

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

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*Issued: December 10, 2015  
Work Session: December 15, 2015  
Legislative Day No. 21: December 21, 2015*

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



OFFICE OF THE COUNTY AUDITOR

**BALTIMORE COUNTY COUNCIL**

**December 21, 2015**

**NOTES TO THE AGENDA**

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**BALTIMORE COUNTY COUNCIL AGENDA  
LEGISLATIVE SESSION 2015, LEGISLATIVE DAY NO. 21  
DECEMBER 21, 2015                      6:00 P.M.**

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

Page

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

**NO BILLS**

**APPROVAL OF FISCAL MATTERS/CONTRACTS**

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

- 1        1. Contract - Myers Farms - On-call snow removal and salt application - DPW
- 4        2. Contracts - (4) - Rental of containers for Community Clean-up Program - DPW

**DR. GREGORY BRANCH, DIRECTOR, DEPARTMENT OF HEALTH AND HUMAN SERVICES**

- 8        3. Contracts - (3) - Recovery Housing for residents with Substance Use Disorders - HHS
- 13       4. Contract - Advance Corporation d/b/a Advance Relocation Systems - moving services –  
            School-Based Dental Sealant Program - HHS

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

- 20       5. Amendment #4 to Contract - Tyler Technologies, Inc. - OASIS - Software support and maintenance services - OIT
- 24       6. Contract - ScanOptics, LLC - Preventative maintenance - County-wide scanner systems - OIT

**MISCELLANEOUS BUSINESS**

**COUNCIL**

- 37       1. Correspondence - (a)(4) - Non-Competitive Awards (November 12, 2015)

**WALLY LIPPINCOTT, DEPARTMENT OF PLANNING**

- 27       2. Res. 107-15 - Mrs. Bevins(By Req.) - Approval of purchase of (4) Agricultural Easements –  
            Maryland Agricultural Land Preservation Foundation

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

- 33       3. Res. 108-15 - Mrs. Bevins(By Req.) - Support of conditional loan - MD Dept. of Bus. & Economic  
            Development - Clampett Industries d/b/a EMG

**FM-1 (Contract)**

**Council District(s) All**

**Department of Public Works**

**On-Call Snow Removal and Salt Application**

The Administration is requesting approval of a contract with Myers Farms to provide on-call snow removal and salt application services. The contract commenced November 2, 2015, continues through April 30, 2016, and may not exceed \$25,000 unless approved by the Council. If approved, the contract may be renewed for 9 years (November 1 through April 30 constitutes a snow season). Compensation for this contract, together with all other contracts for these services, may not exceed the amount appropriated for snow removal and salt application services during the entire 9-year and 6-month term of the agreement.

**Fiscal Summary**

<b>Funding Source</b>	<b>Initial Term</b>	<b>Maximum Compensation</b>
<b>County</b>	*	*
<b>State</b>	--	--
<b>Federal</b>	--	--
<b>Other</b>	--	--
<b>Total</b>	* (1)	* (2)

(1) The hourly rate for the contractor is \$110 with no specified maximum compensation. The contract is limited in the aggregate to the amount appropriated for snow removal and salt application services. The contract amount is not reasonably estimable at this time.

(2) Maximum compensation for these services for the entire approximate 9-year and 6-month term, including renewals, may not exceed the amount appropriated for snow removal and salt application services each year. The amount is not reasonably estimable at this time.

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### Analysis

In accordance with the Department's snow removal plan, responsibility for most Priority 1 routes (i.e., roads with traffic volumes of at least 10,000 vehicles per day) will be assigned to contractors, allowing the County to focus its efforts on subdivision streets more quickly.

The contract commenced November 2, 2015, continues through April 30, 2016, and may not exceed \$25,000 unless approved by the Council. If approved, the contract may be renewed for 9 years on the same terms and conditions, unless the County provides notice of non-renewal. A snow season begins November 1<sup>st</sup> and ends April 30<sup>th</sup>. The contract does not establish a fixed dollar amount; rather, compensation for this contract, together with all other contracts for these services, may not exceed the amount appropriated for snow removal and salt application services during the entire 9-year and 6-month term of the agreement. The Department advised that an estimated amount for the contract is undeterminable due to the unpredictable nature and timing of snow falls (i.e., density and depth of snow falls, number of snow falls occurring during the season). The County may terminate the agreement by providing 30 days prior written notice.

The FY 2016 budget for the Storm Emergencies Program totals \$5,987,025, including \$1,100,000 for contractual snow removal services. The Department advised that snow removal expenditures for FY 2015 totaled approximately \$14.9 million, including approximately \$4.3 million for contractual services.

Myers Farm will provide one single-axle dump truck with a plow and spreader at an hourly rate of \$110. The contractor will be paid based on the actual hours the equipment is in service, including up to 2 hours for travel time (1 hour each to and from the County highway shop). Additionally, the minimum work shift for any dispatched truck is 4 hours. The County will provide all rock salt for spreading on road surfaces.

The Office of Budget and Finance, Purchasing Division advised that the pricing and contract terms are based on similar contracts established by the State of Maryland. However, hourly rates may be changed at the time of each annual renewal based on the State of Maryland rates in effect at that time. The State of Maryland contract includes an additional incentive payment to each contractor after the snow season ends in the amount of \$500 per truck if the contractor was available and present for all snow events. The County's contract also includes this incentive payment.

In procuring these services, the Department requested and received a waiver of a sealed bid process from the Administrative Officer due to the competition with surrounding jurisdictions. Accordingly, the contractor was selected on a non-competitive basis.

For the 2015/2016 snow season, the Department advised that it has approximately 300 pieces of snow removal equipment (e.g., trucks, loaders, backhoes, and graders) available from its Bureau of Highways and Equipment Maintenance and Bureau of Utilities, the Department of Recreation and Parks, and the Department of Education. The County currently has contracts with 54 contractors, excluding this contractor, which provide a total of 190 trucks and 47 loaders to supplement the County's snow removal and salt application efforts this winter.

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 (4 Contracts)

Council District(s) All

Department of Public Works

Rental of Containers for Community Clean-up Program

The Administration is requesting approval of four contracts to provide rental roll-off containers for community clean-ups on an as-needed basis. The four contractors are: Northwest Recycling, LLC; A2Z Environmental Group, LLC; Benjer, Inc.; and EnviroSolutions, Inc. The contracts commence upon Council approval, continue for 1 year, 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 120 days. Compensation for the four contractors combined may not exceed the amount appropriated for these services during the entire contract terms. Estimated compensation for the four contractors combined totals \$190,000 for the initial 1-year term and \$1,100,000 for the entire 5-year and 4-month term, including the renewal and extension periods.

