling the pet population in Baltimore County, developed the spay and neuter program to reduce the number of unwanted pets. Spay and neuter programs assist in controlling the ongoing contribution of offspring to pet overpopulation.

In order to offer these services, the Department hired 2 veterinarians and 2 veterinary technicians specifically for the spay and neuter service. In addition, this service requires supplies that were not historically included in the Animal Services budget. Some of these supplies and equipment include anesthesia, oxygen, surgical equipment, medications, and recovery cages.

To cover the cost of these salaries and supplies, the Department requests a transfer of funds from two programs: \$150,000 from the Center-Based Services program and \$50,000 from the Home Health Services. Available funds are from salary savings.

Prepared by: Department of Health and Human  
Services

FM-9 (Contract)

Council District(s) All

**Department of Health and Human Services**

**Youth Recovery Community Center Services**

The Administration is requesting approval of a contract with Dundalk Youth Services Center, Inc. to provide an Adolescent Recovery Community Center (RCC) in the Dundalk area for Baltimore County youth, ages 12-17, who are recovering from substance use disorders. The contract commenced on April 1, 2014, continues until June 30, 2014, and may not exceed \$25,000 unless approved by the Council. If approved, the contract will continue through June 30, 2015 and will automatically renew for three additional 1-year periods. The contract states that compensation may not exceed \$35,513 for FY 2014 and that total compensation for FY 2015 and each renewal term is limited to the amount of grant funds appropriated for these services. Estimated compensation totals \$325,000 over the entire 4-year and 3-month term, including the renewal periods. See Exhibit A.

**Fiscal Summary**

<b>Funding Source</b>	<b>FY 2014</b>	<b>Total Compensation</b>	<b>Notes</b>
<b>County</b>	--	--	<sup>(1)</sup> Maryland Department of Health and Mental Hygiene, Alcohol and Drug Abuse Administration. <sup>(2)</sup> Maximum compensation for FY 2014. <sup>(3)</sup> Estimated compensation over the entire 4-year and 3-month term, including the renewal periods. Compensation for the renewal periods is limited to the amount of grant funds appropriated.
<b>State<sup>(1)</sup></b>	\$ 35,513	\$ 325,000	
<b>Federal</b>	--	--	
<b>Other</b>	--	--	
<b>Total</b>	<u>\$ 35,513<sup>(2)</sup></u>	<u>\$ 325,000<sup>(3)</sup></u>	

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### Analysis

The contractor will establish an Adolescent Recovery Community Center (RCC) in the Dundalk area to provide support services to County youth, ages 12-17, who are recovering from substance use disorders. Peer Recovery Support Specialists and peer volunteers will provide the services, which will include: peer mentoring and support groups; alcohol/drug free recreational/social opportunities; life skills training; ongoing family involvement; linkages to community services; and access to transportation. Services will be provided to youth and their families at no cost. Youth will be referred for services through substance use disorder programs, schools, clinicians, physicians, or self-referral. The RCC will also conduct outreach to the community and other peer support service providers.

The contract requires that the RCC be open for a minimum of 25 hours per week and have open hours that include after-school and weekend hours. The Department advised that the RCC is expected to open on June 1, 2014. The Department also advised that start up funds (e.g., rent, equipment, new hires, staff training, advertising) totaling \$25,000 have been provided to the contractor. The contractor will hire one part-time Program Coordinator and one part-time Peer Recovery Support Specialist to operate the RCC. The Department further advised that the contractor will serve approximately 20 individuals during the remainder of FY 2014 and approximately 100 individuals annually.

The contract commenced April 1, 2014, continues until June 30, 2014, and may not exceed \$25,000 unless approved by the Council. If approved, the contract will continue through June 30, 2015, and will automatically renew for three additional 1-year periods, on the same terms and conditions, unless the County provides notice of non-renewal. The contract states that compensation may not exceed \$35,513 for FY 2014 and that total compensation for FY 2015 and each renewal term is limited to the amount of grant funds appropriated for these services. Estimated compensation totals \$325,000 over the entire 4-year and 3-month term, including the renewal periods. The County may terminate the agreement by providing 30 days prior written notice.

The contract was awarded through a competitive procurement process; Dundalk Youth Services Center, Inc. was the only respondent.

Currently, the County has two contracts to operate RCCs for County adult residents, and their families, who are recovering from substance abuse disorders. Prologue, Inc. operates a center in Pikesville and On Our Own, Inc. operates a center in Dundalk. These RCCs are a part of the County's recovery-oriented system of care initiative, *One Voice*, to serve County residents and their families suffering from substance abuse disorders.

County Charter, Section 715, requires that "any contract must be approved by the County Council before it is executed if the contract is...for services for a term in excess of two years or involving the expenditure of more than \$25,000 per year...."

## EXECUTIVE SUMMARY

### Dundalk Youth Services Center - 060214

Baltimore County Health and Human Services seeks to enter into an Agreement with Dundalk Youth Services Center to provide Youth Recovery Community Center services to Baltimore County youth, who are in recovery from substance use disorders.

Funding for these services is available through a grant from the State of Maryland Department of Health and Mental Hygiene (DHMH), Alcohol and Drug Abuse Administration (ADAA) allocated to the Department of Health, Bureau of Behavioral Health.

The initial term of the Agreement is April 1, 2014 and will end June 30, 2014 unless the County Council approves the Agreement. In the event the County Council approves the Agreement, the term will continue through June 30, 2015. It is expected that approximately 50 unduplicated youth will be served in FY14 and 100 unduplicated for FY15 and beyond.

### BACKGROUND

Baltimore County will fund an Adolescent Recovery Community Center (RCC - a.k.a. Adolescent Clubhouse) in Dundalk, Maryland, zip code area 21222. The adolescent RCC will be established as an integral component of the county's recovery oriented system of care initiative *One Voice*. The selected vendor will provide recovery support services to adolescents, ages 12-17, who are in outpatient substance use disorder treatment, returning from residential substance use disorder treatment, are seeking recovery, or are already in early, mid-, or later stage recovery. Youth with a co-occurring disorder are to be included in the center's target population. Services will be provided by Peer Recovery Support Specialists (PRSS) – preferably younger adults (18-30 years old) in stable recovery of at least two years.

Recovery support services will include, but are not limited to, peer mentoring and support groups, alcohol/drug free recreational/social opportunities, life skills training, ongoing family involvement, linkages to community services, and access to transportation. Youth can engage in these non- treatment services on a regular or episodic basis.

