

**BALTIMORE COUNTY COUNCIL
NOTES TO THE AGENDA
LEGISLATIVE SESSION 2023**

*Issued: September 21, 2023
Reissued: September 26, 2023
Work Session: September 26, 2023
Legislative Day No. 18: October 2, 2023*

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



OFFICE OF THE COUNTY AUDITOR

BALTIMORE COUNTY COUNCIL

October 2, 2023

NOTES TO THE AGENDA

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* Note included in reissued package

**AGENDA
BALTIMORE COUNTY COUNCIL
LEGISLATIVE SESSION 2023, LEGISLATIVE DAY NO. 18
October 2, 2023 6:00 P.M.**

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

Page

CALL OF BILLS FOR FINAL READING AND VOTE

- 1 **BOB SMITH, DIRECTOR, DEPARTMENT OF RECREATION & PARKS**
Bill 55-23 – Mr. Jones(By Req.) – CEB – NRPA Youth Mentoring Grant
- 4 **COLONEL JOHN MCGANN, POLICE DEPARTMENT**
Bill 56-22 – Mr. Jones(By Req.) – CEB – Cracking Down on Auto Theft
- 7 **LAWRENCE RICHARDSON, DEPUTY DIRECTOR, DEPARTMENT OF HEALTH & HUMAN SERVICES**
10 Bill 57-23 – Mr. Jones(By Req.) – CEB – HIV Prevention Services
13 Bill 58-23 – Mr. Jones(By Req.) – CEB – Sexually Transmitted Disease
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- 16 **LAURA RILEY, DIRECTOR, DEPARTMENT OF AGING**
19 Bill 60-23 – Mr. Jones(By Req.) – CEB – Senior Care Waitlist
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- 22 **COUNCIL**
23 Bill 62-23 – Mr. Young – Zoning Regulations – Signs – Roof Signs on a Lean-to Roof
24 Bill 63-23 – Mr. Kach – Building Permits – Notice of Application for Demolition Permits
25 Bill 64-23 – Mr. Marks – Zoning Regulations – School-Related Uses in the R.C.2 Zone
26 Bill 65-23 – Mr. Marks – Zoning Regulations – Uses Permitted – C.B. Zone
 Bill 66-23 – Mr. Marks – Zoning Regulations – Changeable Copy Signs

APPROVAL OF FISCAL MATTERS/CONTRACTS

- 27 **HORACIO TABLADA, DIRECTOR, DEPARTMENT OF ENVIRONMENTAL PROTECTION & SUSTAINABILITY**
1. Agreement – U.S. Dept. of Interior, U.S. Geological Survey – Continuous record streamflow & water-quality gages-DEPS
- 31 **MICHAEL FRIED, DIRECTOR, OFFICE OF INFORMATION TECHNOLOGY**
2. Agreement–Presidio Networked Solutions, LLC – Qualitative/comprehensive risk assessment-security of IT infrastructure-OIT
- 34 **LAURA RILEY, DIRECTOR, DEPARTMENT OF AGING**
3. Contract – Advantage Conference & EXPO, LLC – Exhibition services – Annual Power of Age EXPO – AGING
- 38 **MATTHEW CARPENTER, DEPUTY DIRECTOR, OFFICE OF BUDGET AND FINANCE**
4. Contract – Quadiant, Inc. – Annual maintenance – mailing equipment – OBF Mailroom – OBF
- 41 **TERRY HICKEY, DIRECTOR, DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**
5. Contract – Guidehouse, Inc. – Strategic management consulting services - DHCD

MISCELLANEOUS BUSINESS

COUNCIL

1. Reappointment – Mr. Jones(By Req.) – Baltimore County Agricultural Preservation Advisory Board –
Scott Welsh
2. Appointment – Mr. Jones(By Req.) – Baltimore County Agricultural Preservation Advisory Board –
Joanna Winkler
3. Appointment – Mr. Jones(By Req.) – Baltimore County Agricultural Preservation Advisory Board Chair –
Richard Bernstein
- 45 4. Res. 31-23 – Mr. Marks – Establish the Middle River Commercial Revitalization District

Bill 55-23 (Supplemental Appropriation)

Council District(s) All

Mr. Jones (By Req.)

Department of Recreation and Parks

NRPA Youth Mentoring Grant

The Administration is requesting a supplemental appropriation of federal funds totaling \$50,000 to the NRPA [National Recreation and Park Association] Youth Mentoring Grant Gifts and Grants Fund program. The funds will be used for the salary and fringe benefits (over 18 months, from January 2024 until June 2025) of a new part-time (15-20 hours-per-week) Youth Mentoring Program Coordinator, who will implement youth mentoring programs in County recreation activity centers, as well as for related program supplies. The Department estimates that the programs will serve 150-200 youth. See Exhibit A.

Fiscal Summary

Funding Source	Supplemental Appropriation	Current Appropriation	Total Appropriation
County	--	--	--
State	--	--	--
Federal ⁽¹⁾	\$ 50,000	--	\$ 50,000
Other	--	--	--
Total	<u>\$ 50,000</u>	<u>--</u>	<u>\$ 50,000</u>

⁽¹⁾ U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention funds passed through NRPA (a nonprofit entity). No County matching funds are required.

Analysis

The Department advised that the proposed grant funds will be used to support the salary and fringe benefits of a new part-time (15-20 hours-per-week) Youth Mentoring Program Coordinator, who will work with NRPA (a nonprofit entity) and Department staff to design the H.E.A.L. (Help,

Empower, Advocate, Lead) Youth Mentoring Program for youth ages 8-11, as well as for related program supplies. (The Department advised that its goal is to hire the Coordinator for the 18-month period from January 2024 through June 2025.) The Coordinator will develop policies and procedures, train Department staff, facilitate program implementation, and conduct program evaluations. The program's goal is to increase youth academic performance and prevent, reduce, and address juvenile delinquency and other problem behaviors among at-risk youth. The Department advised that it is currently organizing an Advisory Committee (to include BCPS staff), which will identify specific pathways for identifying and enrolling youth, such as working closely with community elementary/middle schools and coordinating enrollment through County recreation activity centers. The Department further advised that it plans to pilot the H.E.A.L. Youth Mentoring Program in a County recreation activity center by February 5, 2024 and expand to at least 10 centers by September 2025; the final goal of the Coordinator will be to transition the management and future operation of the program to existing Recreation and Parks' staff by June 2025.

The grant period is June 20, 2023 through September 29, 2025. The Department advised that no County matching funds are required.

With the affirmative vote of five members of the County Council, Bill 55-23 will take effect October 15, 2023.

Executive Summary

The National Recreation and Park Association (NRPA) has awarded Baltimore County Recreation and Parks a \$50,000 reimbursable grant to implement a Youth Mentoring Program as part of our out of school time programming. The grant term is from June 20, 2023 through September 2025. The funds will be used to hire a part-time Youth Mentoring Program Coordinator for 18 months. The Coordinator will work with NRPA technical staff and department staff to design the program, develop policies and procedures, train BCRP staff, facilitate program implementation and evaluate a Youth Mentoring Program for youth ages 8-11. Our goal is to have the H.E.A.L. (Help, Empower, Advocate, Lead) Youth Mentoring Program up and running in a majority of our recreational facilities, totally managed by existing staff, by September of 2025.