Fiscal Summary

Funding Source	Initial Term	Total Compensation
County <sup>(1)</sup>	\$ 190,000	\$ 1,100,000
State	--	--
Federal	--	--
Other	--	--
<b>Total</b>	<u>\$ 190,000</u> <sup>(2)</sup>	<u>\$ 1,100,000</u> <sup>(3)</sup>

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

<sup>(2)</sup> Estimated compensation for the four contractors combined for the initial 1-year term. The contracts do not specify a maximum compensation for the initial 1-year term.

<sup>(3)</sup> Estimated compensation 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 terms. Compensation for the four contractors combined may not exceed the amount appropriated for these services during the entire contract term.

### Analysis

Each contractor will provide 30-cubic-yard rental roll-off containers for the Community Clean-up Program on an as-needed basis. With two weeks' notice, community associations may request to rent one or more containers for a given clean-up day. Each Council district is assigned a primary contractor, secondary contractor, tertiary contractor, and quaternary contractor based on the low bid for each district; therefore, if the primary contractor cannot provide the requested container(s) at the time of request, services will be requested from the secondary contractor, etc. based upon the next lowest bid. The contractors are also responsible for transporting the containers to the Eastern Sanitary Landfill for disposal of the refuse; if the containers are delivered to the landfill within two weeks of the clean-up event, the tipping fees will be waived. Rental unit prices per container vary according to contractor and by Council district. See Exhibit A.

The contracts commence upon Council approval, continue for 1-year, 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 120 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 or for 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 together with all other contractors also awarded a contract...exceed the...approved appropriation during the entire term of this agreement including renewals thereof...." Estimated compensation for the four contractors combined totals \$190,000 for the initial 1-year term and \$1,100,000 for the entire 5-year and 4-month term, including the renewal and extension periods.

The contracts state that the County shall entertain requests for price escalations twice per year, limited to the actual price increase to the contractors, provided the contractors furnish documentation or price lists reflecting the associated fuel cost increases. The County may terminate the agreements by providing 30 days prior written notice.

The contracts were awarded through a competitive procurement process based on best value, experience, and low bid from five bids received, of which one bid was deemed non-responsive.

The Department advised that 287 community clean-up events were held during FY 2015 and expects approximately 300 clean-up events to be held in FY 2016.

On February 21, March 6, and March 20, 2006, the Council approved four similar 10-year contracts, then estimated to total \$1,572,237, which commenced upon Council approval, with Schafer's Roll-Off (which together with another company, AmeriWaste, is known as EnviroSolutions, Inc.), Century Disposal, Inc., M.A.S. Company, Inc., and A2Z Environmental Group, LLC. As of December 7, 2015, expenditures under these contracts totaled \$2,034,602 due to an increase in the number of community events and higher-than-anticipated fuel costs.

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...."

**Community Clean-up Program  
Contractor by Councilmanic District**

Contractor	Councilmanic District							Percentage discount for delivered but unused container
	1st	2nd	3rd	4th	5th	6th	7th	
Northwest Recycling, LLC Cost Per Container	\$475	\$375	\$375	\$375	\$375	\$475	\$475	10%
A2Z Environmental Group, LLC Cost Per Container	\$310	\$370	\$310	\$370	\$275	\$275	\$275	--
Benjer, Inc. Cost Per Container	\$360	\$360	\$315	\$360	\$265	\$225	\$250	10%
EnviroSolutions, Inc. Cost Per Container	\$525	\$525	\$525	\$525	\$405	\$405	\$405	--

Note: The contractor with the lowest per-container cost will be considered the primary contractor for that district. Secondary contractors, etc. will be selected based on the next lowest cost.

Prepared by: Office of the County Auditor

**FM-3 (3 Contracts)**

**Council District(s) All**

**Department of Health and Human Services**

**Recovery Housing for Residents with Substance Use Disorders**

The Administration is requesting approval of three contracts to provide recovery housing services for County residents ages 18 and older who are in recovery from a substance use disorder or co-occurring disorder. The three contractors are Port Recovery, Inc.; Marian House, Inc.; and The House of Nehemiah Outreach and Ministries, Inc. Each contract commenced on August 3, 2015, continues through December 31, 2015, and may not exceed \$25,000 unless approved by the Council. If approved, the contracts will continue through June 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 contracts do not specify a maximum compensation for the initial 11-month term or for the entire 5-year and 2-month term, including the renewal and extension periods. Compensation to the three contractors combined is limited to the amount of grant funds appropriated for these services in any fiscal year. Estimated compensation for the three contractors combined totals \$66,175 for the initial 11-month term and totals \$330,875 for the entire 5-year and 2-month term, including the renewal and extension periods, assuming the same level of appropriation each year. See Exhibit A.

**Fiscal Summary**

<b>Funding Source</b>	<b>Initial Term</b>	<b>Combined Total Compensation</b>	<b>Notes</b>
<b>County</b>	--	--	(1) Maryland Department of Health and Mental Hygiene, Behavioral Health Administration. (2) Estimated compensation for all three contractors combined for the initial 11-month term. (3) Estimated compensation for all three contractors combined for the entire 5-year and 2-month term, including the renewal and extension periods, assuming the same level of appropriation each year. Compensation to all contractors combined is limited to the amount of grant funds appropriated for these services in any fiscal year.
<b>State<sup>(1)</sup></b>	\$ 66,175	\$ 330,875	
<b>Federal</b>	--	--	
<b>Other</b>	--	--	
<b>Total</b>	<u>\$ 66,175</u> <sup>(2)</sup>	<u>\$ 330,875</u> <sup>(3)</sup>	

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### Analysis

The contractors will provide recovery housing services for County residents ages 18 and older who are in recovery from a substance use disorder, or a co-occurring disorder (e.g., mental illness) and do not have the financial means to pay for these services (insurance does not cover these services). The three contractors are Port Recovery, Inc.; Marian House, Inc.; and The House of Nehemiah Outreach and Ministries, Inc. Services will be provided at the contractors' facilities, which are located at 3410 White Avenue, 21214; 949 Gorsuch Avenue, 21218; and 3300 Windsor Avenue, 21216, respectively. The Department advised that the Port Recovery facility is co-ed and the Marian House and House of Nehemiah facilities are women-only.

Port Recovery, Inc. will provide in-house Level II (monitored) services, which include peer-run groups, drug screenings, house meetings, and involvement in self-help and/or treatment services, at a per diem rate of \$21.43. Marian House, Inc. will provide in-house Level IV (service provider) services, which include clinical services and programming and life skills development, at a per diem rate of \$45.00. The House of Nehemiah Outreach and Ministries, Inc. will provide both Level II and Level IV services, at per diem rates of \$19.90 and \$45.00, respectively.

The Department's Bureau of Behavioral Health (BBH) will refer clients for these services and will serve as the "gatekeeper" for the individual admissions into its recovery housing program. Individuals will be referred only after the BBH reviews a person's application and determines that the individual is an appropriate candidate for this service and the level of service required. Individuals may be funded for recovery housing up to a maximum of 90 days, dependent upon the length of time an individual needs to 1) secure either employment or entitlement benefits that will cover the cost of residing in the recovery house or 2) secure another stable living arrangement that is supportive of recovery. The Department anticipates that approximately 30 clients will be served annually by the three contractors combined.

