

**BALTIMORE COUNTY COUNCIL
NOTES TO THE AGENDA
LEGISLATIVE SESSION 2015**

Issued: May 7, 2015
Work Session: May 12, 2015
Legislative Day No. 10 : May 21, 2015

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



OFFICE OF THE COUNTY AUDITOR

BALTIMORE COUNTY COUNCIL

May 21, 2015

NOTES TO THE AGENDA

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**BALTIMORE COUNTY COUNCIL AGENDA
LEGISLATIVE SESSION 2015, LEGISLATIVE DAY NO. 10
MAY 21, 2015 10:00 A.M.**

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

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CALL OF BILLS FOR FINAL READING AND VOTE

ANDREA VAN ARSDALE, DIRECTOR, DEPARTMENT OF PLANNING

1 Bill 31-15 - Mrs. Bevins(By Req.) - CEB - Baltimore County Elevation Project - MEMA

COUNCIL

3 Bill 35-15 - Mr. Quirk - Zoning Regulations - Scrap Metal Processing Facility
4 Bill 36-15 - Mrs. Almond - Signs - Identification, Wall-Mounted
5 Bill 37-15 - Councilmembers Almond & Jones - Health Care and Surgery Center and Related Uses
6 Bill 38-15 - Mr. Jones - Hucksters and Peddlers

APPROVAL OF FISCAL MATTERS/CONTRACTS

ED ADAMS, DIRECTOR, DEPARTMENT OF PUBLIC WORKS

8 1. Contract - Schwatka Farm Service - Mowing services - DPW

ROBERT STRADLING, DIRECTOR, OFFICE OF INFORMATION TECHNOLOGY

11 2. Contracts-(2) - Design, installation and maintenance - Access door security systems/video surveillance systems - OIT
16 3. Contract - The Justice Management Institute - Business process analysis - Justice system cases - OIT
19 4. Contract - Southeastern Security Consultants, Inc. - Background checks - Volunteer Applicants - Rec & Parks - OIT

AMY GROSSI , REAL ESTATE COMPLIANCE

24 5. Contract of Sale - Kevin Gilliam - Acquisition of parcel - 3232 Rolling Road - Windsor Mill 21244 - Real Estate Compliance

MISCELLANEOUS BUSINESS

COUNCIL

30 1. Correspondence - (a)(1) - Non-Competitive Awards (April 1, 2015)
27 2. Res. 37-15 - Mr. Marks - Towson Business Core Design Principles
3. Res. 38-15 - Mr. Crandell - Property Tax Exemption - BLIND - Thomas H. Powell

Bill 31-15 (Supplemental Appropriation)

Council District(s) 6 & 7

Mrs. Bevins (By Req.)

Department of Planning

Baltimore County Elevation Project – MEMA

The Administration is requesting a supplemental appropriation totaling \$592,923, derived from federal funds (\$444,692) and matching funds from the homeowners of five County residences (\$148,231), to the Baltimore County Elevation Project – MEMA Gifts and Grants Fund program. The funds will be used to elevate five Baltimore County residential structures to mitigate the risk of flooding.

Fiscal Summary

Funding Source	Supplemental Appropriation	Current Appropriation	Total Appropriation
County	--	--	--
State	--	--	--
Federal ⁽¹⁾	\$ 444,692	--	\$ 444,692
Other ⁽²⁾	148,231	--	148,231
Total	<u>\$ 592,923</u>	<u>--</u>	<u>\$ 592,923</u>

⁽¹⁾ Federal Emergency Management Agency (FEMA), Hazard Mitigation Grant Program funds passed through the Maryland Emergency Management Agency (MEMA).

⁽²⁾ Required non-federal match of 25% being met through the homeowners of the five County residences to be elevated.

Analysis

The purpose of the Baltimore County Elevation Project – MEMA program is to address flood prevention needs for residences at risk for future flooding. The funds will be used to address flood prevention needs for the following five County residences:

<u>Property Location</u>	<u>Council District</u>
3520 Glenwood Road	6
1440 Burke Road	6
939 Bowleys Quarters Road	6
838 Seneca Park Road	6
1336 E. Riverside Avenue	7

Specifically, the funds will be used to elevate the five properties to 2 feet above base flood elevation to prevent/mitigate future losses due to flooding. The elevated structures will be built on a suitable foundation that will reduce the chances of further flood damage. The projects will involve grading, designing, and constructing an appropriate foundation, and any required carpentry work (e.g., floors, landings, stairs).

The Department of Planning advised that the state notified all residences located on a flood plain regarding the availability of the funds; the homeowners then had to apply and the funding was awarded on a first-come, first-served basis. In order to qualify, the residence must be located on a flood plain and the project cost must be less than \$175,000. The individual homeowners selected the contractors to perform the elevation projects. Structural assessments have determined that the structures are safe for elevating.

MEMA will administer the grant, and the County will provide project management, oversight, and inspection.

The grant period is 3 years through February 6, 2018. The total project cost is \$592,923. The grant provides FEMA funds totaling 75% of the project cost, or \$444,692. The grant requires a 25% non-federal match, or \$148,231, which will be met by the five homeowners.

With the affirmative vote of five members of the County Council, Bill 31-15 will take effect June 3, 2015.

Bill 35-15

Council District(s) All

Mr. Quirk

Zoning Regulations – Scrap Metal processing Facility

Bill 35-15 proposes to permit a scrap metal processing facility in the County's M.H. (Manufacturing, Heavy) Zones, as a matter of right, subject to certain conditions.