The grant is reimbursable on a quarterly basis. Reimbursement requires the submission of an accounting report documenting salary and OPC costs along with any receipts for supplies covered by the grant. Our Management Assistant/Grants Coordinator will be responsible for collecting the necessary documentation, submitting these quarterly requests and tracking to ensure payment from NRPA is received each quarter.

Recreation and Parks is requesting to amend the FY'24 Budget to include an additional \$50,000 to support the NRPA Youth Mentoring Program grant salary and supply costs.

Prepared by: Department of Recreation and Parks

Bill 56-23 (Supplemental Appropriation)

Council District(s) All

Mr. Jones (By Req.)

Police Department

Cracking Down on Auto Theft

The Administration is requesting a supplemental appropriation of State funds totaling \$78,000 to the Cracking Down on Auto Theft Gifts and Grants Fund program to increase the amount appropriated to the actual amount of the grant award. The funds will be used for the purchase of emergency light kits for vehicles, laptop computers, license plate readers, and ballistic vests. See Exhibit A.

Fiscal Summary

Funding Source	Supplemental Appropriation	Current Appropriation	Total Appropriation
County	--	--	--
State ⁽¹⁾	\$ 78,000	\$ 450,000	\$ 528,000
Federal	--	--	--
Other	--	--	--
Total	<u>\$ 78,000</u>	<u>\$ 450,000</u>	<u>\$ 528,000</u>

⁽¹⁾ Maryland Vehicle Theft Prevention Council funds. No County matching funds are required.

Analysis

The purpose of the Baltimore Regional Auto Theft Task Force's Cracking Down on Auto Theft/Auto Theft Reduction Through Analysis program is to combat vehicle theft trends and suspected occurrences of organized vehicle theft and related crime, rather than isolated incidents of auto theft in the Baltimore region. The Department advised that the program is based on developing, analyzing, and sharing crime data that drive comprehensive regional enforcement and crime prevention strategies.

The Department advised that the proposed supplemental appropriation will be used for the purchase of emergency light kits for vehicles, laptop computers, license plate readers, and ballistic vests.

The FY 2024 Adopted Operating Budget included a \$450,000 appropriation to the Cracking Down on Auto Theft Gifts and Grants Fund program based on the estimated amount of the grant award at the time the Department submitted its budget request to the Office of Budget and Finance. Accordingly, this bill appropriates the additional \$78,000 to the program, increasing the total appropriation to equal the actual \$528,000 grant award.

The grant period is July 1, 2023 through June 30, 2024. No County matching funds are required.

With the affirmative vote of five members of the County Council, Bill 56-23 will take effect October 15, 2023.

Executive Summary

A grant award of \$528,000 has been received by the Baltimore County Police Department from the Vehicle Theft Prevention Council of Maryland for the Baltimore Regional Auto Theft Task Force's Cracking Down on Auto Theft/Auto Theft Reduction Through Analysis Program, exceeding the approved Fiscal 2024 appropriation of \$450,000 by \$78,000. This request is for Council's approval to accept and appropriate the additional \$78,000 in funding.

The Baltimore Regional Auto Theft Task Force's Cracking Down on Auto Theft / Auto Theft Reduction Through Analysis Program is a successful, well-planned and executed program to combat vehicle theft trends and suspected occurrences of organized vehicle theft and related crime, rather than isolated incidents of auto theft in the Baltimore Region. The Program is based on developing, analyzing and sharing crime data that drives comprehensive regional enforcement and crime prevention strategies. The \$78,000.00 supplemental appropriation will be utilized for the purchase of emergency light kits for grant vehicles, laptop computers for Street Ops, license plate readers and ballistic vests funded by the program.

Prepared by: Police Department

Bill 57-23 (Supplemental Appropriation)

Council District(s) All

Mr. Jones (By Req.)

Department of Health and Human Services

HIV Prevention Services

The Administration is requesting a supplemental appropriation of federal funds totaling \$6,810 to the HIV Prevention Services Gifts and Grants Fund program to increase the amount appropriated to the actual amount of the grant award. The Department advised that the funds will be used for salary costs related to the FY 2024 COLAs (for five part-time personnel) and additional advertising for HIV and Hepatitis C testing events. See Exhibit A.

Fiscal Summary

Funding Source	Supplemental Appropriation	Current Appropriation	Total Appropriation
County	--	--	--
State	--	--	--
Federal ⁽¹⁾	\$ 6,810	\$ 420,000	\$ 426,810
Other	--	--	--
Total	<u>\$ 6,810</u>	<u>\$ 420,000</u>	<u>\$ 426,810</u>

⁽¹⁾ U.S. Department of Health and Human Services, Centers for Disease Control and Prevention funds passed through the Maryland Department of Health, Prevention and Health Promotion Administration. No County matching funds are required.

Analysis

The HIV Prevention Services program provides Health Education Risk Reduction (HERR) services, including HIV and Hepatitis C testing, counseling, and referral services, to County residents via community partners (e.g., Detention Center, substance use treatment centers, community-based organizations). The Department advised that the proposed grant funds will be

used toward increased salary costs for five part-time personnel related to the FY 2024 COLAs and for additional advertising for HIV and Hepatitis C testing events. The Department estimates the program will serve 1,200 clients in FY 2024.

The FY 2024 Adopted Operating Budget included a \$420,000 appropriation to the HIV Prevention Services Gifts and Grants Fund program based on the estimated amount of the grant award at the time the Department submitted its budget request to the Office of Budget and Finance. Accordingly, this bill appropriates the additional \$6,810 to the program, increasing the total appropriation to equal the actual \$426,810 grant award.

The grant periods are July 1, 2023 through May 31, 2024 (for \$391,243) and June 1, 2024 through June 30, 2024 (for \$35,567, including this supplemental appropriation). The Department advised that no County matching funds are required.

With the affirmative vote of five members of the County Council, Bill 57-23 will take effect October 15, 2023.

Executive Summary

HIV Prevention Services Supplemental

The Baltimore County Department of Health is seeking an appropriation in the amount of \$6,810. This is additional funding that was awarded for FY 24.

BACKGROUND

Since 1994, the HIV Prevention Services Program within the Baltimore County Department of Health's (BCDH) Bureau of Animal Services, Communicable Diseases, and Environmental Health Services (ACE) has served County residents. BCDH HIV Prevention Program offers Health Education Risk Reduction (HERR) services to established community partners and other facilities interested in HERR services can contact BCDH's HIV Prevention Program directly to schedule or establish opportunities for collaboration and partnerships. In order to recruit participants, facilitators conduct a Question and Answer orientation explaining what HERR interventions entail and the expectations of participants. Once BCDH staff introduce the program and distribute flyers, clients ask questions to clarify any outstanding details. Upon leaving the facility, a signup sheet is distributed for those interested in the program. Staff then follow up with the facility to determine how many clients are interested and if there are enough participants to begin the intervention. BCDH conducts HERR sessions in multiple venues and locations during both traditional and non-traditional hours to ensure all individuals have access to these services. Currently HERR sessions are offered at Baltimore County Detention Center, multiple substance use treatment centers, Baltimore County Department of Social Services, and other community based organizations. BCDH has unified outreach and testing services for HIV, PrEP, and Hepatitis C. We offer HIV and HCV HIV testing in multiple venues and locations during both traditional and non-traditional hours to ensure all individuals have access to HIV testing. Dependent on venue and community partnership, HIV testing is offered on a daily, weekly, bi-weekly, monthly and quarterly basis. Outreach will occur in conjunction with community organizations, and at colleges and universities.