Since 2010, the Baltimore County Drug and Alcohol Abuse Council has been developing a recovery oriented system of care (ROSC), known as *One Voice*, through the Bureau of Behavioral Health in the Department of Health to serve county residents and their families suffering from substance use disorders. The implementation of this approach is a priority of Maryland's Alcohol and Drug Abuse Administration and the Substance Abuse and Mental Health Services Administration, Center for Substance Abuse Treatment. Integral to ROSC are recovery support services that are provided to individuals and families throughout all phases of the recovery process. A significant milestone for ROSC was the development of the first Recovery Community Center through our contract with On Our Own of Maryland. Since May

2012, *One Voice* Dundalk Recovery Community Center, operated by On Our Own and located in the southeast area of the county, has been providing peer recovery support services to County residents. In Fiscal Year 2013, the *One Voice* Dundalk RCC served 259 county residents.

These recovery support services are non-clinical in nature and include recovery community centers that are run by a combination of peer recovery specialists and peer volunteers. Peer recovery specialists are individuals who are in long term recovery from a substance use disorder and because of their own life experience have an expertise that is different than professional training. Peer recovery specialists are paid employees of the RCC and will receive specific training to provide services. Peer volunteers will also receive specific training to provide services in the RCC.

#### **PURPOSE**

HHS/BBH has received grant funding from the Maryland Alcohol and Drug Abuse Administration to establish a recovery community center for youth. ADAA specifically has marked this funding for youth to receive recovery support services to assist youth who are struggling with substance use disorders to enter or sustain recovery from their addiction.

FM-10 (Contract)

Council District(s) All


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**Department of Health and Human Services**


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**Specialized Mental Health Services for Deaf or Hard of Hearing**


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The Administration is requesting approval of a contract with Community Support Services for the Deaf, Inc. to provide specialized mental health services to Baltimore County residents who are deaf or hard of hearing. The contract commences July 1, 2014, continues for 5 years, and will automatically renew for five additional 2-year periods. The contract states that compensation may not exceed \$304,843 for FY 2015 and that total compensation for each subsequent fiscal year is limited to the amount of grant funds appropriated for these services. Estimated compensation totals \$4,572,645 over the entire 15-year term, including the renewal periods. See Exhibit A.

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**Fiscal Summary**

<b>Funding Source</b>	<b>FY 2015</b>	<b>Total Compensation</b>	<b>Notes</b>
<b>County</b>	--	--	<sup>(1)</sup> Maryland Department of Health and Mental Hygiene, Mental Hygiene Administration. <sup>(2)</sup> Maximum compensation for FY 2015. <sup>(3)</sup> Estimated compensation over the entire 15-year term, including the renewal periods, assuming the same level of appropriation each year. Compensation for the renewal periods is limited to the amount of grant funds appropriated.
<b>State</b> <sup>(1)</sup>	\$ 304,843	\$ 4,572,645	
<b>Federal</b>	--	--	
<b>Other</b>	--	--	
<b>Total</b>	<u>\$ 304,843</u> <sup>(2)</sup>	<u>\$ 4,572,645</u> <sup>(3)</sup>	

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**Analysis**

Community Support Services for the Deaf, Inc. (CSSD) provides 24-hours-per-day residential care, day programming, case management, and outpatient mental health services as well as American Sign Language interpretation to individuals who are deaf and/or hard of hearing and

have a mental health illness in order to enable these individuals to reside in the community. The Department advised that clients are referred to the program from various sources including hospitals, outpatient behavioral health providers, and physicians.

The specialized residential services program prioritizes Baltimore County residents; however, special-needs clients from other jurisdictions may be considered if certain criteria are met (i.e., the client is currently hospitalized in a State psychiatric facility for a duration of at least six months, requires nursing care, and is deaf and/or hard of hearing). The Department advised that the contractor will provide the residential services to three special-needs clients. In addition, CSSD is required to provide 143 hours of American Sign Language interpretation to enable a minimum of 40 clients to communicate with service providers regarding treatment.

The contract commences July 1, 2014, continues for 5 years, and will automatically renew for five additional 2-year periods, on the same terms and conditions. The contract does not specify a maximum compensation for the initial 5-year term. The contract states that compensation may not exceed \$304,843 for FY 2015 and that total compensation for each subsequent fiscal year is limited to the amount of grant funds appropriated for these services. Estimated compensation totals \$4,572,645 over the entire 15-year term, including the renewal periods, assuming the same level of appropriation each year. The County may terminate the agreement by providing 30 days prior written notice.

The contract was awarded on a non-competitive basis based on the specialized services the contractor provides and the need to provide clients with continuity of care. The Department advised that CSSD has been providing these services since 2000.

On September 15, 2008, the Council approved a similar 6-year contract with CSSD that commenced July 1, 2008. The Department advised that as of May 15, 2014, expenditures and encumbrances under this contract totaled \$1,722,702.

County Charter, Section 715, requires that “any contract must be approved by the County Council before it is executed if the contract is...for services for a term in excess of two years or involving the expenditure of more than \$25,000 per year....”

## EXECUTIVE SUMMARY

### Community Support Services for the Deaf, Inc-060214

Baltimore County Health and Human Services seeks to enter into an Agreement with Community Support Services for the Deaf, Inc. to provide specialized mental health services to Baltimore County residents who are deaf or hard of hearing to reside in the community.

Funding is available for this program through a grant to the County from the Maryland Department of Health and Mental Hygiene, Mental Hygiene Administration (MHA) to fund services for this specific population.

The initial term of the Agreement is July 1, 2014 through June 30, 2019 with five (5), 2-year renewal options. It is expected that approximately 43 unduplicated adults will be served annually.

#### **BACKGROUND**

Since 2000, The Department has had an Agreement with Community Support Services for the Deaf, Inc. to provide specialized mental health services to individuals who are deaf and/or hard of hearing. There are two components to the program:

##### **Special Residential Services**

The program was initiated through a request from the Mental Hygiene Administration to develop a program to meet the needs of three (3) consumers who were in a State psychiatric hospital and unable to return to the community without the necessary supports and programming to meet their specialized needs. The County entered into an Agreement with Community Support Services for the Deaf, Inc. (CSSD) to provide these specialized services to three (3) consumers with mental health and other physical needs in 2000. CSSD offers specialized housing and day programming services designed for the deaf and work with consumers with developmental and mental health disabilities. In order to live in the community, these consumers need services beyond what is offered through the public mental health system. Consumers served in the program are typically elderly residents, who have extraordinary needs, a mental illness, and are deaf. Residents receive case management, 24 hour per day residential care, and outpatient mental health services.

##### **Deaf Differential**

The purpose of this component is to fund the cost of a signing clinician at the Outpatient Mental Health Center (OMHC) or signing rehabilitation therapist providing services in the Psychiatric Rehabilitation Program (PRP), Residential Rehabilitation Program (RRP) or Supported Housing. As a result of changes in the public mental health system several years ago, vendors who provide clinical, psychiatric and residential rehabilitation services are paid for those services at the regular Medicaid rate. The additional cost for services because of the need for signers and or interpreters for these consumers will be paid through this Agreement.