The bill defines a scrap metal processing facility as an establishment that is engaged primarily in the purchase, typically by weight, of ferrous or non-ferrous scrap for processing by the use of a shredder affixed to the property, powered by electricity with a minimum capacity of 3,000 kva distributed by a public utility, the output of which is shipped as raw material to be used for melting purposes by steel mills, foundries, smelters, refiners, and similar users.

The following conditions apply:

The facility must be located on a property of at least 7 contiguous acres; retail sales are not permitted; and scrap vehicles shall be processed within 48 hours of receipt, unless a delay is caused by equipment breakage, electrical interruption, or manufacturer-required preventive maintenance.

With the affirmative vote of five members of the County Council and signature by the County Executive, Bill 35-15 will take effect on June 1, 2015.

Bill 36-15**Council District(s) All**

Mrs. Almond

Signs – Identification, Wall-Mounted

Bill 36-15 proposes to amend the sign regulations to permit an identification sign on the campus of a private college.

An identification sign is a sign that displays the name or purpose of a place or structure.

Bill 36-15 will permit one wall-mounted identification sign as an accessory use to a stadium located on the campus of a private college. The maximum permitted sign area is 300 sq. ft.; there is no height limitation. The sign must be installed on a wall of the stadium. Changeable copy is not permitted, but the sign may be illuminated.

With the affirmative vote of five members of the County Council and signature by the County Executive, Bill 36-15 will take effect on June 3, 2015.

Bill 37-15

Council District(s) All

Councilmembers Almond & Jones

Health Care and Surgery Center and Related Uses

Bill 37-15 proposes to permit a health care and surgery center in the OR-2 (Office Building – Residential) and B.M. (Business, Major) Zones of the County as a matter of right.

A health care and surgery center is defined as one or more buildings at which comprehensive health care services are provided through persons or entities licensed under either the Health General or Health Occupations Article of the Annotated Code of Maryland.

A center is subject to the following requirements:

1. Ambulatory surgery and radiology services shall be provided;
2. At least 75% of the medical and surgical specialties or subspecialties recognized by the American Board of Medical Specialties shall be provided;
3. Health care services shall be provided 7 days per week and 365 days per year;
4. The center shall have at least four operating rooms; and
5. The gross floor area of the center, which includes all buildings, shall be at least 150,000 sq. ft., with a minimum of 10,000 sq. ft. of radiology space, but no more than 400,000 sq. ft. in total.

Bill 37-15 also provides that:

- Several accessory uses are also permitted in the OR-2 Zone: a wellness, health and fitness center, a florist, and an optician or optometrist establishment.
- A drugstore, or an optician or optometrist establishment in an OR-2 Zone is not subject to the 1,500 sq. ft. floor area limitation.
- There is no amenity open space requirement for a health care and surgery center in an OR-2 Zone, and the performance standards for office buildings apply to the center.
- The minimum number of off-street parking spaces required for a center is four for each 1,000 sq. ft. of gross floor area.
- A health care and surgery center is not subject to Basic Services mapping standards.

With the affirmative vote of five members of the County Council and signature by the County Executive, Bill 37-15 will take effect on June 1, 2015.

Bill 38-15Council District(s) All

Mr. Jones

Hucksters and Peddlers

Bill 38-15 changes a certain part of the laws relating to door-to-door soliciting.

Baltimore County has regulated hucksters and peddlers since 1937. The regulatory statute has not changed significantly over the years.

To summarize the statute: in order to sell goods or services on the street, or door-to-door, a person must obtain a license from the Clerk of the Court. Farmers selling their own products are exempt. The person must display the license. He may not maintain a sidewalk stand, but must continuously move. A person may not sell near school property, or on County-owned property, without the approval of the Administrative Officer. Criminal penalties and fines attach to any violation of the statute.

In 2010, the Council placed the following additional restrictions on door-to-door sales in residential areas (Bill 84-10).

1. If a person has displayed a “no soliciting” sign, or a sign containing similar words, on his residential property, a vendor may not sell or offer to sell anything to the occupant of that property.
2. The above prohibition applies to all residences in a neighborhood or community if a “no soliciting” sign, or similar sign, is displayed at each vehicle entrance to the neighborhood or community.
3. A vendor may not sell or offer to sell anything to the occupant of any residential property before 9 a.m. or after 5 p.m., or sunset on any day, whichever is earlier, sunset being defined as the time identified by the national weather service for that day in the Baltimore Metropolitan area.

Therefore, in residential communities, soliciting is prohibited at all times in a community that is posted. Soliciting is prohibited at all times at any individual residence that is posted. And soliciting is prohibited in all residential communities, whether posted or not, before 9 a.m. or after 5 p.m., or sunset, whichever is earlier.

Bill 38-15 proposes to delete the reference to 5 p.m., thus prohibiting soliciting in residential communities after sunset, at whatever time that may occur.

The 2010 legislation was prompted by complaints about soliciting after dark. The sponsor feels that Bill 84-10 dealt with that issue by empowering communities and individual homeowners to prohibit soliciting at any time of day by posting a sign to that effect. For those individuals or communities who do not wish to post a specific prohibition, the prohibition on soliciting after sunset was included in the statute. However, the 5 p.m. reference in the current law simply confuses the issue by permitting soliciting in unposted communities at differing times, depending upon the season of the year. The 5 p.m. reference is deleted in favor of a blanket prohibition on soliciting after sunset.

Additionally, Bill 38-15 proposes to exempt from the law all school-age children who are engaged in fund-raising activities.

This bill will take effect 45 days after its enactment.

