

## Board of County Commissioners

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



## Carroll County Government

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

### **Notice of Commissioner Meetings & Agenda for the Week of October 15, 2018**

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 ~ October 15, 2018**

#### **Tuesday ~ October 16, 2018**

- 9:00 a.m.      *Planning & Zoning Commission Meeting  
County Office Building ~ Reagan Room  
Commissioner Wantz*
- 2:00 p.m.      *Veterans Advisory Meeting  
VFW Post #467 ~ Westminster, Maryland  
Commissioner Weaver*
- 6:30 p.m.      *Carroll Composite Squadron Open House  
Westminster, Maryland  
Commissioners Frazier & Wantz*
- 7:00 p.m.      *Charles Carroll Community Center Open Forum  
Pleasant Valley Fire Department ~ Westminster, Maryland  
Commissioner Wantz*

#### **Wednesday ~ October 17, 2018**

- 6:00 p.m.      *Carroll County Career & Tech Center Open House  
Westminster, Maryland  
Commissioner Frazier*

**Wednesday ~ October 17, 2018 (Continued)**

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

7:00 p.m. *Carroll County Public Library ~ An Evening with Nicholas Sparks  
Westminster High School ~ Westminster, Maryland  
Commissioner Wantz*

**Thursday ~ October 18, 2018**

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**

Public Comment on this item  
Briefing/Discussion/Decision  
Request Approval to Proceed to Public Hearing  
Zoning Text Amendment Reducing Required  
[BZA Newspaper Advertisements](#) for  
Board of Zoning Hearings from Two to One  
Department of the County Attorney ~ Mr. Tim Burke

**Item 2**

Public Comment on this item  
Briefing/Discussion/Decision  
[New Design for Signs to be Posted on Properties](#)  
Advertising Upcoming Land Use Hearings  
Department of the County Attorney ~ Mr. Tim Burke

**Item 3**

Public Comment on this item  
Briefing/Discussion/Decision  
[Request Approval to Accept Eviction Assistance Program](#)  
Funding through the Maryland Department of Human Resources  
Department of Citizen Services ~ Ms. Christine Kay

**Thursday ~ October 18, 2018 (Continued)**

**Item 4**

Public Comment on this item  
Briefing/Discussion  
New Marketing Video by Economic Development\  
Department of Economic Development ~ Mr. Jack Lyburn

**Item 5**

Public Comment on this item  
Briefing/Discussion/Decision  
[Request for Approval of Electronic Sign](#)  
Carroll County Farm Museum  
Department of Economic Development ~ Mr. Jack Lyburn

**Item 6**

Public Comment on this item  
Briefing/Discussion/Decision  
[FY19 Transportation Operating and Capital Awards](#)  
Carroll Transit System  
Department of Public Works ~ Mr. Jeff Castonguay  
Department of Management & Budget ~ Mr. Ted Zaleski

**Item 7**

Public Comment on this item  
Briefing/Discussion/Decision  
Request Approval for Use of Term Contract  
[Culvert Replacement ~ Keysville Bruceville Road](#)  
Department of Public Works ~ Mr. Jeff Castonguay

**Item 8**

Public Comment on this item  
Briefing/Discussion/Decision  
[Accept FY2019 Rural Legacy Grant Agreement](#) for  
Little Pipe Creek Rural Legacy Area and  
Upper Patapsco Rural Legacy Area  
Department of Land & Resource Management ~ Mr. Tom Devilbiss

**Item 9**

Public Comment on this item  
Briefing/Discussion/Possible Decision  
Request Approval to Accept Grant Award  
[FY2019 VAWA ~ Carroll County Sheriff's Office](#)  
Carroll County Sheriff's Office ~ Sheriff James DeWees  
Department of Management & Budget ~ Mr. Ted Zaleski

**Thursday ~ October 18, 2018 (Continued)**

**Item 10**

Public Comment on this item  
Briefing/Discussion/Possible Decision  
Request Approval to Accept Grant Award  
[FY2019 VAWA ~ Carroll County State's Attorney's Office](#)  
Carroll County State's Attorney ~ Mr. Brian DeLeonardo  
Department of Management & Budget ~ Mr. Ted Zaleski