Through the new Agreement, CSSD is required to provide services from a staff person certified in American Sign Language to provide signing communication as part of clinic and rehabilitation services. Each client must be registered under the public mental health system and be identified as deaf or hard of hearing in each treatment plan. This documentation will be reviewed during the annual site visit conducted by the Department.

CSSD is required to provide 143 hours of sign language interpretation from the signing staff person to an unduplicated count of consumers, which includes:

- 5 residential rehabilitation clients,
- 23 psychiatric rehabilitation clients, and
- 12 Outpatient Mental Health Centers clients

**PURPOSE**

HHS/BBH is seeking to enter into a new Agreement with Community Support Services for the Deaf, Inc. (CSSD) to continue to provide mental health and interpreter services to consumers with a mental health illness and are deaf or hard of hearing.

**FISCAL**

The amount of the Agreement with Community Support Services for the Deaf, Inc. (CSSD) is \$304,843 per year.

FM-11 (Contract)

Council District(s) All

**Department of Health and Human Services**

**Mental Health Crisis Response Program**

The Administration is requesting approval of a contract with The Affiliated Santé Group, Inc. to provide a mental health crisis response program that provides emergency behavioral health services for all County residents. The contract commences July 1, 2014, continues through June 30, 2019, and will automatically renew for two additional 2-year periods. The contract states that compensation may not exceed \$2,068,691 for FY 2015 and that total compensation for each subsequent fiscal year is limited to the amount of grant funds appropriated for these services. Estimated compensation totals \$18,618,219 over the entire 9-year term, including the renewal periods. See Exhibit A.

**Fiscal Summary**

<b>Funding Source</b>	<b>FY 2015</b>	<b>Total Compensation</b>
<b>County</b> <sup>(1)</sup>	\$ 866,656	\$ 7,799,904
<b>State</b> <sup>(2)</sup>	1,003,169	9,028,521
<b>Federal</b> <sup>(3)</sup>	198,866	1,789,794
<b>Other</b>	--	--
<b>Total</b>	<u>\$ 2,068,691</u> <sup>(4)</sup>	<u>\$ 18,618,219</u> <sup>(5)</sup>

<sup>(1)</sup> General Fund Operating Budget (\$737,156) and Police Department Speed Camera Program (\$129,500).

<sup>(2)</sup> Maryland Department of Health and Human Services, Mental Hygiene Administration.

<sup>(3)</sup> U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration.

<sup>(4)</sup> Maximum compensation for FY 2015.

<sup>(5)</sup> Estimated compensation over the entire 9-year term, including the renewal periods, assuming the same level of appropriation each year. Compensation for the renewal periods is limited to the amount of grant funds appropriated.

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## Analysis

The Baltimore County Crisis Response System (BCCRS) Program was established in 2001 to provide an accessible, coordinated, and comprehensive system of emergency behavioral health services for County residents (children and adults) at no cost to the individual. BCCRS is a partnership between The Affiliated Santé Group, Inc., the Department of Health and Human Services' Bureau of Behavioral Health, and the Police Department as part of the State's Mental Health Crisis Response Program. The Program involves numerous parties, including two mobile crisis response teams consisting of police officers and mental health professionals who respond to emergency mental health related calls through the 9-1-1 Center, the hotline, the in-home intervention team, the urgent care clinic, and the Crisis Intervention Stress Management (CISM) Team. Services are intended to fill service gaps in the system, offering alternatives to dependency on the hospital emergency room and a diversion to arrest, and are designed not to duplicate existing community services. The Department advised that services will be provided to approximately 14,000 adults and children annually.

Goals of the program include:

- Increasing and improving access to mental health services;
- Providing access to clinical assessment for individuals in acute crisis;
- Directing 9-1-1 Center calls involving people with mental illness from a police response to a police/clinical response;
- Reducing the number of emergency petitions;
- Providing an alternative to and reducing unnecessary emergency room visits and hospitalizations through residential crisis bed coordination and other mechanisms;
- Reducing patrol officer time in handling emergency evaluations;
- Increasing disposition/placement options for police responding to crisis calls; and
- Providing clinical and other support during a local or national emergency.

The contract commences July 1, 2014, continues through June 30, 2019, and will automatically renew for two additional 2-year periods, on the same terms and conditions unless the County provides notice of non-renewal. The contract states that compensation may not exceed \$2,068,691 for FY 2015 and that total compensation for each subsequent fiscal year is limited to the amount of grant funds appropriated for these services. Estimated compensation totals \$18,618,219 over the entire 9-year term, including the renewal periods, assuming the same level of appropriation each year. The County may terminate the agreement by providing 30 days prior written notice.

The contract was awarded on a non-competitive basis based on the Department's previous success with the contractor and the partnerships already in place for this program. The Department advised that The Affiliated Santé Group, Inc. has been providing these services since the program began and selecting a new provider would require the re-establishment of the team, which would take time and disrupt program services.

On July 3, 2006, the Council approved an 8-year contract with The Affiliated Santé Group, Inc. to provide program services. The Department advised that, as of May 14, 2014, total expenditures and encumbrances under this contract totaled \$12,138,041.

County Charter, Section 715, requires that "any contract must be approved by the County Council before it is executed if the contract is...for services for a term in excess of two years or involving the expenditure of more than \$25,000 per year...."

## Executive Summary

### Affiliated Santé Group-060214

Baltimore County Health and Human Services seeks to enter into an Agreement with Affiliated Santé Group to provide a Mental Health Crisis Response Program. This program provides a wide array of components, which include a mobile crisis team consisting of police officers and mental health professionals who respond to emergency mental health related calls through the 911 Center or directly through the hotline, the In-home Intervention Team, Urgent Care Clinic and Crisis Intervention Stress Management (CISM) Team.

Funding is available for this program from the Department of Health and Mental Hygiene (DHMH), Mental Hygiene Administration (MHA) to fund services, in addition to Baltimore County Funds.

The initial term of the Agreement is July 1, 2014 through June 30, 2019 with two (2), 2-year renewal options. It is expected that an estimated 14,000 adults and children will be served annually through the various service components.

#### **History:**

The initiation of the Baltimore County Crisis Response System grew from the recognized need for a comprehensive crisis response system to address concerns, including:

- High utilization of emergency rooms due to psychiatric symptoms;
- Police traditionally being used as first responders for citizens in a psychiatric crisis, but had limited specialized mental health training and;
- The County's existing network of mental health care was facility based and lacked mobility.

A group of stakeholders were convened to create a County-wide Crisis Response System to achieve the following objectives:

- Increase treatment options for consumers
- Increase consumer satisfaction
- 911 & Emergency room diversion
- Reduce inpatient hospitalizations
- Reduce police time on a call with citizens in crisis

The Baltimore County Crisis Response System (BCCRS) is a partnership between Affiliated Santé Group, Baltimore County Health Department's Bureau of Behavioral Health, and the Baltimore County Police Department. BCCRS provides emergency behavioral health services for all

residents of Baltimore County. The Baltimore County Crisis Response System (BCCRS) was established through a competitive bid in 2000.