Each contract commenced on August 3, 2015, continues through December 31, 2015, and may not exceed \$25,000 unless approved by the Council. If approved, the contracts will continue through June 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 contracts do not specify a maximum compensation for the initial 11-month term or for the entire 5-year and 2-month term, including the renewal and extension periods. Compensation to the three

contractors combined is limited to the amount of grant funds appropriated for these services in any fiscal year. Estimated compensation for the three contractors combined totals \$66,175 for the initial 11-month term and totals \$330,875 for the entire 5-year and 2-month term, including the renewal and extension periods, assuming the same level of appropriation each year. The County may terminate the agreements by providing 30 days prior written notice.

The contracts were awarded through a competitive procurement process; no other bids were received. The Department advised that a housing recovery vendor must be a member of the state-approved Maryland Association for Recovery Residences. The Department also advised that as of December 3, 2015, \$23,918 has been expended under these three contracts and estimates an additional \$11,260 will be incurred by the three contractors by December 21, 2015, for a total of \$35,178 prior to Council approval.

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....”



## COUNCIL ACTION REQUEST FORM EXECUTIVE SUMMARY

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### Recovery Housing

The Baltimore County Department of Health and Human Services, Department of Health, Bureau of Behavioral Health seeks one or more qualified vendors to provide recovery housing for Baltimore County residents. The intent of recovery housing through the Bureau of Behavioral Health is to ensure that individuals seeking recovery are able to access a safe, healthy recovery environment to initiate and sustain recovery. Funding for this housing is available through a grant from the State of Maryland Department of Health and Mental Hygiene, Behavioral Health Administration allocated to the Baltimore County Department of Health, Bureau of Behavioral Health.

The initial term of the Agreement(s) is August 3, 2015 through June 30, 2016. It is anticipated that approximately (30) thirty adults will be served annually.

#### Background

State funds are provided by the Department of Health and Mental Hygiene, Behavioral Health Administration for the purpose of providing recovery housing to Baltimore County residents with substance use disorders who are in need of abstinence-based, recovery-focused, living environments, and do not have the financial means to access them. Research has revealed that recovery housing is an essential component in the continuum of care for substance use disorders. Individuals who participate in recovery housing have decreased in-treatment and post-treatment relapses, increased employment, decreased recidivism, and a decrease in active psychiatric symptoms.

The target population is adults, age 18 and above, who are in recovery from a substance use disorder, or co-occurring disorder. Individuals may be funded for recovery housing up to a maximum of 90 days, dependent upon the length of time an individual needs to 1) secure either employment or entitlement benefits that will cover the cost of residing in the recovery house, or 2) secure another stable living arrangement that is supportive of recovery.

Under this Agreement, a recovery house vendor must be a member of the state-approved, Maryland Association for Recovery Residences (M-SARR), and will be inspected annually by that entity. Each residence will be held to standards adopted by M-SARR that reflect national standards outlined by the National Association of Recovery Residences (NARR).



## COUNCIL ACTION REQUEST FORM EXECUTIVE SUMMARY

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### **Purpose**

The Baltimore County Department of Health, Bureau of Behavioral Health receives grant funding from the Maryland Department of Health and Mental Hygiene, Behavioral Health Administration to provide recovery housing to Baltimore County citizens with substance use disorders. Recovery housing is critically important to a person's long-term recovery, particularly so for special populations such as adults: 1) reentering the community upon completion of residential substance use disorder treatment, or upon release from incarceration, and 2) participating in outpatient treatment who are homeless, or victims of domestic abuse.

### **Fiscal**

The amount of available funds is \$ 66,175.00

Prepared by:  
Department of Health and Human Services

**FM-4 (Contract)**

**Council District(s) All**

**Department of Health and Human Services**

**Moving Services – School-Based Dental Sealant Program**

The Administration is requesting approval of a contract with Advance Corporation d/b/a Advance Relocation Systems to provide moving services for the School-Based Dental Sealant Program. The contract commenced October 1, 2015, continues until September 30, 2016, and may not exceed \$25,000 unless approved by the Council. If approved, the contract will automatically renew for four additional 1-year periods. The contract does not specify a maximum compensation for the initial 1-year term. Estimated compensation totals \$3,897 for the initial 1-year term. Compensation may not exceed \$30,000 for the entire 5-year term, including the renewal periods. See Exhibit A.

**Fiscal Summary**

<b>Funding Source</b>	<b>Initial Term</b>	<b>Maximum Compensation</b>	<b>Notes</b>
<b>County</b>	--	--	(1) First Financial Federal Credit Union of Maryland grant.
<b>State</b>	--	--	
<b>Federal</b>	--	--	
<b>Other</b> <sup>(1)</sup>	\$ 3,897	\$ 30,000	(2) Estimated compensation for the initial 1-year term. The contract does not specify a maximum compensation for the initial 1-year term.
<b>Total</b>	\$ 3,897 <sup>(2)</sup>	\$ 30,000 <sup>(3)</sup>	(3) Maximum compensation for the entire 5-year term, including the renewal periods.

**Analysis**

The School-Based Dental Sealant Program provides preventive dental services, including dental screenings and dental sealant placement to second and third graders in 42 (of the 48) Title I elementary schools. Dental sealants are placed on back teeth to help prevent tooth decay. The schools are selected based on the recommendation of the Baltimore County Public Schools'

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Director of Health Services. See Exhibits B and C for a list and map location of the selected schools, respectively.

The contractor will move portable dental equipment and supplies (e.g., patient chairs, dental lights, operator chairs, storage containers) from the Liberty Family Resource Center storage area to a participating school and between participating schools throughout the school year. The hourly rate for each move is \$64.95 and includes all labor, fuel, personnel, administrative, and other related costs. In FY 2015, 1,727 students received dental screenings and 1,124 students had dental sealants placed through this program. The Department's goal for FY 2016 is to provide dental screenings to approximately 1,800 students and to place dental sealants on approximately 1,200 students.

The contract commenced October 1, 2015, continues until September 30, 2016, and may not exceed \$25,000 unless approved by the Council. If approved, the contract will automatically renew for four 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 amount for the initial 1-year term. Estimated compensation for the initial 1-year term totals \$3,897. Compensation may not exceed \$30,000 for the entire 5-year term, including the renewal periods.

Prior to the commencement of each renewal period, the County may entertain a request for an escalation in unit price 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 agreement by providing 30 days prior written notice.

The contract was awarded through a competitive procurement process based on low bid; no other bids were received. The Department estimates that services incurred under the proposed contract will total \$1,120 prior to Council approval.

On December 16, 2013, the Council approved a similar 5-year contract not to exceed \$30,000 with Allen & Son Moving/Storage, Inc. The Office advised that this contractor chose not to renew its contract with the County for the final 3-year renewal periods. As of August 14, 2015, the date of contract termination, \$6,897 had been expended under this contract.