FM-1 (Contract)

Council District(s) 3, 4 & 6

Department of Public Works

Mowing Services

The Administration is requesting approval of a contract with Schwatka Farm Service to provide mowing services at the County’s landfills on an as-needed basis. The contract commenced June 18, 2014, continues until July 17, 2015, and may not exceed \$25,000 unless approved by the Council. If approved, the contract will continue through February 28, 2016 and will automatically renew for three additional 1-year periods. The contract does not specify a maximum compensation for the initial approximate 1-year and 8½-month term. Compensation may not exceed \$222,414 for the entire approximate 4-year and 8½-month term, including the renewal periods.

Fiscal Summary

Funding Source	Maximum Compensation	Notes
County ⁽¹⁾	\$ 222,414	⁽¹⁾ General Fund Operating Budget. ⁽²⁾ Maximum compensation for the entire approximate 4-year and 8½-month term, including the renewal periods.
State	--	
Federal	--	
Other	--	
Total	<u>\$ 222,414</u> ⁽²⁾	

Analysis

The contractor will provide all labor, materials, supervision, equipment, fuel/oil, incidentals, and mobilization for mowing services at the Hernwood, Parkton, Texas, and Eastern Sanitary landfills on an as-needed basis. The contractor will provide two to six mows at each location during the mowing season (April through November).

The costs of mowing services per landfill site are as follows:

Landfill	Cost per Mowing
Texas	\$ 749
Parkton	1,210
Hernwood	3,019
Eastern Sanitary	3,622

The Department advised that County workers will continue to mow the grass at the Parkton and Eastern Sanitary landfills and will use the contractor as a back-up resource.

The contract commenced June 18, 2014, continues until July 17, 2015, and may not exceed \$25,000 unless approved by the Council. If approved, the contract will continue through February 28, 2016 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 does not specify a maximum compensation for the initial approximate 1-year and 8½-month term. Compensation may not exceed \$222,414 for the entire approximate 4-year and 8½-month term, including the renewal periods.

Prior to the commencement of each renewal period, the County may entertain a request for an escalation in unit prices in accordance with the Consumer Price Index – All Urban Consumers – United States Average – All Items, as published by the United States Department of Labor, Bureau of Labor Statistics at the time of the request, or up to a maximum 5% increase on the current pricing, whichever is lower. The County may terminate the agreement by providing 30 days prior written notice.

On October 7, 2013, the Council approved a 5-year and 3-month contract not to exceed \$269,277 with Vantage Management Systems, Inc. to provide mowing services at the County’s landfills. The contract was awarded through a competitive procurement process based on the lowest responsive bid from three bids received. The Department advised that the County terminated the contract in June 2014 due to non-performance; expenditures under the Vantage Management contract totaled \$4,233. The Department also advised that in order to continue providing services, it entered into a contract with Schwatka Farm Service, who was the second lowest bidder. As of April 29, 2015, expenditures under the proposed contract with Schwatka Farm Service total

\$12,652. Schwatka Farm Service previously provided these services under a contract not to exceed \$234,397 that expired July 6, 2013.

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-2 (2 Contracts)

Council District(s) All

Office of Information Technology

Access Door Security Systems/Video Surveillance Systems

The Administration is requesting approval of two contracts to provide design, installation, and maintenance services for card access door security systems and video surveillance systems at County buildings. The two contractors are Easter’s Lock & Access, Inc. d/b/a Homeland Security Group, Inc. (primary contractor) and Stanley Convergent Security Solutions, Inc. (secondary contractor). The contracts commenced March 24, 2015, continue until May 21, 2015, and may not exceed \$25,000 unless approved by the Council. If approved, the contracts will continue through March 23, 2016 and will automatically renew for four additional 1-year periods, with the option to further extend the initial term or any renewal term an additional 90 days. The contracts do not specify a maximum compensation for the initial 1-year term. Compensation for both contractors combined may not exceed \$9.0 million (\$4.5 million each) for the entire 5-year and 3-month term, including the renewal and extension periods. See Exhibits A and B.

Fiscal Summary

Funding Source	Combined Maximum Compensation	Notes
County ⁽¹⁾	\$ 9,000,000	⁽¹⁾ General Fund Operating Budget. ⁽²⁾ Maximum compensation for both contractors combined (\$4.5 million each) for the entire 5-year and 3-month term, including the renewal and extension periods. The contracts do not specify a maximum compensation for the initial 1-year term.
State	--	
Federal	--	
Other	--	
Total	\$ 9,000,000 ⁽²⁾	

Analysis

The contractors will provide design, installation, and maintenance services for card access door security and video surveillance systems at County-owned buildings. The contractors will provide all necessary hardware and software for the security systems including door access, cameras, network video recorder (NVR) cabling, and any other peripheral required. Easter's Lock & Access, Inc. will serve as the primary contractor, and Stanley Convergent Security Solutions, Inc. will serve as the secondary contractor. The Office advised that a secondary contractor is needed due to the volume of work and to provide specific expertise. Hourly rates range from \$65 to \$85 for Easter's Lock & Access, Inc. and from \$65 to \$105 for Stanley Convergent Security Solutions, Inc., depending on the worker's skill level and time status (regular or overtime). Equipment will be billed at a 30% and 22% mark-up, respectively.