BCCRS has completed its thirteenth year of operation and has been able to offer all of its service components throughout Baltimore County since 2008. The primary goal of the program is to provide an accessible, coordinated and comprehensive system of psychiatric emergency services for residents of Baltimore County, including both children and adults.

**Eligibility for Services:** All Baltimore County residents with behavioral health issues who are in an acute emotional crisis, placing them at risk for psychiatric hospitalization because of potentially dangerous, socially or legally unacceptable behavior or who are unwilling to access appropriate behavioral health services are eligible for services. Services are provided regardless of the individual's insurance capability and are provided at no cost to the individual.

**Services of the Crisis Response System:**

BCCRS offers seven distinct levels of service. The levels of service are as follows: Operations Center (OPS), Mobile Crisis Team (MCT), In Home Intervention Team (IHIT), Urgent Care Center (UCC), Critical Incident Stress Management (CISM), Community Education (CE), and Hot Line Volunteers (HL).

**Operations Center (OPS)**

Trained phone counselors, who can assess the crisis situation and triage to appropriate service component, staff the hotline. Ongoing support may be provided to callers, as needed. The OPS operates 24 hours a day, three hundred and sixty-five days per year.

In FY 2013, OPS received a total of 16,009 incoming calls, 14,405 of the incoming calls were from adults and 1,604 were from youth.

**Mobile Crisis Team (MCT)**

The MCT team consists of one Masters level mental health licensed clinician paired with one Baltimore County Police officer. This team responds to acute behavioral health emergencies in the community. The goal of this team is to divert individuals from unnecessary hospitalizations, emergency petitions for psychiatric evaluation, and increase the utilization of the mental health crisis beds. The team operates 365 days per year in two shifts, which combined, provides coverage from 10 am to 1 am.

In the early years of the program, there was partial funding for the MCT so this service was not available across the County. However, in 2008, the County was awarded additional funds to

expand this service. The 2008 MCT expansion allowed the addition of 5 precincts (1, 2, 3, 4, and 7), making MCT services available county wide.

In FY 2013, MCT delivered 2,253 interventions. A total of 543 emergency petitions were processed. MCT tracked 123 missed calls for service in fiscal year 2013. Missed calls are when requests for service come out but the team is already engaged on a call.

#### **In home Team (IHIT)**

Mental health professionals staff the countywide IHIT team to provide non-crisis, on-site assistance. Services are accessed through the hotline. There are two In Home teams that serve the County. The In home team follows up with individuals following a crisis to stabilize the individual and assist with linking them to the appropriate resources in the community.

In FY 2013, the IHIT completed 797 visits, serving 695 adults and 102 youth.

#### **Urgent Care Clinic (UCC)**

BCCRS operates the UCC in Timonium to provide assessment and brief treatment for urgent care needs. UCC can provide an appointment within 48 hours by calling the hotline number.

In FY 2013, the UCC provided 1,136 appointments, 954 for adults and 182 for children.

#### **Community Education**

BCCRS provides community education to a variety of organizations to inform them about the Crisis System services and resources for behavioral health crisis management. In FY 2013, the BCCRS provided education to 1,769 individuals through 57 events. This includes meeting with behavioral health providers, or different agencies to educate them about how BCCRS can be a resource, collaborating with the Baltimore County Bureau of Behavioral Health for training and educating the community as a whole, e.g., schools, neighborhood organizations, etc. Other agency contacts include providing training/workshops for various agencies such as Workforce Development, school counselors, hospital staff, and other community providers.

#### **Critical Incident Stress Management (CISM)**

BCCRS can provide critical incident stress management following a man made or natural traumatic community event. This service is accessed through the calling the hotline number.

In FY 2013, a total of 25 CISM were provided.

**Hotline Volunteer**

BCCRS provides training and support to volunteers working on the hotline.

**Purchase of Care Services**

The BCCRS is able to purchase services such as transportation, temporary housing, psychiatry time and psychotropic medications for individuals. Temporary housing can provide respite to families who are in crisis and may need time to resolve a conflict. In addition, some clients who have benefited from this service have been terminated from the shelter due to their behavior. Providing transportation often enables BCCRS to engage clients who may be initially resistant or have difficulty keeping appointments. Psychiatry time and psychotropic medication funding is a valuable asset to BCCRS. Many individuals lack resources for medications and psychiatry. Those who may be eligible for pharmacy assistance or other benefits often have to wait until the application has been processed and eligibility is determined.

**PURPOSE**

HHS/BBH is seeking to enter into a new Agreement with Affiliated Santé Group to provide crisis mental health and substance abuse services to Baltimore County residents.

**FISCAL**

The amount of the Agreement with Affiliated Santé Group is \$2,068,691 per year.

Prepared by: Department of Health and Human  
Services

FM-12 (Contract Amendment)

Council District(s) All


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**Department of Health and Human Services**


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**Additional Renewal**


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The Administration is requesting a second amendment to an August 2005 contract with Resources for Managers and Administrators, Inc., d/b/a RMA, Inc. to continue to provide consultation and evaluation of alcohol and drug abuse prevention programs for the County. The amendment adds one additional 1-year term that expires June 30, 2015 and increases the total estimated compensation by \$27,340, from \$187,300 to \$214,640 for the entire 9-year and 11-month term, including the renewal periods. See Exhibit A.

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**Fiscal Summary**

<b>Funding Source</b>	<b>Contract Amendment</b>	<b>Current Total Compensation</b>	<b>Amended Total Compensation</b>
<b>County</b>	--	--	--
<b>State</b> <sup>(1)</sup>	\$ 14,300	--	\$ 14,300
<b>Federal</b> <sup>(2)</sup>	13,040	\$ 187,300	200,340
<b>Other</b>	--	--	--
<b>Total</b>	<u>\$ 27,340</u> <sup>(3)</sup>	<u>\$ 187,300</u>	<u>\$ 214,640</u> <sup>(4)</sup>

<sup>(1)</sup> Maryland Department of Health and Mental Hygiene, Alcohol and Drug Abuse Administration.

<sup>(2)</sup> U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration funds passed through the Maryland Department of Health and Mental Hygiene, Alcohol and Drug Abuse Administration.

<sup>(3)</sup> Additional compensation for FY 2015.

<sup>(4)</sup> Estimated compensation for the entire 9-year and 11-month term of the contract, including the renewal periods.