In addition, on January 22, 2013, the Council approved a 5-year contract not to exceed \$125,155 with All-Pro Placement Services, Inc. to provide temporary dental staffing for the School-Based Dental Sealant Program. As of November 3, 2015, \$64,357 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....”



## COUNCIL ACTION REQUEST FORM EXECUTIVE SUMMARY

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### Executive Summary

Advance Corporation dba Advance Relocation Systems 122115

**Summary:** This contract is to provide moving services for the School-Based Dental Sealant Program. Moving services are needed to move the portable dental equipment and supplies to each school that participates in the School-Based Dental Sealant Program. The moving services are grant funded.

The Baltimore County Department of Health, Bureau of Clinical Services, School-Based Dental Sealant Program provides dental sealant screenings and dental sealant placement to second and third graders in 42 Title I elementary schools. Dental sealants are placed on back teeth to help prevent tooth decay.

FY 2015, 1,727 students received dental screenings and 1,124 students had dental sealants placed through this project. The project outcome goal for FY 2016 is to provide dental screenings to 1,800 students and to place dental sealants on 1,200 students.

**Background:** In the 1995-1996 school year, the Baltimore County Department of Health, Dental Program piloted a School-Based Dental Sealant Program in 6 Title I elementary schools. As funding became available, the number of schools that participated increased. In the last 5 years, due to increased funding and the expansion of duties for the Public Health Dental Hygienist, the number of schools that participate has increased from 26 to 42 schools.

A dental sealant is a plastic coating that covers the pits and fissures (chewing surface) of molar teeth to help prevent tooth decay. The chewing surface of molar teeth is the most common area for elementary age children to get tooth decay. Food and bacteria (plaque) hide in the pits and fissures and young children have a hard time cleaning those areas properly. The dental sealant fills in those pits and fissures-sealing out the food and bacteria.

The program has three teams consisting of one dental clinician and one dental assistant. Each team uses portable equipment consisting of a dental chair, dentist chair, dental assistant chair, overhead light, compressor and 10 supply bins. The equipment and supplies are moved from the storage area and participating schools throughout the school year. Each team does a dental screening and dental sealant placement for all of the students who have signed parent consent at each of the 42 schools.

**Fiscal Effect:** The moving services contract is paid by grant funds for a one year initial term of \$3,897 with four one year renewals. The total estimated cost of the contract for the initial and renewal terms is \$30,000.

Prepared by:  
Department of Health and Human Services

School-Based Dental Sealant Program  
Participating Title I Schools  
2105-2016

Exhibit B  
FM-4  
(page 1 of 2)

Baltimore Highlands Elem.	4200 Annapolis Road, Halethorpe, MD 21227
Battle Grove Elem	7828 St. Patricia Lane, Dundalk, MD 21222
Bear Creek Elem	1601 Melbourne Road, Dundalk, MD 21222
Bedford Elem	7407 Dorman Drive, Pikesville, MD 21208
Berkshire Elem	7431 Poplar Avenue, Baltimore, MD 21224
Chadwick Elem	1918 Winder Road, Windsor Mill, MD 21244
Charlesmont Elem	7800 W Collingham Rd, Dundalk, MD 21222
Chase Elem	11701 Eastern Avenue, Middle River, MD 21220
Church Lane Elem	3820 Fernside Rd, Randallstown, MD 21133
Colgate Elem	401 51 <sup>st</sup> Street, Baltimore, MD 21224
Deep Creek Elem	1101 E. Homberg Avenue, Essex, MD 21221
Dogwood Elem	7215 Dogwood Road, Windsor Mill, MD 21244
Dundalk Elem	2717 Playfield Street, Dundalk, MD 21222
Edmondson Heights Elem	1600 Langford Road, Gwynn Oak, MD 21207
Elmwood Elem	531 Dale Avenue, Baltimore, MD 21206
Featherbed Lane Elem	6700 Richardson Road, Gwynn Oak, MD 21207
Glenmar Elem	9700 Community Drive, Middle River, MD 21220
Halethorpe Elem	4300 Maple Avenue, Baltimore, MD 21227
Halstead Academy	1111 Halstead Road, Parkville, MD 21234
Hawthorne Elem	125 Kingston Road, Middle River, MD 21220
Hebbville Elem	3335 Washington Avenue, Windsor Mill, MD 21244
Hernwood Elem	9919 Marriottsville Road, Randallstown, MD 21133
Johnnycake Elem	5910 Craigmont Road, Catonsville, MD 21228
Lansdowne Elem	2301 Alma Road, Halethorpe, MD 21227

School-Based Dental Sealant Program  
Participating Title I Schools  
2105-2016

Exhibit B  
FM-4  
(page 2 of 2)

Logan Elem	7601 Dunmanway, Dundalk, MD 21222
Mars Estates Elem	1500 Homberg Avenue, Essex, MD 21221
Martin Boulevard Elem	125 Riverton Road, Middle River, MD 21220
McCormick Elem	5101 Hazelwood Avenue, Baltimore, MD 21206
Middlesex Elem	142 Bennett Road, Essex, MD 21221
Milbrook Elem	4300 Crest Heights Road, Baltimore, MD 21215
Norwood Elem	1700 Delvale Avenue, Dundalk, MD 21222
Owings Mills Elem	10824 Reisterstown Road, Owings Mills, MD 21117
Padonia International	9834 Greenside Drive, Cockeysville, MD 21030
Pleasant Plains Elem	8300 Pleasant Plains Road, Towson, MD 21286
Riverview Elem	3298 Kessler Road, Catonsville, MD 21227
Sandalwood Elem	900 S. Marlyn Avenue, Essex, MD 21221
Sandy Plains Elem	8330 Kavanagh Road, Essex, MD 21222
Scotts Branch Elem	8220 Tawnmoore Road, Baltimore, MD 21244
Shady Spring Elem	8868 Goldenwood Road, Rosedale, MD 21237
Sussex Elem	515 S. Woodward Drive, Essex, MD 21221
Winfield Elem	8300 Carlson Lane, Windsor Mill, MD 21244
Woodmoor Elem	3200 Elba Drive, Gwynn Oak, MD 21207

Prepared by:  
Department of Health and Human Services



FM-5 (Contract Amendment)

Council District(s) All

Office of Information Technology

OASIS – Software Support and Maintenance Services

The Administration is requesting a fourth 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 12-year term and increases the maximum compensation by \$220,620, from \$876,280 to \$1,096,900, for the entire 14-year term of the contract, including the two additional renewal periods. The contract commenced June 30, 2004. 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>	\$ 220,620	\$ 876,280	\$ 1,096,900
<b>State</b>	--	--	--
<b>Federal</b>	--	--	--
<b>Other</b>	--	--	--
<b>Total</b>	<u>\$ 220,620</u>	<u>\$ 876,280</u>	<u>\$ 1,096,900</u> <sup>(2)</sup>

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

<sup>(2)</sup> Maximum compensation for the entire 14-year term, including the two additional 1-year renewal periods.