PURPOSE

To cover the increase in salaries from the COLA and increase the Advertising line to reach more County residents for HIV and HEP C testing events.

FISCAL

Funding \$6,810

Maryland Department of Health to Baltimore County Department of Health and Human Services.

Prepared by: Department of Health and Human Services

Bill 58-23 (Supplemental Appropriation)

Council District(s) All

Mr. Jones (By Req.)

Department of Health and Human Services

Sexually Transmitted Disease

The Administration is requesting a supplemental appropriation of federal funds totaling \$93,968 to the Sexually Transmitted Disease Gifts and Grants Fund program to increase the amount appropriated to the actual amount of the grant award. The Department advised that the funds will be used to support the salaries of existing staff and the salary and fringe benefit costs of one new part-time (34 hours-per-week) Public Health Investigator II to perform disease investigation activities for County residents diagnosed with sexually transmitted infections and for County-issued cellular phones for program staff. See Exhibit A.

Fiscal Summary

Funding Source	Supplemental Appropriation	Current Appropriation	Total Appropriation
County	--	--	--
State	--	--	--
Federal ⁽¹⁾	\$ 93,968	\$ 950,000	\$ 1,043,968
Other	--	--	--
Total	<u>\$ 93,968</u>	<u>\$ 950,000</u>	<u>\$ 1,043,968</u>

⁽¹⁾ U.S. Department of Health and Human Services, Centers for Disease Control and Prevention funds passed through the Maryland Department of Health, Prevention and Health Promotion Administration. No County matching funds are required.

Analysis

The Department advised that its Partner Services program staff review laboratory and morbidity reports and collaborate with the Maryland Department of Health (MDH) to identify new sexually

transmitted infections (STI). Program staff assist in linking County residents to appropriate treatment and medical care for their infection. Additionally, staff work with infected individuals to assist in notifying partners of their possible exposure to infection and, if indicated, link those contacts to appropriate STI testing and treatment. Services are available to all County residents regardless of income. Clients are referred to the program by medical care providers, the Department's HIV program and STI clinics, MDH, and self-referrals. The Department expects the program will serve 900 clients in FY 2024.

The Department advised that the proposed \$93,968 supplemental appropriation will be used to support salaries of existing staff to perform disease investigation activities (\$22,124); the salary and fringe benefit costs of one new part-time (34 hours-per-week) Public Health Investigator II to assist in these activities (\$70,300); and for County-issued cellular phones for program staff (\$1,544).

The FY 2024 Adopted Operating Budget included a \$950,000 appropriation to the Sexually Transmitted Disease Gifts and Grants Fund program based on the estimated amount of the grant award at the time the Department submitted its budget request to the Office of Budget and Finance. Accordingly, this bill appropriates the additional \$93,968 to the program, increasing the total appropriation to the actual \$1,043,968 grant award.

The grant periods are July 1, 2023 through December 31, 2023 (for \$374,004), July 1, 2023 through June 30, 2024 (for \$295,960), and January 1, 2024 through June 30, 2024 (for \$374,004, including this supplemental appropriation). The Department advised that no County matching funds are required.

With the affirmative vote of five members of the County Council, Bill 58-23 will take effect October 15, 2023.

Executive Summary

Sexually Transmitted Disease – Partner Services Program

The Baltimore County Department of Health is seeking a supplemental appropriation in the amount of \$93,968. The FY2024 County appropriation for this program was approved for \$950,000. The final grant award to include an additional \$93,968, over what was originally appropriated in the County budget will bring the total award to \$1,043,968.

BACKGROUND

The Partner Services Program has been in existence since the 1960's. Partner Services staff review laboratory reports, Morbidity Reports, and collaborate with Maryland Department of Health (MDH) to identify new infections of sexually transmitted infections (STI), including Syphilis, Chlamydia, Gonorrhea and HIV. Program staff assist in linking County residents to appropriate treatment and medical care for their infection. Staff work with infected individuals to assist in notifying partners of their possible exposure to an infection and, if indicated, link those contacts to appropriate STI testing and treatment.

Funds are from the State of Maryland Department of Health and Federal Centers for Disease Control (CDC) granted to Baltimore County Department of Health to provide partner services disease investigations for Baltimore County residents.

PURPOSE

This additional funding will be used to provide disease investigations to Baltimore County residents diagnosed with sexually transmitted infections. It is anticipated that this additional funding will be used to cover salaries for staff to perform disease investigation activities for Baltimore County residents diagnosed or at risk of sexually transmitted disease and partner notification. Additional funds will cover the salary/FICA/fringe and life, health insurance for one part time (34 hour) Public Health Investigator II and County issued cellular phones for staff.

FISCAL

Supplemental Funding \$93,968

Prepared by: Department of Health and Human Services

Bill 59-23 (Supplemental Appropriation)

Council District(s) All

Mr. Jones (By Req.)

Department of Health and Human Services

Ryan White Part B Supplemental

The Administration is requesting a supplemental appropriation of federal funds totaling \$1,800,000 to the Ryan White Part B Supplemental Gifts and Grants Fund program. The funds will be used to provide case management and support services to eligible HIV-positive County residents with complex medical and psychiatric needs. The Department advised that it expects to serve approximately 520 County residents with the proposed grant funds. See Exhibit A.

Fiscal Summary

Funding Source	Supplemental Appropriation	Current Appropriation	Total Appropriation
County	--	--	--
State	--	--	--
Federal ⁽¹⁾	\$ 1,800,000	--	\$ 1,800,000
Other	--	--	--
Total	<u>\$ 1,800,000</u>	<u>--</u>	<u>\$ 1,800,000</u>

⁽¹⁾ U.S. Department of Health and Human Services, Health Resources and Services Administration funds passed through the Maryland Department of Health. No County matching funds are required.

Analysis

The Department’s HIV Ryan White Part B program provides a continuum of services that includes medical (e.g., prescription assistance, co-pays) and non-medical case management and emergency financial support (e.g., eviction prevention, utility turn-off prevention) services so that low-income, underserved County residents living with HIV/AIDS may live independently within

their communities. Eligible HIV-positive clients reside in the County and have incomes at or below 500% of the federal poverty level (e.g., \$72,900 for a single-person household and \$98,600 for a 2-person household).

The Department advised that the proposed \$1,800,000 supplemental appropriation will be used to provide case management services to eligible HIV-positive County residents with complex medical and psychiatric needs. Specifically, funding will be used to support the salaries and benefits of 1 new part-time Public Health Nurse and 14 existing positions (4 full-time Social Worker IIs, 2 part-time Public Health Nurses, 1 part-time Nursing Assistant, 1 full-time and 3 part-time Human Service Associates, 1 part-time Management Analyst III, 1 part-time Human Service Assistant, 1 part-time Data Entry Operator) (\$1,427,415), subsidies to assist eligible clients (e.g., with medical bills, rent, utilities) (\$210,147), and other costs (e.g., indirect costs, overtime, employee development, travel, supplies) (\$162,438). The Department expects to serve approximately 520 County residents with the proposed grant funds.