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**Analysis**

RMA, Inc. currently evaluates alcohol and other drug prevention services offered through the Department's Bureau of Behavioral Health. RMA coordinates and monitors an evaluation plan for the Bureau's parenting, community-based and preschool substance abuse prevention

programs (e.g., Second Step, All Stars, and Active Parenting) and compiles a final evaluation report (measuring program-specific objectives) for submission to the State. The Bureau advised that it uses information from these evaluations to enhance program effectiveness.

Under the proposed amendment, the contractor will continue to assist with Maryland Strategic Prevention Framework (MSPF) tasks that include evaluation, assessment, and assistance of a community program in Dundalk to implement effective efforts to reduce alcohol use by youth(\$13,040); to evaluate alcohol and drug prevention programs (\$9,300); and to provide consultation services to the Baltimore County Drug and Alcohol Abuse Council in its development of plans, strategies, and priorities of the County to address alcohol and drug abuse evaluation, prevention, and treatment (\$5,000).

On August 1, 2005, the Council approved the original 8-year and 11-month contract that totaled an estimated \$142,740. On July 2, 2012, the Council approved an amendment to the contract that increased the total estimated compensation of the contract by \$44,560 to \$187,300. This second amendment adds one additional 1-year term that expires June 30, 2015, and increases the total estimated compensation by \$27,340 to \$214,640 for the entire 9-year and 11-month term, including the renewal periods, on the same terms and conditions. The current contract expires June 30, 2014. The County may terminate the agreement by providing 30 days prior written notice.

The original contract was awarded through a competitive procurement process based on experience, qualifications, and best value from two proposals received. The Department advised that as of May 20, 2014, expenditures and encumbrances for this contract totaled \$9,120 for FY 2014.

County Charter, Section 715, requires that “any contract must be approved by the County Council before it is executed if the contract is...for services for a term in excess of two years or involving the expenditure of more than \$25,000 per year....”

## EXECUTIVE SUMMARY

Baltimore County Health and Human Services seeks to amend the Agreement with RMA, Inc. to provide consultation and evaluation of alcohol and drug abuse prevention programs.

Funding for these services is available through a grant from the State of Maryland Department of Health and Mental Hygiene (DHMH), Alcohol and Drug Abuse Administration (ADAA) allocated to the Department of Health, Bureau of Behavioral Health. The compensation for the services is \$27,340 for one year.

The Agreement is due to expire on June 30, 2014. The Department is requesting to amend the Agreement to provide an additional one-year renewal to avoid interruption of the services.

### BACKGROUND

The agreement includes three service components, all which are funded through the State of Maryland Department of Health and Mental Hygiene, Alcohol and Drug Abuse Administration (ADAA). These services are:

1. Consultant to the Baltimore County Drug and Alcohol Abuse Council (DAAC). DAAC develops plans, strategies, and priorities of the County for meeting the identified needs of the county related to alcohol and drug abuse evaluation, prevention and treatment. RMA has been the sole provider of these services for the department since December 2004.
2. Evaluation of alcohol and drug prevention programs. RMA was awarded the contract for this component August 1, 2005 through the competitive bid process.
3. Evaluator/Consultant for the Maryland Strategic Prevention Framework (MSPF) program. In FY 2012, the ADAA awarded new funding for this project and required local agencies to include an evaluator to develop the assessment and strategic plans necessary to implement the program. As RMA already had a contract with the County for Evaluation services, approval was given to amend that contract to include MSPF services for the remainder of that contract.

### PURPOSE

HHS/BBH is seeking to amend the existing Agreement to extend the term for one additional year.

### FISCAL

The amount of the Agreement with RMA, Inc. is Twenty-Seven Thousand, Three Hundred and Forty Dollars (\$27,340) for one year commencing on ~~June 2~~ <sup>July 1</sup>, 2014 and terminating on June 30, 2015.

Prepared by: Department of Health and Human  
Services

FM-13 (Contract Amendment)

Council District(s) All


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**Department of Health and Human Services**


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**Long-Term Residential Substance Abuse Treatment Services**


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The Administration is requesting an amendment to a contract with Gaudenzia, Inc. to provide long-term residential substance abuse treatment services for County residents referred through the criminal justice system. The amendment adds one 1-year renewal period and increases the maximum compensation of the contract by \$748,560, from \$7,485,600 to \$8,234,160 over the entire 11-year term, including the renewal periods. See Exhibit A.

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**Fiscal Summary**

<b>Funding Source</b>	<b>Contract Amendment</b>	<b>Current Total Compensation</b>	<b>Amended Total Compensation</b>
<b>County</b> <sup>(1)</sup>	\$ 748,560	--	\$ 748,560
<b>State</b> <sup>(2)</sup>	--	\$ 5,620,000	5,620,000
<b>Federal</b> <sup>(3)</sup>	--	1,865,600	1,865,600
<b>Other</b>	--	--	--
<b>Total</b>	<u>\$ 748,560</u> <sup>(4)</sup>	<u>\$ 7,485,600</u>	<u>\$ 8,234,160</u> <sup>(5)</sup>

(1) General Fund Operating Budget – Local Share Program.

(2) Maryland Department of Health and Mental Hygiene, Alcohol and Drug Abuse Administration.

(3) U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration.

(4) Additional compensation for the entire 11-year term, including the renewal periods.

(5) Estimated total compensation for the entire 11-year term, including the renewal periods.

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**Analysis**

Gaudenzia, Inc. currently provides long-term residential substance abuse treatment services to appropriate clients referred through the criminal justice system at the Richards Building located at the Rosewood Center in Owings Mills. The facility is certified as a long-term residential care

facility, including a detoxification program. Clients' length of treatment at the facility is 60 to 120 days, but may be extended as necessary. The average daily client population was originally anticipated to be 60 (static capacity), with 240 clients expected to be served each year. The Department advised that due to decreases in grant funding over the past few years, the number of clients served annually has decreased, with 92 clients served in FY 2013 and 60 clients expected to be served in FY 2014 and FY 2015.

The contractor's program uses a cognitive/behavioral treatment philosophy/approach. The program is based on a levels-of-care model with the initial phase of treatment providing detoxification as needed. The intensity of clinical interventions throughout the course of treatment is determined through clinical assessments and used to shape the treatment plan, determine the length of stay, and the intensity and amount of prescribed counseling activities. In addition to individual and group counseling and relapse prevention services, the contractor provides psychiatric assessment and medication monitoring. As a final level of care, and when clinically appropriate, the program accommodates a client's need to look for housing and employment while maintaining residency and receiving on-going treatment at the facility.

The contract stipulates that payments for each quarter will be based upon the program's retention rate with a maximum amount of 25% of the full performance fee. Specifically, the contractor will be compensated a performance fee based on the percentage of client retention through 60 days of treatment as follows:

<u>Client Retention Rate</u>	<u>Performance Fee</u>
70%	100%
65% - 70%	90%
Less than 65%	80%

All patients admitted from the first day of the quarter to the last day of the quarter will be tracked for retention for that quarter and used to determine the retention rate performance fee.