Analysis

Under the proposed amendment, the contractor will continue to provide software maintenance support services for OASIS, for the County’s tax billing and collection system for two additional years, through June 30, 2018, while the County upgrades to a new replacement tax billing and management system, MUNIS, which is also a Tyler Technologies, Inc. application.

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 Office advised that the original planned implementation date for MUNIS was in FY 2014; however, unexpected delays were encountered by both the contractor and the County due to vendor issues regarding the interface of the Interactive Voice Response/Interactive Web Response (IVR/IWR) application causing the planned implementation date to be pushed back to October 2016. The Office further advised that an additional problem has been identified, and therefore, this amendment is necessary to extend the support of OASIS. As of December 8, 2015, \$590,683 has been incurred for services to develop the MUNIS system. The Office further advised that it expects MUNIS to be fully implemented in June 2018.

On November 1, 2004, the Council approved the original 4-year software maintenance and support services contract (with Cole Layer Trumble Company which merged into Tyler Technologies, Inc.) totaling \$220,370; the contract commenced June 30, 2004. On June 2, 2008, the Council approved the first amendment to the contract, adding three automatic 1-year renewal periods (extending the term to June 30, 2011) and increasing the maximum compensation by \$195,900 to \$416,270. On March 21, 2011, the Council approved the second amendment to the contract, adding three automatic 1-year renewal periods (extending the term to June 30, 2014) and increasing the maximum compensation by \$249,410 to \$665,680. On June 2, 2014, the Council approved the third amendment to the contract, adding two automatic 1-year renewal periods (extending the term to June 30, 2016) and increasing the maximum compensation by \$210,600 to \$876,280. The proposed amendment adds two automatic 1-year renewal periods (extending the term to June 30, 2018) and increases the maximum compensation by \$220,620 to \$1,096,900, unless the County provides notice of non-renewal. The \$220,620 compensation increase provides an annual fixed fee of \$110,310 for FY 2017 and FY 2018, the same annual amount as FY 2016. All other terms and conditions remain the same. The Office advised that as of December 8, 2015, expenditures for this contract totaled \$876,280. 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....”



## COUNCIL ACTION REQUEST FORM

### EXECUTIVE SUMMARY

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**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 #4 extends the number of renewal periods for OASIS from eleven (11) through June 30, 2016 to thirteen (13) through June 30, 2018.

**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 (OASIS), including software maintenance and support, which expired in June 2004.

In June 2004, the County and Cole entered into a Software Support Contract, which provided a perpetual software license for OASIS, and provided for the continuation of software support and maintenance 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 OASIS. The County also evidenced its consent to the merger of Cole into Tyler Technologies, Inc (Tyler).

In March 2011, the County and Tyler entered into Amendment #2, extending software support and maintenance services through June 30, 2014.

In May, 2013, the County and Tyler entered into an agreement with respect to a replacement tax billing and management system (MUNIS).

In June 2014, the County and Tyler entered into Amendment #3, extending the software support and maintenance services relative to OASIS through June 30, 2016, when the parties anticipated that the MUNIS system would be operational.

The County, needs to ensure that software support and maintenance services for OASIS remain available until the MUNIS system or similar system is fully operational. Therefore, the County desires to enter into Amendment #4, which will extend the software support and maintenance services relative to OASIS through June 30, 2018.

The MUNIS application will be hosted on Tyler's equipment, in its 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



## COUNCIL ACTION REQUEST FORM

### EXECUTIVE SUMMARY

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to deliver a greater level of customer service, it can allow for improved workflow and streamlined business processes.

**Purpose** – The purpose of Amendment #4 is to renew the Software Support Agreement for the continued support of the OASIS System until the MUNIS application is fully implemented.

**Fiscal Impact** – Amendment #4 to the Software Support Contract adds two additional renewal periods, through June 30, 2018, with fixed annual fees of \$110,310 for the period of July 1, 2016 through June 30, 2017, and \$110,310 for the period of July 1, 2017 through June 30, 2018. The total compensation for the entire term of the contract including all renewal periods is therefore increased from \$876,280 to \$1,096,900.

FM-6 (Contract)

Council District(s) All

Office of Information Technology

Preventive Maintenance – County-wide Scanner Systems

The Administration is requesting approval of a contract with ScanOptics, LLC to provide preventive maintenance services for various makes and models of scanners used throughout the County. The contract commenced July 1, 2015 and may not exceed \$25,000 unless approved by the Council. If approved, the contract will continue through June 6, 2018 and will automatically renew for one additional 3-year period with the option to further extend the initial term or the renewal term an additional 90 days. Compensation may not exceed \$131,169 for the initial approximate 3-year term and \$240,800 for the entire approximate 6-year and 3-month term, including the renewal and extension periods. See Exhibit A.

Fiscal Summary

Funding Source	Initial Term	Maximum Compensation	Notes
County <sup>(1)</sup>	\$ 131,169	\$ 240,800	(1) General Fund Operating Budget.
State	--	--	(2) Maximum compensation for the initial approximate 3-year term.
Federal	--	--	(3) Maximum compensation for the entire approximate 6-year and 3-month term, including the renewal and extension periods.
Other	--	--	
<b>Total</b>	<u>\$ 131,169</u> <sup>(2)</sup>	<u>\$ 240,800</u> <sup>(3)</sup>	

Analysis

The contractor will provide experienced and factory-trained technicians to service, repair and maintain the County’s scanners. The contractor will act as the single point of contact for problem determination and technical assistance and provide next-business-day field maintenance service on a variety of makes and models of County scanners. Scanner maintenance includes two preventive maintenance visits (including parts, labor, and preventive maintenance kits with

consumables) for each scanner per year. The Office advised that the County currently has 22 scanners that will be covered by this contract. Scanners that are currently covered under warranty will be added to the contract once the warranty expires with the cost pro-rated.

Yearly preventive maintenance costs range from \$455 to \$3,102 per scanner based on the make and model. Nonfunctioning scanner maintenance, or any other service, will be provided on a time and materials basis at a rate of \$195 per hour and requires prior County approval. In addition, the County reserves the right to add or remove scanning equipment throughout the term of the agreement, including renewals, as needed.

The contract commenced July 1, 2015 and may not exceed \$25,000 unless approved by the Council. If approved, the contract will continue through June 6, 2018 and will automatically renew for one additional 3-year period 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. Compensation may not exceed \$131,169 for the initial approximate 3-year term and \$240,800 for the entire approximate 6-year and 3-month term, including the renewal and extension periods.

Prior to the commencement of the 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 agreement by providing 30 days prior written notice.

The contract was awarded through a competitive procurement process based on low bid from three bids received. The Department advised that it has scheduled preventive maintenance services to begin in January 2016 and that no other services have been incurred as of December 8, 2015.