The grant period is July 1, 2023 through June 30, 2024. The Department advised that no County matching funds are required.

With the affirmative vote of five members of the County Council, Bill 59-23 will take effect October 15, 2023.

EXECUTIVE SUMMARY

Ryan White Part B Supplemental

The Baltimore County Department of Health is seeking an appropriation in the amount of \$1,800,000. For the Ryan White Part B Supplemental award will provide case management services to eligible HIV-positive Baltimore County residents with complex medical and psychiatric needs who meet RWB eligibility criteria.

BACKGROUND

Since 1994, the HIV Case Management Program within the Baltimore County Department of Health's (BCDH) Bureau of Animal Services, Communicable Diseases, and Environmental Health Services (ACE) has served Ryan White-eligible County residents with a continuum of services that include medical and non-medical case management and emergency financial support services. These services include co-pays and coinsurance for professional medical services, eviction prevention, utility turn-off prevention, medical transportation, food vouchers, and psychosocial support services. Throughout this time, partnerships with community organizations and other State and local government agencies have remained an integral part of the BCDH's approach to serving and responding to the evolving needs of those living with HIV and/or AIDS. As a local health department, BCDH maintains strategic partnerships and collaborations with other providers to maximize access to, and services for, those at highest risk and most in need of its public health services. According to the most recent data from the Center for Epidemiology and Evaluation of the Prevention and Health Promotion Administration, 3,797 Baltimore County residents are living with HIV.

Ryan White B (RWB) funds are Health Resources and Services Administration (HRSA) funds administered by Maryland Department of Health and granted to Baltimore County Department of Health to provide HIV Case Management services to eligible Baltimore County residents.

PURPOSE

To fund services to eligible HIV-positive Baltimore County residents with complex medical and psychiatric needs who meet RWB eligibility criteria. The funding is for multiple positions in the case management program. 4 FT Social Worker II's, 3 PT Public Health Nurses (1 PT Public Health Nurse position is new), 1 FT Human Service Associate, 3 PT Human Services Associates, 1 Nursing Assistant, 1 Outreach Worker, 1 Data Entry Operator, and partial funding for the following positions, 1 Management Analyst III, 1 Human Service Assistant and 1 Office Assistant who will provide case management services to eligible Baltimore County residents.

FISCAL

Funding \$1,800,000

Maryland Department of Health to Baltimore County Department of Health and Human Services.

Prepared by: Department of Health and Human Services

Bill 60-23 (Supplemental Appropriation)

Council District(s) All

Mr. Jones (By Req.)

Department of Aging

Senior Care Waitlist

The Administration is requesting a supplemental appropriation of State funds totaling \$741,446 to the Senior Care Waitlist Gifts and Grants Fund program. The Department advised that the funds will be used to assist in eliminating the waitlist for the Senior Care Program, which provides gap filling services (e.g., home health care, medication assistance, medical supplies, and emergency response systems) to eligible frail, ill, or disabled low- and moderate-income, homebound County residents age 65 or older to avoid nursing home placement. The Department expects to serve up to 100 clients with the proposed grant funds. See Exhibit A.

Fiscal Summary

Funding Source	Supplemental Appropriation	Current Appropriation	Total Appropriation
County	--	--	--
State ⁽¹⁾	\$ 741,446	--	\$ 741,446
Federal	--	--	--
Other	--	--	--
Total	<u>\$ 741,446</u>	<u>--</u>	<u>\$ 741,446</u>

⁽¹⁾ Maryland Department of Aging funds. No County matching funds are required.

Analysis

The Department advised that the funds will be used to assist in eliminating the waitlist for the Senior Care Program, which provides gap filling services (e.g., home health care, medication assistance, medical supplies, and emergency response systems) to eligible frail, ill, or disabled low- and moderate-income, homebound County residents age 65 or older to avoid nursing home

placement. The Department further advised that in order to qualify for these services, the following current income and asset limits apply: monthly income of \$3,324 and assets of \$11,000 for one individual; and monthly income of \$4,346 and assets of \$14,000 for two individuals. The Department also advised that these seniors lack sufficient resources to acquire these services and are not eligible for Medical Assistance or other assistance programs. The Department expects to serve up to 100 clients with the proposed grant funds.

On June 5, 2023, the Council approved 5-year contracts (effective July 1, 2023) with estimated combined compensation totaling \$4.7 million for 29 Senior Care Program service providers. Case managers from the Departments of Aging and Health and Human Services assess clients' needs, prepare care plans, and present clients with a list of approved vendors (from which they can select a service provider), and then monitor the care provided. The Department advised that these contractors have advised of their capacity to provide these services.

The grant period is July 1, 2023 through June 30, 2024. The Department advised that no County matching funds are required.

With the affirmative vote of five members of the County Council, Bill 60-23 will take effect October 15, 2023.

Executive Summary

The Department of Aging is requesting approval to receive funds from the Maryland Department of Aging for the Senior Care Program waitlist. These funds will assist in the elimination of the waitlist for the Senior Care Program.

The Senior Care Program is funded by the Maryland Department of Aging to provide gap filling services for low-income older adults to avoid premature institutionalization. Services include home health care, medication assistance, medical supplies and emergency response systems.

The total grant amount is \$741,446. The Department of Aging is expecting to serve approximately 181 clients in FY24.

Prepared by: Department of Aging

Bill 61-23 (Supplemental Appropriation)

Council District(s) All

Mr. Jones (By Req.)

Department of Aging

Senior Rides Program

The Administration is requesting a supplemental appropriation of State (\$9,500) and County matching (\$2,375) funds totaling \$11,875 to the Senior Rides Gifts and Grants Fund program. The Department advised that the funds will be used to assist in the expansion of volunteer transportation services (e.g., for doctor appointments, grocery shopping) for low- to moderate-income County residents, age 60 and older, who have difficulty accessing or using other existing transportation services. The Department expects to serve 20 clients in FY 2024. See Exhibit A.

Fiscal Summary

Funding Source	Supplemental Appropriation	Current Appropriation	Total Appropriation
County ⁽¹⁾	\$ 2,375	--	\$ 2,375
State ⁽²⁾	9,500	--	9,500
Federal	--	--	--
Other	--	--	--
Total	<u>\$ 11,875</u>	<u>--</u>	<u>\$ 11,875</u>

⁽¹⁾ The County is required to provide a 25% match (\$2,375) of the grant award. The Office of Budget and Finance advised that the matching requirement will be met through funds to be made available in the Department's operating budget.

⁽²⁾ Maryland Department of Transportation (MDOT) funds.

Analysis

The Department advised that the proposed grant funds, together with County matching funds, will be used to expand door-to-door transportation services (e.g., for doctor appointments, grocery shopping) to low- to moderate-income County residents, age 60 and older, who have difficulty

accessing or using other existing transportation services; the services are provided by volunteers. The Department further advised that the proposed grant funds will be used for mileage reimbursements, supplies, volunteer retention (i.e., appreciation events and awards), and training costs. The Department advised that 8 clients in the Department's Friendly Visiting (part of the Home Team Volunteer) program are actively receiving rides. The Department further advised that between FY 2020 and FY 2023, the transportation portion of the program was placed on hold due to County COVID-19 safety protocols; the proposed grant funds will allow the program's volunteers to resume transportation and expand the number of rides for FY 2024. The Department expects to serve 20 clients in FY 2024. The Department also advised that it intends to prioritize older adults with income constraints and limited social supports, transportation options, and physical capabilities.