On June 7, 2004, the Council approved the original 10-year contract, with estimated total compensation of \$7,485,600. (The contract provides that maximum compensation in year one of the initial term is \$748,560 with subsequent years' compensation limited to the amount of grant funds appropriated.) The proposed amendment adds one 1-year renewal period (July 1,

2014 through June 30, 2015) and increases the maximum compensation of the contract by \$748,560 to \$8,234,160, for the entire 11-year term, including the renewal periods. All other terms and conditions remain the same. The County may terminate the agreement by providing 30 days prior written notice. The Department advised that the current contract expires on June 30, 2014 and as of May 15, 2014, expenditures and encumbrances for the current contract totaled \$4,259,000. The Department further advised that in an effort to avoid the discontinuation of this program due to federal budget cuts, the County is now providing funding for this program.

The original contract was awarded through a competitive procurement process based on experience, qualifications, and the best value to the County. The Department advised that the amendment is necessary to avoid interruption of service for clients since this is the only program in the County that provides these services and a competitive proposal process is not feasible or reasonable at this time.

On June 20, 2005, the Council approved a 9-year contract not to exceed \$819,000 with Gaudenzia, Inc. to provide halfway house services for homeless and medically indigent (uninsured/under insured) County residents. On July 2, 2012, the Council approved (for the Department of Corrections), a 7-year and 3-month negotiable-compensation contract with Gaudenzia, Inc. to provide treatment services and post-release care to inmates at or released from the Baltimore County Detention Center.

County Charter, Section 715, requires that “any contract must be approved by the County Council before it is executed if the contract is...for services for a term in excess of two years or involving the expenditure of more than \$25,000 per year....”

EXECUTIVE SUMMARY

Gaudenzia- 060214

Baltimore County Health and Human Services seeks to amend the Agreement with Gaudenzia, Inc. to provide long term residential substance abuse treatment services for criminal justice-involved adults in an existing facility, located on the grounds of Rosewood State Hospital Center.

Funding for these services is available through a grant from the State of Maryland Department of Health and Mental Hygiene (DHMH), Alcohol and Drug Abuse Administration (ADAA) allocated to the Department of Health, Bureau of Behavioral Health.

The Agreement is due to expire on June 30, 2014. The Department is requesting to amend the Agreement to provide an additional one-year renewal to avoid interruption of the services.

**BACKGROUND**

Since July, 2004, the Baltimore County Department of Health, Bureau of Behavioral Health has had an Agreement with Gaudenzia, Inc. to provide long term residential substance abuse treatment within an existing facility, located on the grounds of Rosewood State Hospital Center.

This service has been provided in Baltimore County since 1994 in the existing facility. The facility has provided residential substance abuse treatment services to individuals referred through the criminal justice system, which might have otherwise received less structured and less effective treatment in the community or be incarcerated at the Baltimore County Detention Center, where such treatment is not available. Program clients are sentenced to participate in treatment at the facility by the Baltimore County Courts. Clients may also be sent to the program by the courts as a special condition of their probation or are referred through their attorney on a pre-trial basis.

The Agreement requires Gaudenzia to work in collaboration with the Baltimore County Bureau of Behavioral Health, corrections, the courts and the Maryland Division of Parole and Probation to facilitate the admission of appropriate clients referred through the criminal justice system. All potential clients receive an assessment, which is conducted by staff of the Bureau of Behavioral Health and must meet the clinical criteria for admission to this level of care. The program will serve 60 individuals per year. The minimum length of treatment in the program will be 60 days, but may be extended to 120 days if necessary.

**PURPOSE**

HHS/BBH is seeking to amend the existing Agreement to extend the term for one additional year.

**FISCAL**

The amount of the Agreement with Gaudenzia, Inc. is <sup>\$748,500</sup> ~~\$450,000~~ for one year commencing on July 1, 2014 and terminating on June 30, 2015.

Prepared by: Department of Health and Human  
Services

**MB-2 (Res. 45-14)**

**Council District All**

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**Mrs. Bevins (By Req.)**

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**Department of Public Works**

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**Recycling Goals Amendment – Baltimore County Solid Waste Management Plan**

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Resolution 45-14 proposes to amend the County’s Ten Year Solid Waste Management Plan by updating the County’s recycling goals.

According to the Administration, Section 9-505 (a)(18) of the Environment Article of the Annotated Code of Maryland requires Baltimore County to revise its Ten Year Solid Waste Management Plan to update the County’s recycling rate goals. A minimum recycling rate goal of 35% starting in calendar year 2015 must be incorporated into the Plan; the County is proposing a 45% voluntary goal by 2015. The County is also proposing a 55% voluntary goal by 2020. These goals must be approved by the Maryland Department of the Environment and incorporated into the Plan by July 1, 2014. Maryland’s minimum recycling rate is 20% through 2014 and 35% in 2015 and thereafter.

The Bureau of Solid Waste Management prepared language to meet the State’s requirement of revised recycling rate goals. On December 16, 2013, the Bureau held a public hearing and allowed 35 days following the hearing for public comment.

The Plan amendment is attached as Exhibit A.

Resolution 45-14 shall take effect from the date of the County Executive’s approval. Upon approval, the resolution will be submitted to the Maryland Department of the Environment.

RECYCLING GOAL AMENDMENT TO BALTIMORE COUNTY'S  
TEN YEAR SOLID WASTE MANAGEMENT PLAN – July 17, 2013 Draft

The Baltimore County Department of Public Works, in accordance with the recently amended Annotated Code of Maryland, Environmental Article 9-505(a)(18) and (c), and 9-1706, is proposing an amendment to Baltimore County's Ten Year Solid Waste Management Plan regarding the County's recycling rate goals.

*The following new language is to be placed in Chapter I of Baltimore County's Ten Year Solid Waste Management Plan, under the "B. GOALS" heading. Strike the entirety of the 9<sup>th</sup> bullet in that section, along with its accompanying "Note," and substitute the following language:*

- Continue meeting or exceeding the minimum recycling rate required by Maryland law (20% through the year 2014 and 35% in 2015 and thereafter);
- Aim to meet or exceed a Baltimore County-set voluntary goal of 45% recycling beginning the year 2015; and
- Aim to meet or exceed Maryland's voluntary statewide recycling goal of 55% by 2020 and voluntary statewide waste diversion goal of 60% by 2020.

**MB-3 (Res. 46-14)**

**Council District All**

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**Mrs. Bevins (By Req.)**

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**Department of Public Works**

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**Multi-Family Recycling Amendment –  
Baltimore County Solid Waste Management Plan**

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Resolution 46-14 proposes to amend the County’s Ten Year Solid Waste Management Plan by incorporating into the Plan a multi-family recycling program.