The contracts commenced March 24, 2015, continue until May 21, 2015, and may not exceed \$25,000 unless approved by the Council. If approved, the contracts will continue through March 23, 2016 and will automatically renew for four additional 1-year periods with the option to further extend the initial term or any renewal term an additional 90 days, on the same terms and conditions, unless the County provides notice of non-renewal. The contracts do not specify a maximum compensation for the initial 1-year term. Compensation for both contractors combined may not exceed \$9.0 million (\$4.5 million each) for the entire 5-year and 3-month term, including the renewal and extension periods. The Office advised that as of May 6, 2015, no expenditures have been incurred under either contract.

Prior to the commencement of each renewal period, the County may entertain a request for an escalation in unit prices in accordance with the Consumer Price Index – All Urban Consumers – United States Average – All Items (CPI-U), as published by the United States Department of Labor, Bureau of Labor Statistics at the time of the request, or up to a maximum 5% increase on the current pricing, whichever is lower. The County may terminate the agreements by providing 30 days prior written notice.

The contracts were awarded through a competitive procurement process based on technical qualifications, experience, and cost from four bids received.

On July 1, 2013, the Council approved a 2-year and 3-month contract with Skyline Network Engineering, LLC not to exceed \$1.8 million to provide similar services for remote video and

building security systems. The contract expires May 23, 2015. The Office advised that expenditures as of May 6, 2015 total \$807,939. Easter's Lock & Access Systems, Inc. is used as a subcontractor under the contract.

On August 4, 2008, the Council approved a 10-year contract with Stanley Convergent Security Solutions, Inc. not to exceed \$2,336,863 for maintenance and repair services for the security system at the Baltimore County Detention Center. As of April 28, 2015, \$1,018,234 has been expended under this contract.

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

Executive Summary

Summary - This fiscal matter is a new Contract between Easter's Lock and Access, Inc. doing business as Homeland Security Group, Inc. for the purpose of designing, installing and maintaining card access door security systems and video surveillance systems within Baltimore County buildings and facilities. Easter's familiarity with the County's existing systems and facilities was an important factor in choosing them as the primary contractor for these services. The County currently solicits and receives services from Easter's as a subcontractor under an agreement with Skyline Network Engineering.

History - Easter's installed the original door access control systems in the Old Courthouse (OCH) and a video surveillance system in 2005. Since that time Easter's has been under contract to maintain and expand these systems and design and install other systems in various County facilities, including Drumcastle Government Center, the 911 Communications Center, The Baltimore County Library administrative office and other locations. Since the original installation in OCH, Easter's has been the primary provider of card access and video surveillance systems installation and maintenance under numerous contract vehicles and Master Agreements. To continue to receive installation and maintenance services, the County executed a piggyback agreement with Skyline Network Services until a Request For Proposal (RFP) could be issued. This contract is a result of Easter's response to that RFP.

This contract will be retroactively effective from March 24, 2015 until May 21, 2015. Once approved by County Council, the contract term will continue through March 23, 2016 (Initial Term). The County has the option to renew the contract for four (4) one-year renewal periods on the same terms and conditions. The County also has the option of extending the Agreement at the end of the Initial Term or any renewal term for an additional ninety (90) days on the same terms and conditions with a written notice to the vendor.

Purpose - The purpose of the contract is to provide a competitively priced contractor who can provide design, installation and maintenance services for the County's card access door security systems and video surveillance systems. The contractor is to supply all hardware and software for these systems, including but not limited to door access, cameras, Network Video Recorders (NVR), cabling and any additional peripherals as required.

Fiscal Impact - The total compensation of this contract is limited to \$25,000 unless the contract is approved by the County Council. If Council approval is obtained, the maximum compensation is \$4,500,000 over the entire term of the contract including all renewals.

Executive Summary

Summary - This fiscal matter is a new contract between Stanley Convergent Security Solutions, Inc. and the County for the purpose of designing, installing and maintaining card access door security systems and video surveillance systems within Baltimore County buildings and facilities. Stanley Convergent Security Solutions, Inc. has been selected as a secondary contractor for these services, to provide flexibility, competition and specific expertise. Easter's Lock and Access, Inc. has been selected as the primary contractor for these services.

History - Stanley Convergent Security Solutions, Inc. currently does security system maintenance for the County under Master Agreement 1080. The Office of Information Technology (OIT) is responsible for the card access door security systems and the video surveillance systems throughout the County. OIT created and issued a new Request for Proposal (RFP) for these services. The respondents were carefully reviewed and analyzed by members of OIT, Purchasing and the Office of Law as part of a formal vendor selection process. To provide flexibility, competition and specific expertise, two contractors were selected to provide these services: Easter's Lock and Access, Inc. as the primary vendor, and Stanley Convergent Security Solutions, Inc. as secondary vendor.

This contract will be retroactively effective from March 24, 2015 until May 21, 2015. Once approved by County Council, the contract term will continue through March 23, 2016 (Initial Term). The County has the option to renew the contract for four (4) one-year renewal periods on the same terms and conditions. The County also has the option of extending the Agreement at the end of the Initial Term or any renewal term for an additional ninety (90) days on the same terms and conditions with a written notice to the vendor.

Purpose - The purpose of the contract is to provide a competitively priced contractor who can provide design, installation and maintenance services for the County's card access door security systems and video surveillance systems. The contractor is to supply all hardware and software for these systems, including but not limited to door access, cameras, Network Video Recorders (NVR), cabling and any additional peripherals as required.

Fiscal Impact - The total compensation of this contract is limited to \$25,000 unless the contract is approved by the County Council. If Council approval is obtained, the maximum compensation is \$4,500,000 over the entire life of the contract including all renewals.

