

## Board of County Commissioners

Stephen A. Wantz, *President*  
C. Richard Weaver, *Vice President*  
Dennis E. Frazier, *Secretary*  
J. Douglas Howard  
Richard S. Rothschild



## Carroll County Government

225 North Center Street  
Westminster, Maryland 21157  
410-386-2043; 1-888-302-8978  
fax 410-386-2485  
MD Relay ~ 7-1-1/800-735-2258

### **Notice of Commissioner Meetings & Agenda for the Week of March 14, 2016**

#### **Revision 2 dated March 16, 2016**

Please Note: This weekly notice and agenda is subject to change. Please call 410-386-2043 to confirm a meeting you plan to attend. All meetings, unless otherwise noted, will be held at the Carroll County Office Building, Room 311. All or part of a meeting may be conducted in closed session.

- *Indicates Outside Activities*

#### **Monday ~ March 14, 2016**

2:00 p.m. Transit Advisory Council Meeting  
County Office Building ~ Room 105  
Commissioner Howard

#### **Tuesday ~ March 15, 2016**

8:30 a.m. Ag Commission Meeting  
County Office Building ~ Room 105  
Commissioners Weaver & Frazier

9:00 a.m. Planning & Zoning Commission Meeting  
County Office Building ~ Reagan Room  
Commissioner Weaver

*12:30 p.m. Baltimore Urban Area Safety Initiative Work Group General Session Meeting  
Carroll County Public Safety Training Center ~ Westminster, Maryland  
Commissioner Wantz*

#### **Wednesday ~ March 16, 2016**

*9:30 a.m. Domestic Violence Safehouse Tour/Meeting  
Westminster, Maryland  
Commissioner Wantz*

*6:00 p.m. Carroll Community College Board Meeting/Dinner  
Westminster, Maryland  
Commissioner Frazier*

**Thursday ~ March 17, 2016**

9:00 a.m. Board of County Commissioners Closed Administrative Session

**10:00 a.m. Board of County Commissioners Open Session**  
County Office Building ~ Room 311

*Positively Carroll*

**Item 1**

Budget Overview

Department of Management & Budget ~ Mr. Ted Zaleski

**Public Comment**

**1:30 p.m. Board of County Commissioners Open Session**  
County Office Building ~ Room 311

**Item 2**

Public Comment on this item

Briefing/Discussion/Decision

Request Approval to Develop FY17 Community

[Development Block Grant Application](#) for

CHANGE, Inc. ~ Renovations of the Respite Inn

Department of Citizen Services ~ Ms. Christine Kay

Department of Management & Budget ~ Mr. Ted Zaleski

**Item 3**

Public Comment on this item

Discussion/Decision

Original Briefing on July 2, 2015

Request Approval for Amendment to FY2016

[Maryland Access Point Grant Application](#)

Department of Citizen Services ~ Ms. Christine Kay

Department of Management & Budget ~ Mr. Ted Zaleski

**Thursday ~ March 17, 2016 (Continued)**

**Item 4**

Public Comment on this item  
Discussion/Possible Decision  
Briefing on October 8, 2015  
[Request Approval ~ Self-Help Project Requests](#) for  
Recreation Councils  
Department of Recreation & Parks ~ Mr. Jeff Degitz

**Item 5**

Public Comment on this item  
Briefing/Discussion/Decision  
[Bid Approval ~ Rental & Services](#) for  
Portable Toilets  
Department of Public Works ~ Mr. Scott Moser  
Bureau of Purchasing ~ Mr. Mike Myers

**Item 6**

Public Comment on this item  
Briefing/Discussion/Decision  
Request Approval for Letter of Intent  
[Fifteen \(15\) Police Vehicles](#)  
Department of Public Works ~ Mr. Dave Reese  
Carroll County Sheriff's Office ~ Sheriff James DeWees  
Bureau of Purchasing ~ Mr. Mike Myers

**Item 7**

Public Comment on this item  
Briefing/Discussion/Decision  
Request Approval for Letter of Intent  
[Two \(2\) Ford Fusions](#)  
Department of Public Works ~ Mr. Dave Reese  
Carroll County Sheriff's Office ~ Sheriff James DeWees  
Bureau of Purchasing ~ Mr. Mike Myers