The grant period is July 1, 2023 through June 30, 2024. The Department advised that the County is required to provide a 25% match (\$2,375) of the grant award (\$9,500). The Office of Budget and Finance further advised that the matching requirement will be met through funds to be made available in the Department's operating budget.

With the affirmative vote of five members of the County Council, Bill 61-23 will take effect October 15, 2023.

Executive Summary

The Department of Aging is requesting approval to receive funds from the Maryland Department of Transportation for the Maryland Senior Rides Program. These funds will assist in the expansion of the volunteer transportation services for low-income to moderate-income seniors.

Through the Department of Aging's Home Team program, volunteers will provide door-to-door transportation for low-income to moderate-income seniors 60 and older who have difficulty accessing or using other existing transportation services for doctor appointments, grocery shopping, etc.

The grant amount of \$9,500 requires a 25% match of County dollars. The Department of Aging is expecting to serve approximately 20 clients in FY24.

Prepared by: Department of Aging

Bill 62-23

Council District(s) All

Mr. Young

Zoning Regulations – Signs – Roof Signs on a Lean-to Roof

Bill 62-23 defines a lean-to roof in the context of sign regulations and expands an exception to the general prohibition on roof signs to a sign on a lean-to roof.

Generally, the County’s sign regulations have specialized definitions applicable only to signs. Currently, a roof sign is defined as a sign erected upon the roof of a building and includes a sign having its structural framework or supporting elements attached, in whole or in part, to a roof. However, this definition excludes a sign erected upon a mansard roof, which is defined as an architectural element having a roof-like appearance which is above a building wall and has a slope of not less than 30 degrees measured from the lowest to the highest point of the mansard.

Bill 62-23 defines a lean-to roof in the sign regulations as a pitched roof that has a slope on only one side where the upper edge is attached to an existing structure or wall. The bill then excludes a sign erected on a lean-to roof from the definition of a roof sign in the same manner as a sign erected upon a mansard roof.

With the affirmative vote of five members of the County Council, Bill 62-23 will take effect 14 days after its enactment.

Bill 63-23

Council District(s) All

Mr. Kach

Building Permits – Notice of Application for Demolition Permits

Bill 63-23 requires certain notice be given upon the receipt of an application for demolition permits of any structure built prior to 1965.

Currently, in order to erect, construct, repair, alter, remodel, remove, or demolish any structure in the County, the County’s Building Engineer must issue a permit. Specifically, the application for such a permit requires, among other information, the plans and specifications showing the nature and character of the work to be done and the plans and specifications of the building or structure to be demolished.

Bill 63-23 requires that, upon receipt of a permit application for the demolition of any structure that was constructed prior to 1965, the Building Engineer must send a notice of the application via e-mail to the Preservation Alliance of Baltimore County. Also, the Building Engineer may not consider or issue a demolition permit for a period of 5 days following the sending of the notice.

With the affirmative vote of five members of the County Council, Bill 63-23 will take effect 15 days after its enactment.

Bill 64-23

Council District(s) All

Mr. Marks

Zoning Regulations – School-Related Uses in the R.C.2 Zone

Bill 64-23 expands the school-related uses that are permitted by special exception in the Resource Conservation (R.C.) 2 Zone.

Currently, schools, including schools for agricultural training, private preparatory schools, business or trade schools, conservatories, or colleges, are permitted in the R.C.2 Zone by special exception. In the R.C.2 Zone, all approvals of special exception petitions must include a finding that the use would not be detrimental to the primary agricultural uses in its vicinity.

In addition to the current list of school related uses, the bill adds classrooms, lecture halls, laboratories, athletic facilities, and offices as permitted as part of the special exception uses as determined by the school and approved by the administrative law judge.

With the affirmative vote of five members of the County Council, Bill 64-23 will take effect 15 days after its enactment.

Bill 65-23

Council District(s) 5

Mr. Marks

Zoning Regulations – Uses Permitted – C.B. Zone

Bill 65-23 permits certain uses in the Community Business (C.B.) Zone on property located in the Honeygo Gateway Commercial Revitalization District (CRD).

Specifically, the bill permits any use that is permitted by right or by special exception in the Business, Local (B.L.) Zone on a property located in the Honeygo Gateway CRD so long as the property has vehicular access permitted through an adjacent Density Residential (D.R.) Zone on the same development tract.

With the affirmative vote of five members of the County Council, Bill 65-23 will take effect 15 days after its enactment.

Bill 66-23

Council District(s) All

Mr. Marks

Zoning Regulations – Changeable Copy Signs

Bill 66-23 amends the special zoning regulations regarding changeable copy signs to add a new restriction and clarify existing restrictions. The Table of Sign Regulations defines “changeable copy” as “an on-premises sign displaying a message which may be changed periodically, manually, by electric or electronic controls, or by any other means.” Changeable copy signs include animated or electronic message boards and manual changeable copy signs. A changeable copy sign may not display video, flashing, blinking, animation, strobing, or scrolling.

Currently, electronic changeable copy signs are not permitted within 250 feet of national scenic byways as designated by the United States Department of Transportation. The bill would additionally prohibit electronic changeable copy signs in historic districts and outside of the Urban Rural Demarcation Line, if located within the boundary of the Greater Kingsville Community Plan area.

With the affirmative vote of five members of the County Council, Bill 66-23 will take effect 14 days after its enactment. However, the provisions of § 450.7.B.2 amended by Bill 66-23 shall be applied prospectively only to electronic changeable copy signs erected after the effective date of Bill 66-23.

FM-1 (Agreement)

Council District(s) All

Department of Environmental Protection and Sustainability

Continuous-Record Streamflow & Water Quality Gages

The Administration is requesting approval of a Joint Funding Agreement with the U.S. Department of the Interior, U.S. Geological Survey (USGS), for continued monitoring and maintenance of 19 surface water stream gages and 1 water quality gage installed at various locations throughout the County. The USGS will also design, install, operate, and maintain two tidal gages (one at Dundee Creek Marina and one at Rocky Point Park). The agreement commences October 1, 2023 and continues for 2 years. Of the total \$811,694 cost, the County’s contribution totals \$638,186 (\$299,238 each year and \$39,710 in one-time installation costs) and the USGS’s contribution totals \$173,508 (\$86,754 each year) for the entire 2-year term. See Exhibit A.