According to the Administration, Section 9-1703 (b)(12) and (13) of the recently amended Environmental Article of the Annotated Code of Maryland, requires Baltimore County to revise its Ten Year Solid Waste Management Plan to address multi-family recycling in the County. State law requires that the revised Plan address the collection and recycling of recyclable materials from residents of apartment buildings and condominiums that contain 10 or more dwelling units. The revised Plan must also specify a deadline of October 1, 2014 for the implementation of recycling programs at these multi-family properties.

The Bureau of Solid Waste Management prepared language to meet the State’s multi-family recycling amendment requirements. On December 16, 2013, the Bureau held a public hearing and allowed 35 days following the hearing for public comment.

The Plan amendment is attached as Exhibit A.

Resolution 46-14 shall take effect from the date of the County Executive’s approval. Upon approval, the resolution will be submitted to the Maryland Department of the Environment.

MULTI-FAMILY RECYCLING AMENDMENT TO BALTIMORE COUNTY'S  
TEN YEAR SOLID WASTE MANAGEMENT PLAN –November 8, 2013 Draft

The Baltimore County Department of Public Works, in accordance with the recently amended Annotated Code of Maryland, Environmental Article 9-1703(b)(12), is proposing an amendment to Baltimore County's Ten Year Solid Waste Management Plan regarding multi-family recycling in Baltimore County.

*The following new language shall be inserted into Baltimore County's current Ten Year Solid Waste Management Plan, in Chapter V, "Plan of Action," Recommendations, Recycling, as new item #5 (shifting current items #5 through #9 to newly numbered items #6 through #10):*

**5. Implement a multi-family recycling program.**

Sections 9-1703 (b) (12) and (13) of the Environment Article, Annotated Code of Maryland require that the property owner or manager of an apartment building that contains ten (10) or more dwelling units and the council of unit owners for a condominium that contains ten (10) or more dwelling units must provide for the collection and recycling of recyclable materials for their residents by no later than October 1, 2014.

A. Apartment Building and Condominium Recycling Program (the "ABCR Program")

Through the cooperation of the Baltimore County Bureau of Solid Waste Management ("the Bureau") and owners or managers of apartment buildings or councils of unit owners of condominiums ("apartment and condominium officials"), and other stakeholders involved in the implementation of this law, the Bureau has identified 337 apartment buildings and 94 condominiums that fall under the scope of the law. The Bureau will contact all relevant apartment and condominium officials and provide information on the requirements of the new multi-family recycling law.

Apartment and condominium officials will identify how the recyclable materials will be stored, collected, and transported to the recycling markets for the collected materials. Other program requirements that apartment and condominium officials must follow include:

1. Materials Included in ABCR Program

Recyclables must include: plastic, metal, and glass containers, and paper.

2. Collection of Materials

Apartment and condominium officials are responsible for providing all containers, labor, and equipment necessary to fulfill recycling requirements throughout their buildings. Distinctive colors and/or markings of recycling containers shall be

provided to avoid cross-contamination. Apartment and condominium officials must ensure adequate and sufficiently frequent collection and transportation of recyclable materials from apartment and condominium locations to markets. Appropriately sized recycling containers are to be used for the collection of a building's recyclable materials. Residents who wish to participate in the ABCR Program will be responsible for making recyclables available for collection prior to their removal on the scheduled pickup day.

### 3. Marketing of Materials

Apartment and condominium officials are responsible for the marketing of their recyclables. Upon request, apartment and condominium officials shall submit annual, calendar year reports, on forms developed and made available by the Bureau, to the Baltimore County Bureau of Solid Waste Management, 111 West Chesapeake Avenue, Room 225, Towson, Maryland, 21204, detailing the recycling tonnage removed from the apartments and condominiums and sent to markets for the materials, as well as waste disposal totals. These reports will be due to the Bureau no later than the end of February covering information for the previous calendar year. Apartment and condominium officials must retain this information, including completed and returned forms, for a minimum of three (3) calendar years.

## B. Stakeholders

Stakeholders that will be involved in implementing the law are:

1. Baltimore County Council – will adopt the MDE-approved language of ABCR Program for the Plan amendment.
2. Baltimore County Department of Public Works – will oversee Bureau of Solid Waste Management activities and assure that all apartment buildings and condominiums that fall under the requirements are included in the ABCR Program.
3. Baltimore County Bureau of Solid Waste Management – will communicate the requirements of the law to the apartment and condominium officials; will assist apartment and condominium officials in developing a recycling program; will monitor the progress and performance of the ABCR Program; will update the County's recycling plan to include the ABCR program and amend the County Solid Waste Management Plan; and will develop an annual recycling reporting form to be used by apartment and condominium officials.
4. Owners and Managers of Apartment Building or Councils of the Unit Owners of Condominiums – will provide practical and convenient recycling opportunities to the residents of each apartment building or condominium by October 1, 2014; will secure and manage recycling contracts with the contractor for providing recycling collection from the building locations (if the County has not already designated a collector); will provide recycling collection bins and containers for transporting

the materials from the buildings to the markets; and will perform record keeping and report to the County, upon request, on an annual basis as previously prescribed.

C. Participating Apartment Buildings (337) and Condominiums (94) in ABCR Program

The Bureau will maintain a database of all participating apartment buildings and condominiums. This database will be publicly available information to any interested party that contacts the Bureau at 410-887-2000 or [solidwaste@baltimorecountymd.gov](mailto:solidwaste@baltimorecountymd.gov). New apartment buildings and condominiums that will fall under the requirements of the law will begin participating in the ABCR program within three (3) months of being notified of said requirements by the Bureau.

D. Schedule for the Development and Implementation of the Program

The ABCR Program will be implemented according to the following schedule:

1. On or before April 15, 2014, the County will distribute MDE's tentatively approved ABCR program language to the relevant parties, so the owners or managers can use the document to develop a recycling program.
2. On or before June 1, 2014, apartment and condominium officials will develop a written recycling plan, educate their residents about the ABCR Program, and discuss with them the requirements of the new multi-family recycling law. At the Bureau's request, written recycling plans must be provided to the Bureau within five (5) days of the request.
3. On or before August 1, 2014, apartment and condominium officials will provide training or assistance to the residents and advise them of the date when residents can expect their apartment's or condominium complex' recycling program to be operational.
4. On or before September 1, 2014, apartment and condominium officials will finalize and secure recycling services contracts with private contractors (if the County has not already designated a collector).
5. On or before October 1, 2014, residents may start placing recyclables out for collection by participating apartment buildings or condominiums.