**Item 8**

Public Comment on this item  
Briefing/Discussion/Decision  
[Bid Approval ~ Financial Auditing Services](#)  
Department of the Comptroller ~ Mr. Robert Burk  
Bureau of Purchasing ~ Mr. Mike Myers

**Thursday ~ March 17, 2016 (Continued)**

**Item 9**

Public Comment on this item

Briefing/Discussion/Decision

[Write-Off of Uncollectible Personal Property](#)

Tax Accounts

Department of the Comptroller ~ Mr. Robert Burk

**Item 10**

Public Comment on this item

Briefing/Discussion/Possible Decision

[Renewal of Radio System Service & Maintenance Agreement](#)

Department of Public Safety ~ Mr. Scott Campbell

**Public Comment**

Administrative Session ~ Open

**Friday ~ March 18, 2016**

**Saturday ~ March 19, 2016**

*3:00 p.m. Eagle Scout Court of Honor Ceremony  
Immanuel Lutheran Church ~ Manchester, Maryland  
Commissioner Weaver*

*5:30 p.m. Pleasant Valley Community Fire Company 85<sup>th</sup> Anniversary Banquet  
Westminster, Maryland  
Commissioners Wantz & Frazier*

**Sunday ~ March 20, 2016**

8:05 a.m. "The Commissioners' Report" – WTTR  
Commissioner Wantz

**\*Upcoming Budget Sessions\*\***

3/22/16 & 3/24/16	Recommended Budget	10:00 a.m.
3/29/16, 3/31/16, 4/5/16 & 4/7/16	Agency Meetings with the Commissioners	
4/28/16	Proposed Budget News Conference	10:00a .m.

**Community Budget Meetings**

4/28/16	(Westminster) County Office Bldg.-Reagan Room	7:00 p.m.
5/2/16	Eldersburg Branch Library	7:00 p.m.
5/3/16	Mt. Airy Branch Library	7:00 p.m.
5/9/16	Taneytown Branch Library	7:00 p.m.
5/10/16	North Carroll Branch Library	7:00 p.m.

**Budget Public Hearing**

5/12/16	Scott Center ~ Carroll Community College	7:00 p.m.
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ACCESSIBILITY NOTICE: The Americans with Disabilities Act applies to the Carroll County Government and its programs, services, activities, and facilities. Anyone requiring an auxiliary aid or service for effective communication or who has a complaint should contact The Department of Citizen Services, 410.386.3600 or 1.888.302.8978, MD Relay 7-1-1/1.800.735.2258 as soon as possible but no later than 72 hours before the scheduled event.

**CARROLL COUNTY**  
*a great place to live, a great place to work, a great place to play*

**Briefing Paper**  
**FY17 Community Development Block Grant (CDBG)**  
**CHANGE, Inc.**  
**3/17/16**

**Project:** CHANGE, Inc. – Capital Project – Community Development Block Grant

**Department/Agency:** Grants Office/Citizen Services

**Funding Agency:** U. S. Department of Housing and Urban Development (HUD) passed through the Maryland Department of Housing and Community Development (DHCD)

**Issue**

Approve development of a Community Development Block Grant (CDBG) application to support CHANGE’s capital project.

**Background**

Each year, as a non-entitlement jurisdiction, Carroll County has an opportunity to submit an application to MD DHCD for federal Community Development Block Grant (CDBG) funds. Carroll’s application competes against applications submitted by other non-entitlement jurisdictions in the state for an estimated \$5,000,000 in annual funding. CHANGE, Inc. is requesting that the County submit a CDBG on their behalf. As the applicant, the County is responsible for oversight of the project requirements, they guarantee that the funds will be used for the purpose stated in the application, and they guarantee that the facility will be used for that purpose for a period of up to 15 years after completion of the project. The County will enter into a sub-recipient agreement with CHANGE, Inc. detailing all CDBG requirements.