Fiscal Summary

Funding Source	Maximum Compensation	Notes
County ⁽¹⁾	\$ 638,186	⁽¹⁾ Metropolitan District funds.
State ⁽²⁾	--	⁽²⁾ Maryland Department of Transportation (MDOT) to contribute an additional \$9,300 separate from the agreement.
Federal ⁽³⁾	--	⁽³⁾ The agreement requires the USGS to contribute \$173,508 for the entire 2-year term.
Other	--	
Total	<u>\$ 638,186</u>	

Analysis

The USGS will monitor and maintain 19 stream gages (which measure water level and allow for streamflow computations, which reflect the amount and intensity of water flowing in the river or stream) and 1 water quality gage (which measures water pollution concentrations) installed at various locations throughout the County. The USGS will also design, install, operate, and maintain two tidal gages – one at Dundee Creek Marina and one at Rocky Point Park. The USGS provides

hydrologic data to assist the Department in planning water quality improvement projects. Specifically, the Department advised that it uses the data to assess the County's progress in meeting local Total Maximum Daily Loads (TMDLs) and other water quality standards; in addition, the data are shared with other County departments, including the Department of Public Works and Transportation for the design of bridges and culverts for stream crossings, infrastructure maintenance, and stream flood studies. The Department further advised that the USGS uses the data collected from the gages to conduct research and hydrologic studies for appraising the nation's water sources and to conduct research and analysis for determining the Chesapeake Bay TMDLs, and the Maryland Department of the Environment uses the data in models to develop local TMDLs. The Department also advised that stream gage locations are adjusted on a case-by-case basis, depending upon need or continued need for this data.

The agreement commences October 1, 2023 and continues for 2 years. Of the total \$811,694 cost, the County's contribution totals \$638,186 (\$299,238 each year and \$39,710 in one-time installation costs for the two new tidal gages) and the USGS's contribution totals \$173,508 (\$86,754 each year) for the 2-year term. The Department advised that the cost share is based on the availability of federally-appropriated cooperative matching funds. The Department further advised that (separate from the agreement) the Maryland Department of Transportation (MDOT) will contribute an additional \$9,300 for a project at Patapsco Catonsville.

The Department advised that the County awarded the contract on a sole-source basis since the USGS is the only known qualified provider for these services, and that the USGS has provided stream gage services in the County since 1975. Either party may terminate the agreement by providing 60 days written notice.

On November 1, 2021, the Council approved a similar 2-year Joint Funding Agreement with the USGS, which commenced October 1, 2021, for the continued maintenance and operation of 19 surface stream gages and 1 water quality gage throughout the County; the County's contribution totaled \$507,712 and the USGS's contribution totaled \$173,508. MDOT was to contribute an additional \$25,950 for projects at Patapsco Catonsville and Patapsco Elkridge (separate from the agreement).

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

This Joint Funding Agreement between the US Department of Interior US Geological Survey (USGS) and Baltimore County provides continuous-record streamflow and water-quality gages in Baltimore County for the two year period beginning October 1, 2023 through September 30, 2025 on Minebank Run near Glen Arm, Beetree Run at Bentley Springs, Piney Run at Dover, Baisman Run at Broadmoor, Long Green Creek at Glen Arm, Little Gunpowder Falls at Laurel Brook, White Marsh Run near Fullerton, Honeygo Run at White Marsh, Westbound Herring Run at Idlewylde, Eastbound Herbert Run at Arbutus, Gwynns Falls near Delight, Red Run near Owings Mills, Scotts Level Branch at Rockdale, Gwynns Falls at Villa Nova, Dead Run at Franklinton, Jones Falls at Sorrento, Long Quarter Branch, Patapsco at Hollofield and Patapsco at Catonsville. In addition, two tidal gages on Dundee Creek and Rocky Point Park will provide continuous-record of stage data. The USGS contributes \$173,508 and Baltimore County contributes \$638,186. Metro Funds are used because these gages are used for infrastructure maintenance and design and water quality project design and most gages are in reservoir watersheds.

Prepared by: Department of Environmental Protection and Sustainability

FM-2 (Contract)

Council District(s) All

Office of Information Technology

Qualitative/Comprehensive Risk Assessment – Security of IT Infrastructure

The Administration is requesting approval of a contract with Presidio Networked Solutions, LLC to provide a qualitative and comprehensive risk assessment focused on security program governance, process, and IT infrastructure architecture. The contract commences upon Council approval, continues through July 31, 2024, and will renew automatically for four additional 1-year periods. The contract does not specify a maximum compensation for the initial 10-month term. Compensation may not exceed \$3,900,000 for the entire 4-year and 10-month term, including the renewal periods. See Exhibit A.

Fiscal Summary

Funding Source	Maximum Compensation	Notes
County ⁽¹⁾	\$ 3,900,000	(1) Capital Projects Fund (Enhanced Productivity Thru Technology Project). (2) For the entire 4-year and 10-month term.
State	--	
Federal	--	
Other	--	
Total	<u>\$ 3,900,000</u> ⁽²⁾	

Analysis

The Office advised that the contractor will provide a qualitative and comprehensive risk assessment focused on security program governance, process, and the security of IT infrastructure architecture. The Office further advised that the work will include a required annual security program assessment for the County Department of Health, anticipated to cost \$325,000 over the entire contract term (to comply with a 2021 Maryland Executive Order and the April 14, 2023 Data Use Agreement to annually inventory data); a letter outlining the outcome of the

assessment is due to the State by December 31 each year. The Office also advised that services may be expanded to include approximately 11 other County agencies (e.g., Police, Fire, DPWT, Aging) should the State establish similar data-sharing requirements applicable to those agencies; for future assignments, specific requirements will be developed on a task-order basis that will include a statement of work acceptable in form and substance to the County at its sole discretion.

The Office advised that hourly labor rates for security program assessment services range from \$50 to \$300, depending on the combination of resources required to complete the provided professional services to the County.

The contract commences upon Council approval, continues through July 31, 2024, and will renew automatically 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 for the initial 10-month term. Compensation may not exceed \$3,900,000 for the entire 4-year and 10-month term, including the renewal periods. The County or the contractor may terminate the agreement by providing 90 days prior written notice.

The Office advised that it had originally attempted to interview three vendors to provide the security program assessment; one did not reply, and the second indicated that it could not provide the service. The Office further advised that Presidio was responsive and able to provide the service in a timely and cost-effective manner, and for this reason, it opted to pursue a cooperative procurement with Presidio. Specifically, the County awarded the contract as a cooperative procurement of an existing competitively-bid 7-year Midwestern Higher Education Compact (MHEC) contract with Presidio that was effective August 1, 2021. The Office advised that there is not an M/WBE participation requirement.

The County's financial system indicates that the County has one other contract with Presidio Networked Solutions, LLC.

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 county-wide contract with Presidio Networked Solutions, LLC to provide qualitative and comprehensive risk assessment focused on security program governance, process and the security of IT infrastructure architecture.

History – Baltimore County Office of Information Technology attempted to interview three (3) vendors for this service. Presidio was selected because they were responsive, able to provide their services immediately, and were the lowest cost provider compared to other engagements for similar services that have cost considerably more. Additionally, Presidio was also able to provide competitively bid contracts to use as cooperative agreements for the services requested. Baltimore County has selected the Midwestern Higher Education Compact contract number: MHEC-08012021, which allows eligible organizations: *not-for-profit private and public institutions and/or systems of higher education; K-12 schools and districts; city, county, and other local governments; and state governments and their departments located within the following other education Compacts in the country; the New England Board of Higher Education (NEBHE), the Southern Regional Education Board (SREB), and the Western Interstate Commission for Higher Education (WICHE)* to use its agreements for cooperative purchase.