**Item 11**

Public Comment on this item  
Briefing/Discussion/Possible Decision  
Request Approval to Accept Grant Award from MEMA  
[FY2019 Urban Area Security Initiative ~ Public Safety](#)  
Department of Public Safety ~ Mr. Scott Campbell  
Department of Management & Budget ~ Mr. Ted Zaleski

**Item 12**

Public Comment on this item  
Briefing/Discussion/Possible Decision  
Request Approval to Accept Grant Award from MEMA  
[FY2019 Emergency Management Performance ~ Public Safety](#)  
Department of Public Safety ~ Mr. Scott Campbell  
Department of Management & Budget ~ Mr. Ted Zaleski

**Item 13**

Public Comment on this item  
Briefing/Discussion/Possible Decision  
Request Approval to Accept Grant Award from MEMA  
[2018 State Homeland Security Program ~ Public Safety](#)  
Department of Public Safety ~ Mr. Scott Campbell  
Department of Management & Budget ~ Mr. Ted Zaleski

**Item 14**

Briefing/Discussion/Decision  
[Bond Sale Award Resolution](#)  
Department of the Comptroller ~ Mr. Robert Burk

**Public Comment**

Approval/Adoption of Minutes

Administrative Session ~ Open

CLOSED ~ Legal Advice

**Thursday ~ October 18, 2018 (Continued)**

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

**Item 15**

Site Distance Discussion  
Board of County Commissioners

**Item 16**

Permit Exemption for Agricultural Buildings up to 2000 Sq. Ft. Discussion  
Board of County Commissioners

**Public Comment**

**Friday ~ October 19, 2018**

*6:00 p.m. NAACP Freedom Banquet*  
*Martin's ~ Westminster, Maryland*  
*Commissioners Wantz & Weaver*

*7:00 p.m. Adult Education Diploma Recognition Ceremony*  
*Carroll Community College ~ Westminster, Maryland*  
*Commissioner Frazier*

**Saturday ~ October 20, 2018**

*12:00 p.m. Maryland Million Day Races*  
*Laurel, Maryland*  
*Commissioner Frazier*

**Sunday ~ October 21, 2018**

9:10 a.m. "The Commissioners' Report" – WTTR  
Commissioner Weaver

*2:00 p.m. Celebrating America Ice Cream Social*  
*Union Mills Homestead ~ Westminster, Maryland*  
*Commissioners Frazier, Wantz & Howard*

**Department of the County Attorney**  
**Briefing Paper**  
**Open Staff Time -- Thursday, October 18, 2018**

**Issue:**

Chapter 158, Zoning – Board of Zoning Appeals (BZA) – Newspaper advertisements for notices of hearings

**Background:**

Currently § 158.133(E) requires that notices of BZA hearings be advertised in two issues of the newspaper. However, State law only requires that the boards “fix a reasonable time for the hearing of an appeal, give public notice of the hearing and due notice to the parties in interest...” In FY17/18, the County spent \$4,407.19 in advertising costs for the BZA notices. We proposed that the newspaper advertisement requirement be removed and replaced with a requirement to post the notice on the County’s official website. The Board countered with instructions to amend the ordinance to require only one newspaper advertisement.

**Action:**

Authorize that the matter regarding newspaper advertisements proceed to public hearing.

**Staff recommended motion:**

*I move that the Board direct staff to proceed to public hearing with the proposed amendment to § 158.133(E) regarding newspaper advertisements.*

**Attendees:**

Tim Burke, County Attorney

**Department of the County Attorney**  
**Briefing Paper**  
**Open Staff Time -- Thursday, October 18, 2018**

**Issue:**

Chapter 158, Zoning – Board of Zoning Appeals (BZA) – design for signs to be posted on properties advertising upcoming land use hearings.

**Background:**

During a presentation before the Board on May 31, 2018 regarding the requirements for newspaper advertising for BZA hearings, the Board also asked staff to review the size and content of signs that are posted on properties advertising upcoming land use hearings. Staff will present the Board with a proposal for a new design for the signs.

**Action:**

Consider whether to authorize the new sign design presented by staff.