**Agency and Project Overview**

CHANGE, Inc. has worked in Carroll County since 1969 to help individuals with special needs reach their potential and lead fulfilling lives. One of the services provided by CHANGE, Inc. is the Respite Inn. The Respite Inn provides overnight accommodations for up to 2 weeks (and sometimes longer) in order to provide families and caregivers with respite for their family member with a disability. As one of only 5 overnight respite facilities in the state, the Respite Inn draws from Carroll as well as the surrounding counties. In FY15, the three bedroom facility served 97 clients and operated at 97% capacity which included 137 overnights (60% occupancy for available overnights). Additionally, the Respite Inn provides services to 164 Carroll County Public School (CCPS) Vocational Opportunities for Independent Change and Empowerment (VOICE) Program participants.

The home used as the Inn is in need of renovation to address ADA concerns in the bathroom and back patio door. In addition, during the renovation, the driveway and front entrance will be reconfigured to enable vehicles to pull up to the front door and make safer egress onto the roadway.

**Respite Inn FY17 CDBG Budget**

Source		Status	Amount
Federal Government	CDBG	Pending	\$69,000
Change	Existing Funds	Secured	\$23,000
County Match			0
<b>Total Renovations Cost</b>			<b>\$92,000</b>

The Board will be briefed on the full application and will hold a public hearing prior to final Board approval anticipated in May 2016.

**Recommendation**

Please approve the development of the CDBG for the CHANGE, Inc. capital project.

Debby Standiford, Grants Office  
 Christine Kay, Director, Citizen Services  
 Mike Shriver, Executive Director, CHANGE, Inc.

**BRIEFING PAPER**  
**March 17, 2016**

**Program Title:** Amendment to FY2016 Maryland Access Point (MAP) Grant

**Funder:** Maryland Department of Aging/Maryland Department of Health & Mental Hygiene

**Amendment Coverage Period:** April 1, 2016 – June 30, 2016

**Department/Agency:** Citizen Services/Bureau of Aging and Disabilities

**Due Date:** April 1, 2016

**Summary:** In June 2015, the Carroll County Board of Commissioners approved and accepted the application of the FY2016 Maryland Access Point grant in the amount of \$81,000. Maryland Access Point also known as the Aging and Disability Resource Center, is a single point of entry for all long term care programs serving older adults and individuals with disabilities. Beginning April 1, 2016, the MAP funding will end and Medicaid administrative Federal Financial Participation (FFP) funding will commence.

**Impact:** Maryland Access Point sites may receive a 50% reimbursement for approved activities under an administrative FFP Plan approved by the Center for Medicare and Medicaid Services (CMS). Administrative FFP is a method of reimbursement by CMS to pay the federal government's share of administrative costs necessary to operate a Medicaid program. MAP sites will submit for federal reimbursement through ongoing random moment time studies that will sample the time spent by MAP staff on certain administrative activities related to Medicaid.

**FY16 Maryland Access Point (MAP) Budget**

Estimated Annual Revenue		\$100,000
<b>Total Estimated Annual Revenue</b>		<b>\$100,000</b>

**Recommendation:** Please approve the amended application submission.

Motion \_\_\_\_\_

Second \_\_\_\_\_

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Attending:

Christine Kay, Director, Citizen Services, 410-386-3600

Danielle Yates, Acting Deputy Director, Citizen Services 410-386-3800

Gina Valentine, Aging and Disabilities Supervisor, 410-386-3800

Debby Standiford, Grants Office, 410-386-2212

## Departments of Recreation and Parks / Management and Budget

### Briefing Paper

March 17, 2016 1:45 p.m.

### OPEN SESSION

**Issue:** Self-Help Project Requests for Recreation Councils

**Background:** The Recreation and Parks Advisory Board voted to approve ten Self-Help Project requests presented at its February meeting and Department staff is supportive of that decision. Self-Help funds appropriated in the FY 16 Capital Budget, along with funds remaining from seven previous projects, are sufficient to cover the County's portion of funding for the new projects.