FM-3 (Contract)

Council District(s) All

Office of Information Technology

Business Process Analysis – Justice System Cases

The Administration is requesting approval of a contract with The Justice Management Institute to perform a business process analysis of the justice system for all case types (i.e., civil, criminal, family, juvenile delinquency, and juvenile dependency) within the Circuit Court of Baltimore County with the goal of process improvement in several areas of the system. The contract commenced March 13, 2015, continues until May 29, 2015, and may not exceed \$25,000 unless approved by the Council. If approved, the contract will continue through October 30, 2015 with the option to extend the term an additional 90 days. Compensation may not exceed \$92,087 for the entire approximate 10½-month term, including the extension period. See Exhibit A.

Fiscal Summary

Funding Source	Maximum Compensation	Notes
County ⁽¹⁾	\$ 92,087	⁽¹⁾ General Fund Operating Budget. ⁽²⁾ Maximum compensation for the entire approximate 10½-month term, including the extension period.
State	--	
Federal	--	
Other	--	
Total	<u>\$ 92,087</u> ⁽²⁾	

Analysis

The Justice Management Institute will perform a business process analysis of the justice system for all case types (i.e., civil, criminal, family, juvenile delinquency, and juvenile dependency) within the Baltimore County Circuit Court. The goal of the analysis is to improve the following: scheduling and managing caseloads; improving staff coordination efficiencies; and enhancing the efficiencies of case file management. The contractor will identify opportunities for improving operational

efficiency in both case management and case file management; assess staffing levels of the court's primary agencies and potentially make recommendations to improve workload management through resource sharing or reallocation; recommend methods of scheduling cases in a more consistent manner throughout the day and week to lessen the impact of peak workload times on staff capacity; recommend methods of lessening postponements; and recommend methods of standardizing any implemented changes.

The analysis includes the Circuit Court and the Clerk of the Court, and the impact of their operations on the Sheriff's Office and the State's Attorney's Office.

The contract commenced March 13, 2015, continues until May 29, 2015, and may not exceed \$25,000 unless approved by the Council. If approved, the contract will continue through October 30, 2015 with the option to extend the term an additional 90 days on the same terms and conditions, unless the County provides notice of non-renewal. Compensation may not exceed \$92,087 for the entire approximate 10½-month term, including the extension period. The County may terminate the contract by providing 30 days prior written notice. The Office advised that services incurred by the contractor through May 29, 2015 will not exceed \$24,118.

The County awarded the contract on a non-competitive basis since The Justice Management Institute has been engaged by the Maryland Administrative Office of the Courts to develop the Case Flow Management System (CFMS) curriculum, and is the designated provider of training of the CFMS for every Circuit and District Court in Maryland. The Office advised that the contractor's intimate knowledge of both the CFMS and understanding of all case types provides the County with access to information otherwise not available within a time-line that meets the County's needs. The Office is requesting that the contract be designated as a 902(f) proprietary contract secured in the best interest of the County.

County Charter, Section 902(f), states that when "...competitive bidding is not appropriate..., a contract shall be awarded only by competitive negotiations, unless such negotiations are not feasible. When neither competitive bidding nor competitive negotiations are feasible, contracts may be awarded by noncompetitive negotiations."

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 with The Justice Management Institute to perform a business process analysis of the justice system for all case types within the Circuit Court of Baltimore County, with the goal of process improvement in the following areas: scheduling and managing caseloads with increased consistency and predictability; improving staff coordination efficiencies between Judges, Court Administrators, the Clerk of the Court and the Sheriff's Office, and enhancing the efficiencies of case file management. The branches or agencies included in the study are the Circuit Court, the Clerk of the Court, the Sheriff's Office and the State's Attorney's Office. The case types included in the study are Civil cases, Criminal cases, Family cases, Juvenile Delinquency cases and Child Welfare (Juvenile Dependency) cases. This project focuses exclusively on the Circuit Court of Baltimore County and Clerk of Court operations, and, the impact of those operations on and by the Sheriff's Office and the State's Attorney's Office.

History – Many changes in the overall operations of the Circuit Court of Baltimore County over the past decade have affected case management and workload, resulting in less than optimum operations. An increase in the number of Judges and Masters has caused an overall increase in caseloads for all major departments involved in the court process. The number of Pro Se cases, in which one or both parties are self-represented, have been trending upward, making the overall case flow process less predictable because parties are not acting under the advisement of council. There has also been a rise in the number of case postponements, increasing the overall workload per case. As both caseload and workload per case have increased, case management predictability has decreased, affecting all operations.

This contract will be retroactively effective from March 13, 2015 until May 29, 2015. Once approved by County Council, the contract term will continue through October 30, 2015. The County has the option of extending the Agreement at the end of the term for an additional ninety (90) days on the same terms and conditions with a written notice to the vendor.

Purpose – The scope of this agreement is to identify opportunities for improving operational efficiency in both case management and case file management; to assess staffing levels of the court's primary agencies and potentially make recommendations to improve workload management through resource sharing or reallocation; to recommend methods of scheduling cases in a more consistent manner throughout the day and week to lessen the impact of peak workload times on staff capacity; to recommend methods of lessening postponements; and to recommend methods of standardizing any implemented changes.

Fiscal Impact – The total compensation of this contract is limited to \$25,000 unless the contract is approved by the County Council. If Council approval is obtained, the maximum compensation is \$92,087 during the entire term of the contract.