On August 1, 2005, the Council approved a similar 10-year contract not to exceed \$762,500 with Imaging 411, Inc. The Office advised that expenditures under this contract totaled \$286,726.

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....”



## COUNCIL ACTION REQUEST FORM EXECUTIVE SUMMARY

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**Summary** - This fiscal matter is a new Contract between Baltimore County and ScanOptics LLC, for the purpose of providing County-wide scanner maintenance. The vendor shall provide two (2) preventive maintenance (PM) visits per year on all covered scanners. Preventive maintenance visits include all parts, labor, travel and PM kits (consumables). The County reserves the right to add or remove scanners to or from this Contract in its sole discretion. Any additional service will be performed on a time and materials basis.

**History** - Baltimore County currently owns scanners manufactured by Fijitsu, Kodak, Scantron, ScanPro and Canon. To protect that investment, Baltimore County OIT has had a contractual relationship with Imaging 411 inc. to maintain and service these scanners. This contract with Imaging 411, Master Agreement # 705 commenced on August 1, 2005 and after nine renewals expired in July 30, 2015.

During the competitive bid process, ScanOptics LLC was selected as Low Bid over two other vendors, The Remi Group, Inc. and Electronic Risks Consultants, Inc. ScanOptics LLC Master Agreement # 2987 will provides scanner maintenance services on the County's various scanner makes and models listed in Attachment A of the contract. The Contractor has provided a fixed price for the maintenance of each scanner.

This contract shall be effective July 1, 2015 and in the event the County Council approves the contract, will continue through June 6, 2018 (Initial Term). The County reserves the right to renew the contract for one three (3) year period on the same terms and conditions. The County has the option to extend the contract at the end of the initial term or any renewal term for an additional 90 days on the same terms and conditions.

**Purpose** - The purpose of the contract is to provide a competitively bid and competitively priced contractor to service, maintain and repair the County's scanners. In order to stay current with technology, the County reserves the right to add or remove scanning equipment throughout the term of the agreement, including renewals, as needed. The Contractor shall provide two preventative maintenance (PM) visits per year. These PM visits include all parts, labor, travel, and PM kits (consumables).

**Fiscal Impact** - The total compensation to be paid to ScanOptics LLC shall not exceed the sum of \$25,000, unless the contract is approved by the County Council. If County Council approval is obtained, the total compensation to be paid to ScanOptics LLC shall not exceed the sum of \$131,169 during the initial term of the contract. In no event shall the total compensation paid to ScanOptics LLC exceed the sum of \$240,800 during the entire term of the contract including renewals. The County may entertain a request for escalation from Scan Optics LLC prior to the renewal term in accordance with the then current Consumer Price Index All Urban Consumers – United States Average – All Items (CPI-U) at the time of the request, or up to a maximum 5% increase on the current pricing, whichever is lower. If approved, price increases will remain in effect for the entire renewal term.

Prepared by: Office of Information Technology

MB-2 (Res. 107-15)

Council District(s) 3

Mrs. Bevins (By Req.)

Department of Planning

**Approval of Purchase of (4) Agricultural Easements**

The Administration is requesting approval to provide a County contribution toward the State's purchase of four development rights easements totaling 185.60 acres under the Maryland Agricultural Land Preservation Program for FY 2015 and FY 2016. The request would provide \$339,750 of County matching funds to the State for the purchase of three easements; one easement would have no County match. The combined purchase price of all four easements totals \$1,239,375. The four properties are located within Agricultural Preservation Priority Areas. See Exhibit A.

**Fiscal Summary**

<b>Funding Source</b>	<b>Combined Purchase Price</b>	<b>Notes</b>
<b>County</b> <sup>(1)</sup>	\$ 339,750	(1) Capital Projects Fund.
<b>State</b> <sup>(2)</sup>	899,625	(2) Maryland Agricultural Land Preservation Program.
<b>Federal</b>	--	(3) Total of State-approved purchase prices.
<b>Other</b>	--	
<b>Total</b>	<u>\$ 1,239,375</u> <sup>(3)</sup>	

**Analysis**

On November 17, 2014 (Resolution 104-14), the Council approved 16 recommended easement applications to be submitted to the State for further purchase consideration. The Department of Environmental Protection and Sustainability and the Baltimore County Agricultural Land

Preservation Advisory Board ranked the 16 properties based on an analysis of the benefits per acre (including soil analysis) and costs per acre. The Department advised that the State made easement purchase offers to 8 of the 12 property owners, of which 4 have accepted the offers. All four properties are located within designated Agricultural Preservation Priority Areas. The Department also advised that of the four remaining properties, two offers are still being considered, one offer was rejected, and one landowner has accepted the offer but there are title issues that must be resolved in order to proceed to settlement.

Purchases of easements under the Maryland Agricultural Land Preservation Program may be made from the State’s general allotment allocation, the State’s matching allocation, and the reallocation of any remaining general allotment funds after allocations to all counties have been made. General allotment funds do not require a county contribution; matching fund purchases require a county to contribute at least 40% of the amount not funded by the general allotment fund. The Department advised that the four easement purchases will be funded with \$899,625 of State matching and general allotment funds and \$339,750 of County funds for a total cost of \$1,239,375. The County matching funds may be financed by General Funds (PAYGO) and General Obligation bonds.

The four easements to be purchased, the related acreages, and the County’s share of the purchase prices are as follows:

Property Owner	Acres	County Share of Easement Cost	Total Easement Cost	Council District
Pitts, Henry & Jennifer	65.00	-- <sup>(1)</sup>	\$ 390,000	3
Huggins, Richard	63.39	\$ 171,150	427,875	3
Devoe & Moore	48.21	141,600	354,000	3
Morris, Robert	9.00	27,000	67,500	3
<b>Total</b>	<b>185.60</b>	<b>\$ 339,750</b>	<b>\$ 1,239,375</b>	

<sup>(1)</sup> 100% State funding through the Maryland Agricultural Land Preservation Program.

Approval of these purchases will add 185.60 acres to the 22,993 acres of farmland preserved through the Maryland Agricultural Land Preservation Program in Baltimore County. The Department advised that the total amount of land in the County preserved through all preservation programs as of October 1, 2015 is 63,476 acres; the County’s goal is 80,000 acres.

The Annotated Code of Maryland, Agriculture Article (Title 2, Subtitle 5), and the Baltimore County Code, Article 24, Land Preservation (Titles 2 and 3) require Council approval of development rights easements to be purchased under the Maryland Agricultural Land Preservation Program.

**BALTIMORE COUNTY, MARYLAND  
DEPARTMENT OF PLANNING**

**Andrea Van Arsdale, Director  
Resolution to Approve Agricultural Land Preservation Purchases  
Executive Summary  
December 7, 2015**

This resolution is to approve the County's contribution towards the purchase of four agricultural easements through the Maryland Agricultural Land Preservation Foundation FY 15 & 16 easement cycle.