**Staff recommended motion:**

*I move that the Board direct staff to proceed with the new sign design as presented.*

**Attendees:**

Tim Burke, County Attorney  
Lynda Eisenberg, Acting Director, Department of Planning

Department of Citizen Services  
Briefing Paper  
October 18, 2018  
Open Session

**Issue:** FY19 Eviction Assistance Program Grant Award

**Discussion/Decision:** Acceptance of FY19 Eviction Assistance Program Award

**Background:** The Maryland Department of Human Services offers funding to support homeless prevention programs throughout the state. The Eviction Assistance Program funds are passed through to Human Services Programs which helped 35 Carroll County households remain in their homes in FY18.

**FY19 Eviction Assistance Program**

<b>State Grant Funds</b>	<b>\$8,798</b>
<b>Total</b>	<b>\$8,798</b>

**\*No County Match required**

**Action:** Discussion/Decision

**Staff Recommended Motion:** I move that the Board of Commissioners accept the FY19 Eviction Assistance Program Grant.

**Attendees:**

Christine Kay, Director, Department of Citizen Services  
Scott Yard, Acting Executive Director, Human Services Programs  
Debby Standiford, Grants Manager, Grants Office



## Carroll County Farm Museum

### Briefing Paper

Thursday Oct., 18, 2018

**Issue:** Request approval to purchase an electronic sign for the Farm Museum.

**Background:** The Farm Museum sign along Center Street which advertises Museum events is rotting and can no longer be repaired. Members of the Farm Museum Advisory Board voted in favor of replacing the sign with an electronic sign. This would allow the Museum to advertise multiple events at once and also to update the sign quickly in case of weather emergencies. The Museum is able to cover the \$46,926.75 cost of the sign with funding that was already set aside in a capital improvement request.

**Action Requested:** Approval of purchase of an electronic sign for the Farm Museum.

#### **Staff Recommended**

**Motion:** I move that the Board of County Commissioners approve the purchase of an electronic sign for the Carroll County Farm Museum.

**Attendees:** Yvonne Staub, Manager of the Carroll County Office of Tourism  
Joanne Morvay Weant, Manager of the Carroll County Farm Museum

**Department of Public Works  
Briefing Paper  
10/18/18  
Open Session**

**Issue:** FY19 Annual Transportation Plan Awards

**Briefing/Discussion/Decision:** Accept FY19 Annual Transportation Plan Awards

**Background:** The Carroll County community transit program provided over 157,000 passenger trips to older adults, persons with disabilities and the general public through demand response (door-to-door) service and the TrailBlazer (deviated-fixed routes) in FY18.

The five TrailBlazer deviated-fixed routes connect Eldersburg, Hampstead/Manchester and Taneytown to Westminster and serve the areas of Westminster and South Carroll. The deviated-fixed route service operates Monday through Friday, with limited Saturday service in Westminster. The Trailblazer enhancements were implemented in August 2018 and included a new hub at BERC, a new route in Hampstead/Manchester and reconfigured routes in Westminster and South Carroll. During the first month, TrailBlazer ridership increased 13.9% compared to the same period in 2017. The average fare for a TrailBlazer ride is \$1.47.

The Demand Response (door-to-door service) operates Monday – Friday and accounts for 89% of the rides provided by the system. Riders are transported each day throughout the County with an average trip of 5.6 miles. Riders are primarily elderly and/or disabled and use demand response to visit the doctor, access human service programs, go to work and for general purpose trips. The average fare for a Demand Response ride is \$3.98.

**Budget:** The FY19 Annual Transportation Plan awarded flat funding of both Federal and State grants to support operating expenses.

**FY19 Operating Budget**

	<b>Award FY19</b>
Vendor Expenses	\$ 2,130,019
Fuel Expense	\$ 325,000
County Operating Expenses**	\$ 162,700
<b>Total Expense</b>	<b>\$ 2,617,719</b>
Estimated Vendor Revenue	\$ 680,250
FTA/MTA Grant Funds	\$ 789,171
County Match - Operating	\$ 1,148,298
<b>Total Revenue</b>	<b>\$ 2,617,719</b>
** Includes: Salaries - County Staff; Training and Support; Software; Printing; Audit Fee	

### FY19 Capital Budget

	FTA	MTA	Required County Match	Total
Replacement Vehicles (3)	\$ 146,340	\$ 38,291	\$ 38,294	\$ 222,925
Preventative Maintenance	\$ 160,000	\$ 20,000	\$ 20,000	\$ 200,000
<b>Total</b>	<b>\$ 306,340</b>	<b>\$ 58,291</b>	<b>\$ 58,294</b>	<b>\$ 422,925</b>

Requested, but not included in the capital budget award, was funding for marketing, 7 replacement buses and 18 replacement tablets.