Purpose – The purpose of this contract is to have a third party perform a security assessment of Baltimore County and provide the Maryland Department of Health with a letter outlining the outcome of that assessment by December of this year. The letter is required as part of a Data Use Agreement between the State of Maryland Department of Health and Baltimore County Department of Health entered into on April 14, 2023 and the State of Maryland executive Order 01.02.2021.09 that requests agencies to annually inventory data.

Fiscal Impact – Upon Council approval, the initial term of this contract shall be effective from final signature through July 31, 2024. There are four (4), one (1) year renewal options. In no event shall the total contract compensation cap exceed \$3,900,000 during the entire term.

Prepared by: Office of Information Technology

FM-3 (Contract)

Council District(s) All

Department of Aging

Exhibition Services – Annual Power of Age Expo

The Administration is requesting approval of a contract with Advantage Conference & Expo, LLC to provide exhibit hall set-up services for the Department’s annual Power of Age Expo held at the Maryland State Fairgrounds in Timonium. The contract commences upon Council approval, continues for 1 year, and will renew automatically for four additional 1-year periods with the option to extend the initial term or any renewal term an additional 120 days. The contract does 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. Compensation may not exceed the amount appropriated for these services for the entire contract term. The Department advised that estimated compensation totals \$306,856 for the entire 5-year and 4-month term, including the renewal and extension periods. See Exhibit A.

Fiscal Summary

Funding Source	Total Compensation	Notes
County	--	(1) Power of Age Expo fundraising and private donations. (2) Estimate for the entire 5-year and 4-month term.
State	--	
Federal	--	
Other ⁽¹⁾	\$ 306,856	
Total	<u>\$ 306,856</u> ⁽²⁾	

Analysis

Since 1988, the Department has sponsored the annual Power of Age Expo (formerly the Baby Boomer and Senior Expo), an information and resource exposition for seniors, their families, and caregivers. The Department advised that the 2023 Expo will be held at the Maryland State

Fairgrounds in Timonium on Thursday, October 26th. The Department further advised that this year's Expo will feature over 100 exhibitors, including providers of health care, housing, leisure time activities, and government services as well as attorneys and nonprofit organizations, and will also highlight the programs and services available through the Department and other County agencies. The Department also advised that attendees can receive flu, pneumonia, and COVID-19 Booster vaccines (free to Medicare Part B recipients), health screenings, and obtain information on Medicare Prescription Drug plans. The Department expects over 5,000 people to attend the 2023 Expo.

The contractor will provide the materials and workforce to set up, install, and dismantle exhibit booths and display areas. Specifically, the contractor will provide floor plans; provide and hang aisle signs; hang banners provided by the Department; set up tables and chairs in the food court and welcome area; and provide and install carpet and a stage. The contract provides that failure to complete set-up services in all areas of the exhibit space prior to 9:00 p.m. the evening prior to the day of the show will result in the assessment of liquidated damages at a rate of \$100 per hour for every hour past the 9:00 p.m. deadline.

The hourly labor rate is \$85. Equipment costs vary, depending on the type of equipment (e.g., folding chairs, tables, carpet, stage).

The contract commences upon Council approval, continues for 1 year, and will renew automatically for four additional 1-year periods with the option to 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. Compensation may not exceed the amount appropriated for these services for the entire contract term. The Department advised that estimated compensation totals \$306,856 for the entire 5-year and 4-month term, including the renewal and extension periods.

Prior to the commencement of each renewal period, the County may entertain a request for an escalation in unit prices 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 County awarded the contract through a competitive procurement process; the contractor was the only bidder. According to the bid documents, there is not an M/WBE participation requirement.

On August 7, 2017, the Council approved a similar 5-year and 3-month contract not to exceed \$329,000 with Advantage Conference & Expo, LLC. The County's financial system indicated that as of September 11, 2023, expenditures/encumbrances under the contract totaled \$157,757. The Department advised that the County expended \$69,840 for all services provided for the 2022 Expo (including \$33,007 to Advantage Conference & Expo, LLC); the 2021 and 2020 Expos were cancelled due to the COVID-19 pandemic. The Department further advised that revenues generated from the 2022 Expo totaled \$148,902, and that the surplus funds generated from this event (e.g., ticket and booth sales, advertising, sponsorships) are used to provide emergency assistance to elderly County residents as part of the Seniors in Need Program.

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

The Department of Aging is requesting approval of an exhibit services contract with Advantage Conference Expo, LLC for our Power of Age EXPO for fiscal year 2024. This contractor will provide exhibit services for our annual event.

The Department expects over 5,000 older adult, caregiver, persons with disabilities, veterans and professionals to attend. The Department expects over 100 corporate sponsors/exhibitors for the one-day event which features live entertainment, educational information and access to commercial vendors who may be of interest to older adults. The estimated cost of the contract is based on the estimated utilization of exhibition space and the appropriate amount of accoutrements.

This original contract is for one year with an option to renew for four (4) one-year renewal periods under the same terms and conditions and at the same rates, assuming Federal, State or other grant funds are still available.

Prepared by: The Department of Aging

FM-4 (Contract)

Council District(s) All

Office of Budget and Finance

Annual Maintenance – Mailing Equipment

The Administration is requesting approval of a contract with Quadient, Inc. to provide annual maintenance of mailing equipment utilized in the Office of Budget and Finance mailroom. The contract commences upon Council approval, continues through May 14, 2024, and may be renewed for three additional 1-year periods. The contract does not specify a maximum compensation for the initial approximate 7½-month term or for the entire approximate 3-year and 7½-month term, including the renewal periods. Compensation may not exceed the amount appropriated for these services for the entire contract term. The Office advised that estimated compensation totals \$207,680 for the entire approximate 3-year and 7½-month term. See Exhibit A.

Fiscal Summary

Funding Source	Total Compensation	Notes
County ⁽¹⁾	\$ 207,680	⁽¹⁾ General Fund Operating Budget. ⁽²⁾ Estimate for the entire approximate 3-year and 7½-month term.
State	--	
Federal	--	
Other	--	
Total	<u>\$ 207,680</u> ⁽²⁾	

Analysis

The contractor will provide annual maintenance of mailing equipment, including standard maintenance, impress subscription fees, meter rental, and online rate maintenance as applicable for each device for the mailing equipment utilized in the Office’s mailroom. The Office’s mailroom provides mailing services for all internal County agencies.

The contract commences upon Council approval, continues through May 14, 2024, and may be renewed 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 7½-month term or for the entire approximate 3-year and 7½-month term, including the renewal periods. Compensation may not exceed the amount appropriated for these services for the entire contract term. The Office advised that estimated compensation totals \$207,680 for the entire approximate 3-year and 7½-month term. The County may terminate the agreement by providing written notice.

The Office advised that pricing shall be determined via an annual quotation process. The bid documents provide that price adjustments must not exceed the Producers Price Index (PPI) at the time of the requested adjustment.

The County awarded the contract as a cooperative procurement of an existing competitively-bid 5-year State of Arizona (in partnership with NASPO ValuePoint) agreement that was awarded in November 2021. The Office advised that as the manufacturer of the mailing equipment currently in use at the County's mailroom, Quadiant, Inc. is uniquely qualified to provide the annual software subscription/maintenance and updates necessary to keep the equipment operational. The Office further advised that there is not an M/WBE participation requirement as part of the NASPO cooperative agreement.