E. Program Monitoring

The Bureau shall oversee the progress and performance of the ABCR Program. However, the apartment and condominium officials will be responsible for conducting inspections, reviewing service levels, investigating reported or unreported pick-up and disposal complaints, and meeting with residents or recycling contractor staff to educate or review practices, and review contractor compliance with the recycling contract. Any issues arising from these activities deemed to be deficiencies on the part of the resident(s) or recycling contractor(s) will be detailed in writing and reported to the violator. The apartment and condominium officials shall initiate actions to correct all deficiencies within 60 days of being notified. In the event a County-designated collector is responsible for a deficiency, the deficiency will be reported to the Bureau and the Bureau shall

initiate action(s) to correct the deficiency within 60 days of being notified.

The apartment and condominium officials will also be available to conduct educational seminars and/or tours regarding new materials, practices, and procedures for residents. Also, the owner, manager or council shall be responsible for keeping the residents current on new regulations, laws, and mandates affecting recycling in the apartment buildings or condominiums.

The Bureau shall have the right to inspect, for compliance, any apartment or condominium building subject to this section of the Ten-Year Solid Waste Management Plan, including inspecting recycling containers and reviewing records regarding the multi-family recycling program.

#### F. Program Enforcement

The Bureau will ensure that recycling at apartments and condominiums will be implemented in accordance with the Sections 9-1703 and 9-1711 of the Environment Article, Annotated Code of Maryland. The Bureau will ensure maximum participation of all existing apartment and condominium buildings in the ABCR Program by periodically notifying and reminding apartment and condominium officials of the existence of the program, and the Bureau will also encourage resident participation by publicizing the ABCR Program. The Baltimore County Attorney's Office will determine if, when, and how the County should enforce the State multi-family recycling law, and what level of enforcement actions should be used. The State multi-family recycling law allows for fines to a person that violates the recycling or reporting requirements of the law, or a civil penalty, not exceeding \$50 for each day on which the violation occurs. Further, any penalties enforced by Baltimore County and collected under the law shall be paid to Baltimore County.

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**MB-4 (Res. 48-14) Donation****Council District(s) All**

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**Mrs. Bevins (By Req.)**

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**Department of Health and Human Services**

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**Housing Vouchers – Burnam Woods**

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Resolution 48-14 authorizes the County to accept a monetary award of \$114,855 from the U.S. Department of Housing and Urban Development (HUD) for use in the Housing Choice Vouchers (HCV) Program. The award is a result of The Century Corporation not renewing the Section 8 Housing Assistance Payments (HAP) contract for the Burnam Woods apartments in White Marsh. Specifically, the Baltimore County Housing Office will administer 36 vouchers to families that currently reside at Burnam Woods. This assistance will allow the affected families to continue to afford their current units, or to locate other affordable housing. Any unused vouchers can be used to assist families on the Housing Office's waiting list. The award allows the Housing Office to retain an administrative fee of \$200 per voucher, for a total of \$7,200. The award is for the period July 1, 2014 through June 30, 2015.

The HCV Program provides rental subsidies to low-income households who meet income eligibility standards, whereby income may not exceed 50% of the median (\$29,250 for an individual, \$33,400 for a family of two, \$37,600 for a family of three, and \$41,780 for a family of four). The subsidies may be applied to any rental housing that meets the Housing Quality Standards (HQS), as long as the rent is reasonable and comparable to unassisted unit rents in the neighborhood. The County is permitted to subsidize a maximum of 5,849 rental units per year under the HCV Program. Since the demand for rent subsidies exceeds the program capacity, a household that meets the income requirements is placed on a waiting list based on the date and time of its rental assistance application. According to the Department, approximately 31,000 households are currently on the waiting list. The average wait to reach the top of the list is approximately 10 years.

Baltimore County Charter, Section 306, vests in the County Council the power to accept gifts and grants. Resolution 48-14 will take effect upon passage by the County Council.

**MB-5 (Res. 49-14)****Council District 2, 3, 5, 6 & 7**

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**Mrs. Bevins (By Req.)**

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**Department of Environmental Protection and Sustainability**

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**Rural Legacy Area Plan Applications**

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Resolution 49-14 approves and endorses, in priority order, five Rural Legacy Area Plan applications for FY 2015 funding for consideration and approval by the Maryland Rural Legacy Board.

The Maryland Rural Legacy Program is part of the Smart Growth initiative approved by the Maryland General Assembly during the 1997 session of the Maryland General Assembly and is administered by the Maryland Department of Natural Resources.

The state requires that counties with more than one rural legacy area prioritize their applications. There are five state-approved rural legacy areas in Baltimore County and all have submitted applications for FY 2015 funding.

Rural legacy areas have a specific boundary in which state funds, if awarded, may be spent. Similarly, County funds provided to rural legacy areas must be spent within the approved State Rural Legacy Area.

The Rural Legacy program requires local jurisdiction approval of the applications, and, in the case of multiple applications in one jurisdiction, a ranking is also required. Baltimore County has five designated rural legacy areas - the most in the state. The County ranking is included in the state's evaluation of the applications. County ranking is based on factors that include: degree of completion, threat of development, water quality delivery to the Bay, percentage of forest protected, extent of agriculture, recent easement activity, prior state ranking, and lastly but of great importance - public benefits.

The proposed ranking for FY 2015 is:

1. Piney Run Watershed Rural Legacy Area;
2. Manor Rural Legacy Area;
3. Gunpowder Valley Rural Legacy Area;
4. Baltimore County Coastal Rural Legacy Area; and
5. Long Green Land Trust Rural Legacy Area.

The State Rural Legacy Advisory Committee will review the applications and make a recommendation to the Rural Legacy Board comprised of the Secretaries of Natural Resources, Office of Planning, and Agriculture. The Rural Legacy Board will determine the funding levels subject to the approval of the State Board of Public Works.

BALTIMORE COUNTY COUNCIL  
NOTES TO THE AGENDA  
APPENDIX A

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

**TO:** Fred Homan  
Administrative Officer

**DATE:** 4/25/14

**FROM:** Keith Dorsey, Director  
Office of Budget & Finance *KAD*

**COUNCIL MEETING  
DATE:** 6/02/14

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

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

Purchase Order

PO 6855 Baltimore Gas & Electric Co dba BGE – Public Works Eng Const Contracts  
9836 Greenside Drive – Cockeysville Community Center

This purchase order represents the new installation of gas and electric distribution facilities at Cockeysville Community Center. BGE owns the distribution facilities and is the only source for this relocation work.

Amount: 31,676.00  
Award Date: 4/25/14

PO 6834 Messaging Architects - OIT  
NetMail License and Support Renewal

This purchase order is for a one year software license and support renewal of Netmail from Messaging Architects. Netmail protects the County's Group Wise e-mail system from malware and spam. The Group Wise email system is being replaced with the Microsoft Exchange e-mail system during the next 12 months.

As indicated in Robert Stradling's memo dated 3/20/14, Netmail software is proprietary to Messaging Architects and support is only available through them.

Amount: 41,000.00  
Award Date: 4/25/14

c: M. Field  
T. Peddicord  
L. Smelkinson