#### **Transfers from Community Self-Help project and 7 completed projects:**

<b>Project Name</b>	<b>Project Number</b>	<b>Funds</b>
Community Self-Help	9735	\$37,328.15
Freedom Ballfield Mix	8426	140.00
Woodbine Ballfield Mix	8450	411.81
Woodbine Ballfield Mix	8473	58.30
Central Carroll Soccer Nets	8565	59.75
North Carroll Ballfield Mix	8568	191.33
North Carroll Ballfield Mix	8569	191.33
North Carroll Ballfield Mix	8570	191.32
<b>Total</b>		<b>\$38,571.99</b>

#### **Transfers to ten new Self-Help projects:**

<b>Project Name</b>	<b>County General Funds</b>	<b>Rec Council Support</b>	<b>Project Total</b>
Charles Carroll Soccer Goals	\$ 2,145	\$ 715	\$ 2,860
Freedom Storage Container for Soccer Equip	2,850	950	3,800
North Carroll Field Hockey Goals	1,908	613	2,521
North Carroll Flat Goals for Field Separation	1,410	3,289	4,699
Westminster Jaycee Park Field Fencing	5,893	1,964	7,857
Westminster Field Size Increase	3,206	7,294	10,500
Winfield Mayeski Baseball Field Mix	4,243	901	5,144
Winfield Mayeski Softball Field Mix	1,221	2,453	3,674
Winfield/Taylorville Lions Club Field Mix	696	1,508	2,204
Woodbine Bohde's Place Tot Lot at Krimgold *Total project estimated \$100,000. Community is currently fund raising.	15,000	5,000	20,000*
<b>Total</b>	<b>\$38,572</b>	<b>\$24,687</b>	<b>\$63,259</b>

**Staff Attending:** Jeff Degitz

**Desired Action:** Board's Approval of fund transfers.



DATE: March 8, 2016  
 TO: The Carroll County Board of Commissioners  
 RE: Rental & Services for Portable Toilets  
 78-F-4-15/16

**EXECUTIVE SUMMARY:**

Bureau of Facilities in cooperation with the Bureau of Purchasing recommends award for the above project to be awarded to Freedom Septic Services in the amount of \$36,880.00. This is within the project budget and no additional funds will be needed.

Number of Bids: Two (2)

Vendors & Bid Results:	1.	Freedom Septic Services	Eldersburg, MD
AWARDED			
	2.	United Site Services of MD	Glen Burnie, MD

Received Budget Approval: X Yes      Comments:

Debarment & suspension check completed and this business is in good standing: X Approved  
Business is in good standing with the Maryland Department of Assessment and Taxation: X Approved  
Business is in good standing with Carroll County Collections Office: X Approved     N/A

Your concurrence today will authorize the Bureau of Purchasing to move forward with the award and obtain a legally sufficient contract document for signing by Mr. Scott Moser, Deputy Director, Public Works.

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\_\_\_\_\_ Date  
 Bureau of Purchasing

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\_\_\_\_\_ Date  
 Board of Commissioners

Commissioner Wantz:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Weaver:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Frazier:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Rothschild:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Howard:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied

Comments: \_\_\_\_\_  
 \_\_\_\_\_

Action Taken:  Accepted     Denied     Other: \_\_\_\_\_  
 \_\_\_\_\_

DATE: March 10, 2016  
TO: The Carroll County Board of Commissioners  
RE: Letter of Intent- Fifteen (15) Police Vehicles

EXECUTIVE SUMMARY:

The Bureau of Fleet Management in cooperation with the Bureau of Purchasing seeks your approval to issue a **Letter of Intent** to purchase fifteen (15) police vehicles from Hertrich Fleet Services. This purchase will be made by piggy-backing off the State of Maryland contract which has been competitively bid. This purchase consists of nine (9) Ford Interceptor Sedans at \$26,920.35 per vehicle for a total cost of \$242,283.15 and six (6) Ford Interceptor SUVs at \$29,605.20 per vehicle for a total cost of \$177,631.20. The total cost of all fifteen (15) vehicles is \$419,914.35. These vehicles will be used by the Carroll County Sheriff's Department.

Funding for these vehicles is requested in the budget commencing July 1, 2016 and this purchase will be contingent upon availability of these funds. In the event funds are not available in the budget commencing July 1, 2016, Carroll County will reserve the right to cancel this order in its entirety with no financial obligation whatsoever to the County. The purpose of this Letter of Intent is to secure our spot in the production schedule which closes in April 2016 and avoid any cost increases associated with the new model year vehicles.