On October 3, 2022, the Council approved a similar 1-year and 2-month contract (which commenced July 1, 2022) not to exceed \$43,952 with Quadiant, Inc. The Office advised that since expiration of the 2022 contract, the contractor has continued to provide services, and the estimated value of services to be incurred prior to Council approval totals \$12,980.

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

This is a request to approve a contract with Quadient, Inc. to provide for the annual maintenance of mailing equipment utilized in the Office of Budget and Finance Mailroom. The maintenance is being procured as a cooperative purchase of the competitively solicited State of Arizona (NASPO) request for proposal. The annual maintenance includes the manufacturer's standard maintenance, impress subscription fees, meter rental, and online rate maintenance as applicable for each device.

The term of this agreement shall become effective when approved by the County Council and shall continue through May 14, 2024. This contract can be renewed for up to three (3) additional one-year renewal options.

In no event shall the total compensation paid to the Contractor exceed the County Council approved appropriation to provide these services, during the entire term of the Agreement, including renewals thereof. Funding has been appropriated in the agency's Fiscal Year 2024 Operating Budget for this maintenance.

Prepared by: Office of Budget and Finance

FM-5 (Contract)

Council District(s) All

Department of Housing and Community Development

Strategic Management Consulting Services

The Administration is requesting approval of a contract with Guidehouse, Inc. to provide strategic management consulting services. The contract commences upon Council approval, continues through November 30, 2025, and will renew automatically for five additional 1-year periods with the option to extend the initial term or any renewal term an additional 120 days. The contract does not specify a maximum compensation for the initial approximate 2-year and 2-month term or for the entire 7-year and 6-month term, including the renewal and extension periods. Compensation may not exceed the amount appropriated for these services for the entire contract term. The Department advised that estimated compensation totals \$797,085 for an initial 6-month scope of work; the Department could not provide an estimated compensation amount for the initial 2-year and 2-month term or for the entire 7-year and 6-month term, including the renewal and extension periods. See Exhibit A.

Fiscal Summary

Funding Source	Estimate for Initial 6-month Scope of Work	Total Compensation	Notes
County	--	--	(1) Housing Opportunities Fund. * The Department could not provide an estimated compensation amount for the initial 2-year and 2-month term or for the entire 7-year and 6-month term.
State	--	--	
Federal (1) \$	797,085	*	
Other	--	--	
Total	\$ 797,085	*	

Analysis

During an initial 6-month scope of work, the Department advised that the contractor will provide consulting services in three major areas: assessing and providing recommendations for the County's Housing Finance Program, assessing the County's Supportive Housing programs, and assisting with drafting the Department's application to the federal Pathways to Removing Obstacles to Housing Notice of Funding Opportunity (NOFO), due in October 2023. The Department further advised that these services will help create agency-wide efficiencies in internal processes and the provision of public-facing services and address Voluntary Compliance Agreement obligations and local barriers to housing production. The Department also advised that future work assignments will be based on the Department's needs.

Hourly labor rates for the initial scope of work range from \$180 to \$391, depending on the staffing level (e.g., Senior Consultant, Partner).

The contract commences upon Council approval, continues through November 30, 2025, and will renew automatically for five additional 1-year periods with the option to 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 contract does not specify a maximum compensation for the initial 2-year and 2-month term or for the entire 7-year and 6-month term, including the renewal and extension periods. Compensation may not exceed the amount appropriated for these services for the entire contract term. The Department advised that estimated compensation totals \$797,085 for the initial 6-month scope of work; the Department could not provide an estimated compensation amount for the initial 2-year and 2-month term or for the entire 7-year and 6-month term, including the renewal and extension periods. The contract's funding source is the Housing Opportunities Fund, which was established via Bill 4-23; the FY 2024 budget included \$19.3 million in funding for the Fund (\$16.0 million from the County's ARPA program and \$3.3 million in General Funds (PAYGO Contributions to Capital)).

The contract provides that price adjustments may be considered at any time during the contract term. The County may terminate the agreement by providing 30 days prior written notice.

The County awarded the contract as a cooperative procurement of an existing competitively-bid National Cooperative Purchasing Alliance/Region 14 Education Service Center contract. According to the procurement documents, there is not an M/WBE participation requirement.

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

The Administration, through its Department of Housing and Community Development, is requesting approval of a contract with Guidehouse Inc., for strategic management services.

Guidehouse is a national consultant with local and state government and affordable housing divisions that are uniquely suited to address a number of high priority and time-sensitive needs for DHCD, as outlined in more detail in the contract scope of work. The focus of this engagement will be assistance with a large HUD grant due in October 30, 2023, an assessment of our housing finance division, and a deeper look at our supportive housing capacity, which will help us address local barriers to housing production, VCA obligations, and create agency-wide efficiencies in internal processes and the provision of public-facing services.

The initial term will be effective upon County Council approval and go through November 30, 2025, with five (5) one year renewal options. This engagement has an estimated scope of work of \$797,085, utilizing American Rescue Plan Act – State and Local Fiscal Recovery funds. In no event shall the total compensation paid to the Contractor exceed the sum of the County Council approved appropriation during the entire term of this Agreement including renewals thereof.

Prepared by: Department of Health and Human Services

MB-4 (Res. 31-23)

Council District(s) 5

Mr. Marks

Establish the Middle River Commercial Revitalization District

Resolution 31-23 creates the Middle River Commercial Revitalization District. Currently, there are 21 Commercial Revitalization Districts in Baltimore County that have been officially designated, either by resolution of the County Council or by adoption of the Master Plan or a Master Plan amendment.

Commercial Revitalization Districts provide incentives to property owners and businesses in the districts to improve the exterior of existing buildings and to develop and redevelop underused properties. Each district is staffed by a planner from the Department of Planning who works closely with the business and property owners, business associations, and the local communities to provide a range of tools aimed at maintaining the health and vitality of neighborhood commercial areas. These tools include “Architect On Call” services, the Building Improvement Loan Program, the Commercial Revitalization Action Grant, and potential property tax credits.

Resolution 31-23 creates the Middle River Commercial Revitalization District and sets its boundaries as areas of land that run along Eastern Boulevard further east of the Essex Commercial Revitalization District, as shown on the Map identified as Exhibit A.

The Middle River area has been home to several manufacturing businesses important to eastern Baltimore County, including the Lockheed Martin plant that, until its closure in 2021, produced vertical launch systems and other equipment for U.S. warships and employed 465 workers. Manufacturing in Middle River has historic roots that center around the Middle River Depot, a significant World War II plant that once employed over 50,000 workers building B-26 Martin Marauder bomber aircraft on the 50-plus acre property between 2800 and 3000 Eastern Boulevard.

The Middle River section of Eastern Boulevard is home to many small retail and restaurant businesses. Specifically, the Carroll Island Shopping Center, located near the entrance to Bowley’s Quarters in Middle River, boasts a mix of tenants, from Walmart to Dunkin’ Donuts.

Resolution 31-23 will take effect from the date of its passage by the County Council and copies shall be sent to the Departments of Economic and Workforce Development, Public Works & Transportation, and Planning to be used for programming departmental operations.