FM-4 (Contract)

Council District(s) All

Office of Information Technology

Background Checks – Volunteer Applicants

The Administration is requesting approval of a contract with Southeastern Security Consultants, Inc. to conduct background checks of applicants volunteering at sanctioned recreation council programs and events. The contract commences upon Council approval, continues through January 30, 2016, and will automatically renew for four additional 1-year periods, with the option to further extend the initial term or any renewal term an additional 90 days. The contract does not specify a maximum compensation for the initial approximate 8½-month term. Maximum compensation may not exceed \$1,840,000 for the entire approximate 4-year and 11½-month term, including the renewal and extension periods. See Exhibit A.

Fiscal Summary

Funding Source	Maximum Compensation	Notes
County ⁽¹⁾	\$ 1,840,000	⁽¹⁾ General Fund Operating Budget. ⁽²⁾ Maximum compensation for the entire approximate 4-year and 11½-month term, including the extension period.
State	--	
Federal	--	
Other	--	
Total	<u>\$ 1,840,000</u> ⁽²⁾	

Analysis

On May 4, 2014, the County Council passed Bill 20-14, requiring background records checks for certain volunteers at sanctioned recreation council programs and events. In particular, the bill requires the Director of the Department of Recreation and Parks to establish a background check policy and process by July 1, 2015. As part of this policy and process, the bill requires that any volunteer who interacts with children in any program or event sanctioned by a certified recreation

council be screened with a background records check as a condition of participation in the program or event. It also states that the policy may identify the specific offenses for which a charge or conviction would disqualify a volunteer from participating in programs or events sanctioned by the recreation councils, and indicate whether the disqualification is permanent or for a specific period of time.

Southeastern Security Consultants, Inc. will conduct background checks for all applicants volunteering to provide services to the County's youth programs under the Recreation and Nature Councils, including national records searches and physical searches of state and local court records. The contractor will develop and implement a web-based software program through which applicants will provide information necessary to initiate a background check, and will provide the staff to oversee the background checks for all applicants.

The County has identified the following criteria that would disqualify a person from volunteering: inclusion on the national sex registry; or being guilty within the last 5 years of first degree felony assault, possession of a controlled substance with intent to distribute, or indecent exposure. The Department advised that all volunteer applicants' information will be confidentially maintained. The names of those applicants who pass the background check will be sent to the Department of Recreation and Parks within two to three business days and published on the County website. The names of those applicants who fail the background check will not be shared with the Department, and the contractor will notify the applicant directly. All volunteers will be screened on an annual basis.

The Department of Recreation and Parks estimates that 20,000 to 24,000 volunteers, including coaches, assistant coaches, and anyone who would have direct contact with children, support various recreation and nature programs each year. The contractor will be paid \$14 per background check.

The contract commences upon Council approval, continues through January 30, 2016, and will automatically renew for four additional 1-year periods, with the option to further extend the initial term or any renewal term an additional 90 days on the same terms and conditions, unless the County provides notice of non-renewal. The contract does not specify a maximum compensation for the initial approximate 8½ -month term. Maximum compensation may not exceed \$1,840,000 for the entire approximate 4-year and 11½-month term, including the renewal and extension periods. The County may terminate the agreement by providing 30 days prior written notice.

The contract was awarded as a piggyback of an existing competitively bid Orange County, California contract awarded on January 30, 2015.

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 with Southeastern Security Consultants, Inc. to conduct background checks of applicants volunteering to provide services to the County's youth programs under the Recreation and Nature Councils. Performing background checks on volunteers working with children is a new requirement intended to strengthen child safety. The background checks will begin July 2015.

History – The Baltimore County Department of Recreation and Parks has relied heavily upon the service of volunteers both for the administration of the Recreation and Nature Councils, as well as actively leading youth activities. Between twenty to twenty-four thousand volunteers support various recreation and nature programs each year.

Historically, the Department of Recreation and Parks focused child security efforts directly with the community participants. Public education campaigns such as the "We Care so Be Aware" initiative sought to educate parents on both their role and the more limited role provided by Recreation and Parks staff and volunteers in ensuring child safety. Requiring individual background checks has not been part of the County's volunteer process.

In 2014, the County Council passed Bill 20-14 Recreation and Parks – Background Checks requiring the Department of Recreation and Parks to implement and adopt a background check policy and process for volunteers with personal involvement, interaction, care, custody, or control of children. The bill requires a history records check for all volunteers supported by a policy that identifies the specific offenses that would disqualify a person from volunteering.

As a result of Bill 20-14, the County determined that entering into a contract with a vendor to perform the volunteer background screening was in the County's best interest. Hiring a vendor would preclude any need for the County to hire additional staff. All volunteer applicant's information would be confidentially maintained and only the names of the volunteers who "passed" the county criteria would be disseminated to the department staff and recreation councils. The criteria that would disqualify a person from volunteering includes inclusion on the national sex registry, or being guilty within the last five years of first degree felony assault, possession of a controlled substance with intent to distribute, or indecent exposure.

The vendor would provide a web portal for volunteer application submission. Once the application is received a national, state and local courts record check would be run on the provided information. The names of those applicants who passed the background check would be sent to the Department of Recreation and Parks in a format to allow for publishing the approved volunteers on the County website. Those applicants who failed the background check would be notified by the vendor directly. All volunteers will be screened on an annual basis.

This contract shall be effective when approved by County Council and shall continue through January 30, 2016 (Initial Term). The county has the option to renew the contract for four (4) one year periods on the same terms and conditions. The County also has the option of extending the Agreement at the end of the Initial Term or any renewal term for an additional ninety (90) days on the same terms and conditions, with a written notice to the vendor.