Debarment & suspension check completed and this business is in good standing: X Approved  
Business is in good standing with the Maryland Department of Assessment and Taxation: X Approved  
Business is in good standing with Carroll County Collections Office:  Approved X N/A

Your concurrence today will authorize the Bureau of Purchasing to move forward with the award and obtain a legally sufficient contract document for signing by Mr. Dave Reese, Deputy Director, Department of Public Works.

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\_\_\_\_\_ Date  
Bureau of Purchasing

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\_\_\_\_\_ Date  
Board of Commissioners

Commissioner Frazier:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Weaver:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Wantz:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Rothschild:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Howard:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Comments: _____				
_____				
Action Taken: <input type="checkbox"/> Accepted <input type="checkbox"/> Denied <input type="checkbox"/> Other: _____				
_____				

DATE: March 10, 2016  
TO: The Carroll County Board of Commissioners  
RE: Letter of Intent- Two (2) Ford Fusions

EXECUTIVE SUMMARY:

The Bureau of Fleet Management in cooperation with the Bureau of Purchasing seeks your approval to issue a **Letter of Intent** to purchase two (2) Ford Fusions from Apple Ford in the amount of \$18,367 per vehicle for a total of \$36,734. This purchase will be made by piggy-backing off the State of Maryland contract which has been competitively bid. These vehicles will be used by the Carroll County Sheriff's Department.

Funding for this vehicle is requested in the budget commencing July 1, 2016 and this purchase will be contingent upon availability of these funds. In the event funds are not available in the budget commencing July 1, 2016, Carroll County will reserve the right to cancel this order in its entirety with no financial obligation whatsoever to the County. The purpose of this Letter of Intent is to secure our spot in the production schedule which closes in April 2016 and avoid any cost increases associated with the new model year vehicles.

Debarment & suspension check completed and this business is in good standing: X Approved  
Business is in good standing with the Maryland Department of Assessment and Taxation: X Approved  
Business is in good standing with Carroll County Collections Office:  Approved X N/A

Your concurrence today will authorize the Bureau of Purchasing to move forward with the award and obtain a legally sufficient contract document for signing by Mr. Dave Reese, Deputy Director, Department of Public Works.

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\_\_\_\_\_ Date  
Bureau of Purchasing

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\_\_\_\_\_ Date  
Board of Commissioners

Commissioner Frazier:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Weaver:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Wantz:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Rothschild:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Howard:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Comments: _____				
_____				
Action Taken: <input type="checkbox"/> Accepted <input type="checkbox"/> Denied <input type="checkbox"/> Other: _____				
_____				

DATE: March 15, 2016  
 TO: The Carroll County Board of Commissioners  
 RE: Financial Auditing Services  
 44-F-1-15/16

**EXECUTIVE SUMMARY:**

The Bureau of Purchasing requested proposals from certified public accounting firms to audit its books of account and financial records. The Bureau of Purchasing in cooperation with the Department of Comptroller received proposals for the above project. An evaluation committee of five (5) was formed to conduct technical and financial review of the proposals submitted. The Committee evaluated all proposals based on criteria detailed in the proposal. The task of each committee member was to independently review and rate the technical and financial portions of the proposal. Once this was completed, the committee members come to consensus and recommend the best value proposal for the work required. The highest ranked firm for this project is Cohn Reznick. This expenditure is within the project budget and no additional funds will be needed.

Number of Bids: Five (5)

Vendors & Bid Results:	1.	Clifton Larson Allen LLP	Timonium, MD	
	2.	Cohn Reznick	Baltimore, MD	Award
	3.	Murphy & Murphy	La Plata, MD	
	4.	SB & Company	Baltimore, MD	
	5.	Zelenkofske Axelrod	Harrisburg, PA	

Received Budget Approval: X Yes      Comments:

Debarment & suspension check completed and this business is in good standing: X Approved  
Business is in good standing with the Maryland Department of Assessment and Taxation: X Approved  
Business is in good standing with Carroll County Collections Office: X N/A

Your concurrence today will authorize the Bureau of Purchasing to move forward with the award and obtain a legally sufficient contract document for signing by the Director of Comptroller, Robert M Burk.