The Department of Planning requests the County Council approve \$339,750 in Matching Funds for the purchase of four agricultural easements on 185.6 acres through the Maryland Agricultural Land Preservation Foundation FY 15 & 16 Easement Cycle. The total cost of the four easements is \$1,239,375.

County Council Resolution 104-14 (November 3, 2014) approved and ranked sixteen applications to sell an easement to the Maryland Agricultural Land Preservation Foundation. Appraisals have been conducted and offers were extended based upon state funding and the County's commitment of funds. The State has made eight offers in the priority order set by County Council Resolution 104-14. One offer was rejected by a landowner. Five offers have been accepted and two other offers are being considered. One of the five accepted offers has title issues that must be resolved in order to proceed to settlement.

The Maryland Agricultural Land Preservation Foundation Easement Program is an integral part of the County's preservation strategy with its emphasis on protecting highly productive farmland to foster the farming industry in the State. The County's land preservation goal is at least 80,000 acres. As of October 1, 2015, the total acreage of preserved land in the County through all programs is 63,476 acres.

All four of these farms are within the 2020 Master Plan delineated Agricultural Priority Preservation Areas. A map indicating the location of the six proposed easements is provided and a brief description of each property is provided below:

Name: Henry Pitts and Jennifer Pitts  
Address: 2813 White Hall Road, White Hall, 21161 (Map 18, parcel 21)  
Acreage: 65 acres  
Preexisting Dwellings: 1 main dwelling  
County Council District: 3rd  
Zoning/Tier: RC 2 / Tier 4  
Master Plan Land Management Area: Agricultural Preservation Priority Area  
Farm Ownership/Operation: Horses, pasture, row crops

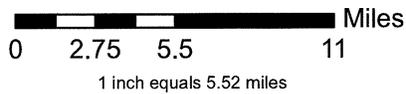
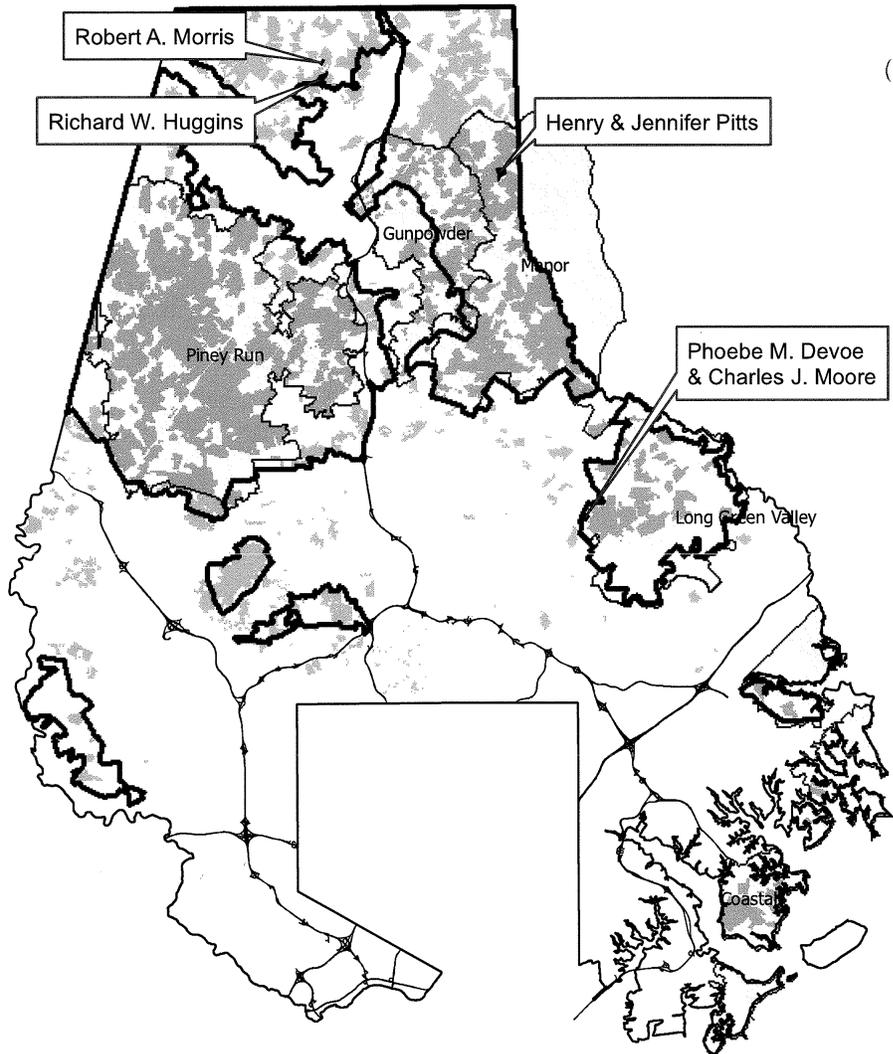
Name: Devoe, Phoebe, M. & Moore, Charles J.,  
Address: 12501 Manor Road, Glen Arm 21057 (Map 53, parcel 61)  
Acreage: 48.209 acres;  
Preexisting Dwellings: 1 tenant dwelling  
County Council District: 3rd  
Zoning/Tier: RC 2/ Tier 4  
Master Plan Land Management Area: Agricultural Preservation Priority Area  
Farm Ownership/Operation: Property leased for crop farming and owner operated for horses

Name: Richard W. Huggins  
Address: 20434 Gore Mill Road, Freeland 21053 (Map 6, parcel 51)  
Acreage: 63.3879 acres  
Preexisting Dwellings: 1 main dwelling, 1 tenant trailer  
County Council District: 3rd  
Zoning/Tier: RC 2 & RC 8/ Tier 4  
Master Plan Land Management Area: Agricultural Preservation Priority Area  
Farm Ownership/Operation: Property leased for corn/grain

Name: Robert A. Morris  
Address (Map Location): Morris Road, Freeland 21053 (Tax Map 6 Parcel 36)  
Acreage: 9 acres  
Preexisting Dwellings: 0 (no dwelling rights retained)  
County Council District: 3<sup>rd</sup>  
Zoning/Tier: RC 2/ Tier 4  
Master Plan Land Management Area: Agricultural Preservation Priority Area  
Farm Ownership/Operation: Owner operated hay production  
Other: Part of larger farm operation under easement

**Baltimore County Agricultural Land Preservation Program  
Resolution to Approve Funding of Purchases for FY '15 & '16 MALPF Program**

Exhibit A  
MB-2  
(page 3 of 3)



**Legend**

-  Applicants FY '15 & '16
-  Land Preservation Easements
-  Rural Legacy Areas
-  APPA Areas



Map Prepared December 7, 2015  
Baltimore County Department of Planning  
105 W. Chesapeake Ave., Ste. 101

Data Sources: URDL & Sectors -  
Baltimore County Department of Planning  
All Other - Baltimore County Office of Info Tech

Document Path: S:\County\Restricted\GIS\depts\Planning\Users\ciacovelli\GIS\GIS\_projects\FY 15\_16 MALPF Easement Purchases 2.mxd

MB-3 (Res. 108-15)

Council District(s) 4

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

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**Department of Economic and Workforce Development**

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**Support of Conditional Loan – Clampett Industries, LLC d/b/a EMG**

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The Administration is requesting the endorsement of a project and a corresponding Maryland Department of Commerce, Maryland Economic Development Assistance Authority and Fund (MEDAAF) conditional loan of up to \$100,000 as financial assistance for the renovation of and equipment for Clampett Industries, LLC d/b/a EMG's new corporate headquarters in Owings Mills. See Exhibit A.