Executive Summary

Purpose – The scope of this agreement includes development and implementation of a web-based software platform. The vendor will develop a secure access web form for applicants to use. The web form will have required fields that validate the applicant's information. The web form will prevent submission of incomplete applications. The vendor will provide the staff to oversee the background checks for all applicants.

The vendor will utilize the county's set of pass/fail standards e.g.: inclusion on the national sex offender registry, felony 1st degree assault within the last five years, possession of a controlled substance with intent to distribute within the last five years, and, indecent exposure within the last five years. The vendor will conduct both national records searches and physical searches of state and local court records. They will evaluate all applicants based on these standards and provide to Baltimore County staff the names and related demographic information of all applicants that pass the background check.

The vendor will also communicate to the applicant directly if they have failed the background check. County staff will have no knowledge of applicants that have failed the background check. Any questions from applicants regarding the status of their application will be handled directly by the vendor.

Once the web-based system is developed, the vendor will provide training to Baltimore County staff prior to the go live date of July 1, 2015. Results of background screening will be provided to Baltimore County within two to three business days.

Fiscal Impact – Compensation is based on a per unit basis for each background check performed in the amount of Fourteen Dollars and no cents (\$14.00). Total compensation is not to exceed \$1,840,000 over the entire term of the contract including all renewals.

FM-5 (Contract)

Council District(s) 4

Department of Permits, Approvals and Inspections

Acquisition of Parcel – 3232 Rolling Road

The Administration is requesting approval of a contract to acquire property totaling 0.076 acre for \$17,500 to be used for the widening of Rolling Road in Windsor Mill. Kevin Gilliam currently owns the property, which is located at 3232 Rolling Road. The property is zoned DR-5.5 (Density Residential – 5.5 dwelling units/acre) and will be used for highway widening and various easement areas. See Exhibit A.

Fiscal Summary

Funding Source	Purchase Price	Notes
County ⁽¹⁾	\$ 17,500	⁽¹⁾ Capital Projects Fund.
State	--	
Federal	--	
Other	--	
Total	\$ 17,500	

Analysis

S. David Nantz, staff appraiser, completed an appraisal of the property in August 2014, recommending a value of \$13,408. After review and analysis, David B. Johns, review appraiser, concurred with the appraisal, recommending the respective amount as just compensation for the acquisition. The Department of Permits, Approvals and Inspections – Real Estate Compliance Division advised that the property owner rejected the County's offer of \$13,408, and upon further negotiation, the amount of \$17,500 was deemed acceptable to the County.

The 0.076-acre property to be acquired is part of a 0.41-acre property consisting of two parcels, of which one is residentially improved with a detached frame dwelling, and the other is unimproved. The purchase price of \$17,500 includes \$725 for the adverse impact on the landscaping, \$495 for the loss of a portion of the macadam driveway, and \$2,750 for consequential damages as a result of the highway widening area, which will require the property owner to apply for zoning variances in order to acquire a building permit.

The Department advised that 129 acquisitions are needed for this project, 83 of which require Council approval. As of May 4, 2015, the Council has approved 36 property acquisitions and two condemnations for this project. The Department also advised that a total of 64 properties still need to be acquired for this project, of which 45 will require Council approval, not including this acquisition.

The widening of Rolling Road consists of two phases: Phase I is from Orchard Avenue to Windsor Mill Road; Phase II is from Orchard Avenue to Liberty Road and Windsor Boulevard to the south side of Windsor Mill Road. Estimated project costs total \$13 million, including \$10 million for construction (\$5 million each for Phases I and II). As of April 28, 2015, \$3,491,703 has been expended/encumbered for this project, excluding the cost of this acquisition. The Department advised that an anticipated construction date is not currently available.

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

EXECUTIVE SUMMARY

PROGRAM TITLE: Rolling Road

PROJECT NO.: 205-0232-0009

FISCAL MATTER: Contract of Sale

PROPERTY OWNERS: Kevin Gilliam

PROPERTY INTERESTS TO BE ACQUIRED: Highway Widening Area containing 0.028 acre (1,214 sq. ft.) of which 70 sq.ft. lies in existing paving

Temporary Construction Area containing 0.036 acre (1,568 sq. ft.) +/-

Total Temporary Slope Easement Area containing 0.011 acre (476 sq. ft.) +/-

Temporary Construction and Adjustment Area containing 77 sq. ft.

LOCATION: 3232 Rolling Road
Windsor Mill, Maryland 21244

CONSIDERATION \$17,500.00

PURPOSE OF PROJECT: To acquire a portion of a parcel of land and the necessary easements for the widening of Rolling Road.

LIMITS OF PROJECT: PHASE I - Orchard Avenue to Windsor Mill Road
PHASE II – Orchard Avenue to Liberty Road and Windsor Boulevard to Windsor Mill Road

Prepared by: Department of Permits, Approvals & Inspections

MB-2 (Res. 37-15)

Council District(s) 5

Mr. Marks

Towson Business Core Design Principles

Resolution 37-15 proposes to amend the Towson Business Core Design Principles.

In July, 2011, the Council created an alternative review process for development plans in the Towson business core (Bill 38-11). The Towson business core includes the area depicted on the attached map (see Exhibit A). The purpose of the bill was to encourage redevelopment in this area.