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Bureau of Purchasing \_\_\_\_\_ Date \_\_\_\_\_

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Board of Commissioners \_\_\_\_\_ Date \_\_\_\_\_

Commissioner Wantz:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Weaver:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Frazier:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Rothschild:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Howard:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Comments: _____				
Action Taken: <input type="checkbox"/> Accepted <input type="checkbox"/> Denied <input type="checkbox"/> Other: _____				

**Department of the Comptroller  
Briefing Paper - Stafftime  
March 17, 2016**

**Issue:** Write-Off of Uncollectible Personal Property Tax Accounts

**Background:** I am requesting approval to write off 18 accounts with outstanding business personal property taxes from 2006-2013 that total \$184,734.18. All of the businesses have been dissolved and the assets liquidated. We have pursued legal judgments which proved unsuccessful. Much of the remaining taxes are the result of estimated doubled assessments on unfiled tax returns for years following the business closure. Additionally, several account balances remain after acceptance of bankruptcy settlement offers. We have no further recourse to collect these debts. This action will have no current fiscal year impact on revenues since prior year delinquent taxes have not been recognized.

**Desired Action:** Recommend approval of the write-off requests and authorization for the Comptroller to execute the required forms.

If you have any questions, I'll be available to answer them.

Robert M. Burk  
Comptroller;  
Tax Collector

C: Tim Burke, County Attorney

Vote

_____ Commissioner Wantz	_____ Motion	_____ Second	_____ Favor	_____ Opposed
_____ Commissioner Weaver	_____ Motion	_____ Second	_____ Favor	_____ Opposed
_____ Commissioner Frazier	_____ Motion	_____ Second	_____ Favor	_____ Opposed
_____ Commissioner Howard	_____ Motion	_____ Second	_____ Favor	_____ Opposed
_____ Commissioner Rothschild	_____ Motion	_____ Second	_____ Favor	_____ Opposed

**DEPARTMENT OF PUBLIC  
SAFETY**  
**225 N. CENTER ST.**  
**WESTMINSTER, MD 21157**  
**(PH.) 410-386-2260 / (FAX)**  
**410-848-3794**



**SCOTT R. CAMPBELL**  
**DIRECTOR**  
**JACK E. BROWN**  
**EMER. COMM. COORDINATOR.**  
**DOUGLAS W. BROWN**  
**EMER. MGMT. COORDINATOR**

## *Briefing Paper*

*Thursday, March 17, 2016*

- **Background:**

Historically, the County's radio system infrastructure and associated assets have been continuously covered by a Service & Maintenance Agreement (S&MA). The agreement covers a 12 month period, requiring annual renewal.

- **Issue:**

The one year period currently covered by the annual S&MA runs Feb. 1st to Jan. 31st. This timing causes inherent issues budgeting for this significant expense, as potential increases may be incurred 'mid budget year' (i.e. as of the 1st of February, when the new S&MA begins) that are undetermined / unknown at the time the applicable operating budget is established.

Accordingly, working cooperatively with Motorola Solutions, we have developed a plan to change our annual renewal date of the S&MA to July 1st, to better accommodate the County's annual operating budget timeline. In order to make changing the annual renewal date feasible, a one-time partial year (five month) agreement is needed in order to maintain coverage between the old and new renewal dates (i.e., Feb. 1<sup>st</sup> to July 1<sup>st</sup>). By negotiating in good faith, Motorola Solutions has extended the full coverage afforded by the existing S&MA, so that the County radio system and the other assets covered by the S&MA remain fully supported in the interim, in anticipation of a timely resolution of this matter.

Keeping the radio system infrastructure under a Service & Maintenance Agreement is essential to our ability to continuously maintain the system in proper working order, including the ability to rapidly identify and mitigate any operational issues that may arise. Accordingly, in order to do so, execution of the partial year S&MA is needed at this time.

Although increases are expected in FY17, costs associated with this calendar change will be covered by the current Public Safety budget.

- **Requested Action:**

Brief, discuss, and authorize my signing of the partial year radio system Service & Maintenance Agreement with Motorola Solutions at this time.