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**Fiscal Summary**

This resolution has no fiscal impact to the County since MEDAAF is a state program.

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**Analysis**

Clampett Industries, LLC d/b/a EMG provides engineering, environmental, capital planning, and project management services for commercial real estate projects. The Department advised that Clampett Industries, LLC d/b/a EMG was searching to relocate its Hunt Valley-based corporate headquarters and was considering locations within Baltimore County, the State of Maryland, and several other states; ultimately, in August 2015, the company relocated its headquarters to 16,000 square feet of leased space at 10461 Mill Run Circle in Owings Mills. Estimated project costs for the renovation of and equipment for the new space total \$700,000 (\$550,000 for the renovation and \$150,000 for the equipment). The Department advised that the renovations and equipment acquisitions were also completed in August 2015.

This resolution endorses the project and a corresponding Maryland Department of Commerce, Maryland Economic Development Assistance Authority and Fund (MEDAAF) conditional loan of up to \$100,000 as financial assistance for the project. The objective of the financial assistance is to obtain a commitment from the company to retain its existing workforce of 75 personnel and create 70 new positions (a total of 145 positions) at the Owings Mills location by December 31, 2020.

As a condition for providing assistance to the project, the State requires a local government resolution supporting the project and a minimum 10% matching County conditional loan. In October 2015, the Council approved a \$20,000 conditional loan to Clampett Industries, LLC d/b/a EMG through the 7-day loan notification process as financial assistance for this project. The Department advised that the County provided a 20% match to show support for the retention of the corporate headquarters and the number of jobs being retained and created.

The Department advised that both the State and County conditional loans have 10-year terms with 3% interest rates. In order for the loans to be forgiven at the end of the 10-year terms, the company is required to spend at least \$700,000 on the project and retain the 145 positions through the 10-year terms. If the company falls short of the employment goal, the amount of the loans that will be converted to grants will be calculated on a pro-rata basis, and the company will be responsible for repaying the remaining loan balances.

This resolution shall take effect from the date of its passage by the County Council.

## Executive Summary

### Clampett Industries, LLC d/b/a EMG

Work Session 12/15/15

Council Session 12/21/15

Clampett Industries, LLC d/b/a EMG is requesting a \$100,000 conditional loan from the Maryland Department of Commerce. A Resolution in support of the State's conditional loan is a requirement of the Maryland Economic Development Assistance Authority and Fund (MEDAAF) loan program.

#### Project Description:

During the past several months Clampett Industries, LLC d/b/a EMG has been searching for new space for its corporate headquarters. With the support of the State of Maryland and Baltimore County, the company has made the decision to relocate its corporate headquarters from Hunt Valley, Maryland to Owings Mills, Maryland. The outline of the transaction is as follows:

Location:	10461 Mill Run Circle
Building:	16,000 square feet
Employees:	Retained: 75      New: 70
Project Cost:	\$700,000

The project includes the renovation of the interior space and the purchase of furniture and equipment.

Prepared by: Department of Economic and  
Workforce Development

BALTIMORE COUNTY COUNCIL  
NOTES TO THE AGENDA  
APPENDIX A

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

**TO:** Fred Homan  
Administrative Officer

**DATE:** 11/12/15

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

**COUNCIL MEETING  
DATE:** 12/21/15

**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 8546 Schneider Electric Buildings and Critical Systems Inc. – Maintenance, Agreement/Parts/License, SeSys Connect, FY16

Order 8546 is being issued for the purchase of fifteen (15) SeSys Connect Licenses, Parts, and 1 Year Maintenance Agreement for the existing Portable Observation Devices (PODs). As detailed in the justification memo dated October 8, 2015, from BCPD Chief James Johnson, the SeSys Connect Licenses are required to continue connection to the Baltimore County Video Gateway, and the Parts and Maintenance Agreement are imperative to keep the existing PODs functioning.

Additionally, as confirmed by email correspondence from Peter Tomasulo with Schneider Electric, the SeSys Connect Licenses, Maintenance Parts, and Maintenance Agreement are all proprietary to Schneider Electric.

Total: \$34,811.00  
Award Date: 11/12/15

PO 8562 Christopher B Miller Company – Historic Courthouse Plaza

This order is for emergency waterproofing services outside the Historic Court House.

As indicated in Property Management Chief George Klunk's memo, approved by OBF Director Keith Dorsey on 10/08/15, severe flooding occurred in the Office of Information Technology from rain infiltration. A current contract for waterproofing services is not in place. Christopher Miller Company has extensive knowledge of the area flooded and was the most recent holder of a contract for these services.

Total: \$48,535.00  
Award Date: 11/12/15

PO 8535 Custom Logic Design Inc. – ZClient Software Upgrade & ZNC Support for 911 Ctr.

This order provides for upgrades and enhancements to the ZClient32™ and ZNC™ software used by the 911 Center:

- ZClient32™ is an object oriented Windows application that provides sophisticated messaging and reporting functions for wireless data transmission between the 911 Center and computers mounted in Police Department and Fire Department vehicles.
- ZNC™ software is a network controller system that allows the 911 Center's mobile data terminal emulation software ZClient32™, to function properly on the IP-based Motorola communication system's HPD protocol.

As indicated in Richard Sterba's memo dated September 28, 2015, approved by OBF Director Keith Dorsey, the ZClient32™ and ZNC™ software is proprietary to Custom Logic Design, Inc., therefore the requested software upgrades and enhancements are only available from Custom Logic Design Inc.

Total: \$79,350.00  
Award Date: 11/12/15

MA 3087 Econolite Control Products Inc. – Econolite Signal Cabinets and Spare Parts

This order is for Econolite Traffic Control Products. The County uses Econolite Products for all signal cabinets and signalized intersections in Baltimore County.

As indicated in Department of Public Works Director Edward C. Adam's memo dated July 29, 2015, the County traffic cabinet parts must be from Econolite to maintain the validity of the Econolite cabinet warranty.

Additionally, Baltimore County traffic cabinets must coordinate with the equipment used by the State of Maryland when they are part of a mutual signal system.

Total: \$712,020.40  
Award Date: 11/12/15

c: M. Field  
T. Peddicord  
L. Smelkinson