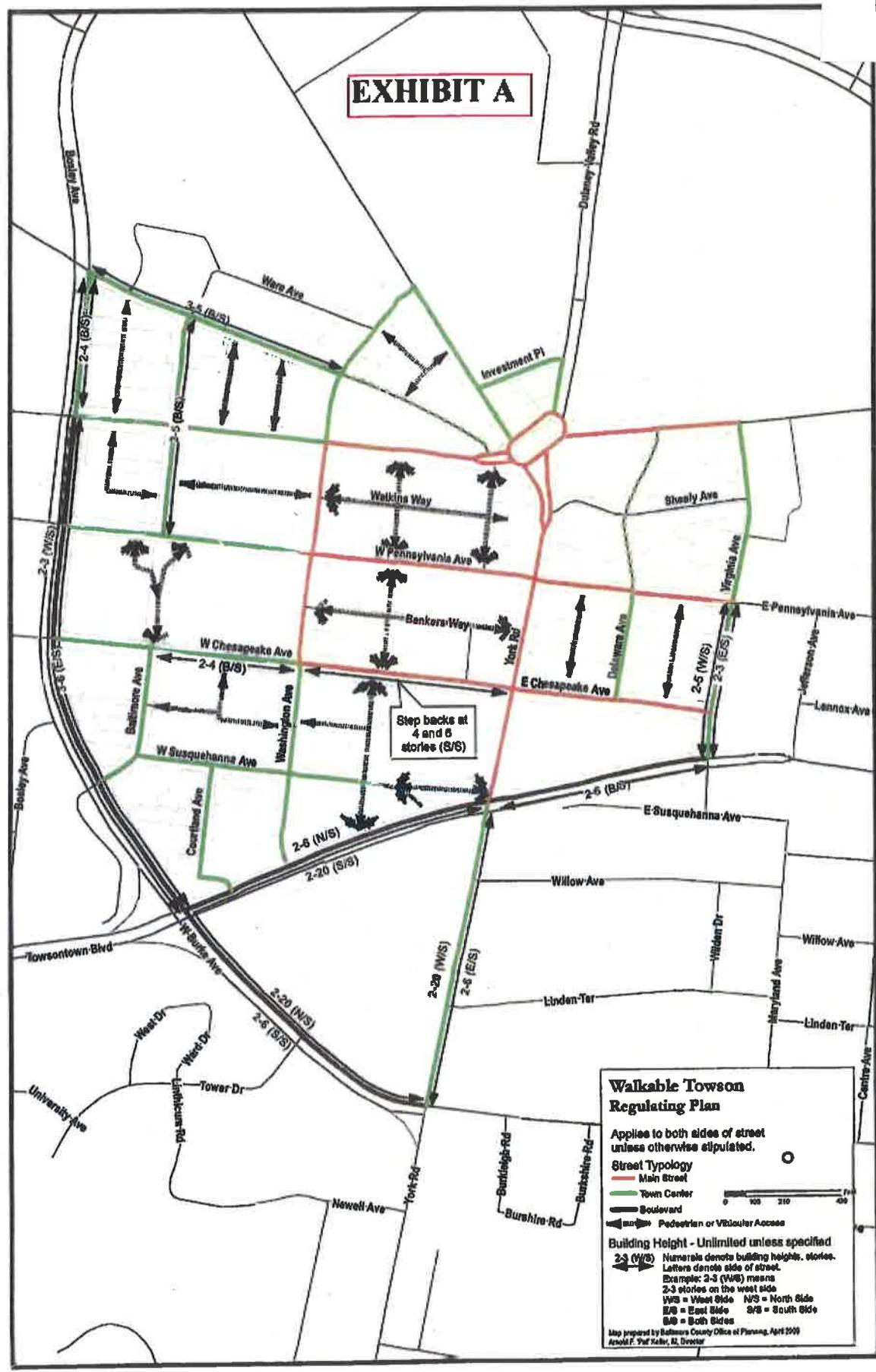
Under the alternative process, a development plan is filed as a limited exemption and reviewed by the Design Review Panel which may approve, deny, or modify the plan. The Panel's decision is binding.

The Panel must apply the design principles that the Council approved in Resolution 64-11, concurrently with the adoption of Bill 38-11.

Resolution 37-15 proposes to amend the Towson Business Core Design Principles that apply to building placement, building height, streetscape dimensions, and window treatments, generally by way of easing these restrictions.

Resolution 37-15 will take effect from the date of its passage by the County Council.

EXHIBIT A



**Walkable Towson
Regulating Plan**

Applies to both sides of street unless otherwise stipulated.

Street Typology

- Main Street
- Town Center
- Boulevard
- Pedestrian or Wheelchair Access

Building Height - Unlimited unless specified

2-3 (W/S) Numerals denote building height, stories. Letters denote side of street.
Example: 2-3 (W/S) means 2-3 stories on the west side
W/S = West Side N/S = North Side
E/S = East Side S/S = South Side
B/S = Both Sides

Map prepared by Baltimore County Office of Planning, April 2009
Arnold F. Yaf Kelle, II, Director

BALTIMORE COUNTY COUNCIL
NOTES TO THE AGENDA
APPENDIX A

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

TO: Fred Homan
Administrative Officer **DATE:** 04/01/15

FROM: Keith Dorsey, Director *KAD* **COUNCIL MEETING**
Office of Budget & Finance **DATE:** 05/04/15

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 7859 Verizon – 14004 BX0 – Wards Chapel Road Bridge

This Purchase Order is for telephone relocation service to be provided at Wards Chapel Road Bridge.

As indicated in the Department of Public Work Director Ed Adams's correspondence Verizon will provide telephone utility relocation services for the Wards Chapel Road Bridge project under Contract Number 14004 BX0.

Amount: \$36,250.00
Award Date: 04/01/15

c: M. Field
T. Peddicord
L. Smelkinson