**Staff Recommended Motion:** I move that the Board of Commissioners accept the FY19 Annual Transportation Plan awards.

Attendees: Jeff Castonguay, Director, Public Works  
Debby Standiford, Manager, Grants Office

# Department of Public Works

## Briefing Paper

October 18, 2018  
Open Session

**Issue:**

Term Contract Use – Culvert Replacement

**Discussion/Decision:**

Discussion / Possible Decision

**Background:**

A pipe culvert with large end walls, conveying an unnamed tributary of Big Pipe Creek, under Keysville Bruceville Road 0.63 miles from Sixes Bridge Road is failing and needs to be replaced.

The necessary permits have been obtained from the Maryland Department of the Environment. The location will remain open to through traffic during the work activity. The estimated time to complete the work is twenty working days, weather permitting.

The quote submitted by Stambaugh's, Inc. is \$52,265.00. Stambaugh's, Inc. has a term contract with the County and funding for this work is available.

**Action:**

Please authorize the DPW to utilize the term contract with Stambaugh's, Inc. as requested.

**Staff-Recommended Motion:**

I move that the Board of Commissioners authorize the Department of Public Works to utilize the term contract with Stambaugh's, Inc. for the Keysville Bruceville Road culvert replacement project.

**Attendees:**

Jeffrey Castonguay, Director, Department of Public Works

Douglas Brown, Acting Deputy Director, Department of Public Works

James Cook, Bureau Chief, Department of Public Works, Bureau of Roads Operations

# Department of Land & Resource Management

## Briefing Paper

October 18, 2018

## Open Session

### Issue:

**Briefing/Discussion/Decision – Fiscal Year 2019 Rural Legacy Grant Agreement for the Little Pipe Creek Rural Legacy Area and the Upper Patapsco Rural Legacy Area.**

### Background:

Carroll County has received the Fiscal Year 2019 grant from the Maryland Department of Natural Resources (DNR) for the Little Pipe Creek Rural Legacy Area and the Upper Patapsco Rural Legacy Area to preserve agricultural, natural and cultural resources through the acquisition of conservation easements. Grant funds have been awarded to the County in the amount of \$1,770,000.00. The County has a number of eligible properties within the County's two Rural Legacy areas. A grant agreement was prepared by DNR staff and has been reviewed and signed for legal sufficiency by Timothy Burke, County Attorney. The Grant Agreement will also require the signature of Roberta J. Windham, County Administrator.

### Action:

Briefing/Discussion/Decision - It is requested that the Board of County Commissioners accept the Fiscal Year 2019 Rural Legacy Grant Agreement for the Little Pipe Creek Rural Legacy Area and the Upper Patapsco Rural Legacy Area and authorize the County Administrator to sign the Agreement on the Commissioners' behalf.

### Staff-Recommended Motion:

*I move that the Board of Commissioners accept the Fiscal Year 2019 Rural Legacy Grant Agreement for the Little Pipe Creek Rural Legacy Area and the Upper Patapsco Rural Legacy Area and authorize the County Administrator to sign the Agreement on the Commissioners' behalf.*

### Attendees:

Thomas Devilbiss, Director, Department of Land & Resource Management  
Deborah Bowers, Program Manager, Agricultural Land Preservation Program  
J. P. Smith, Jr., Preservation Specialist, Agricultural Land Preservation Program

**Sheriff**

**Briefing Paper**

**October 18, 2018**

**Open Session**

**Issue:** Acceptance of the FY 2019 Violence Against Women Act (VAWA) Grant Award

**Background:** The Carroll County Sheriff’s Office’s Domestic Violence (DV) Unit is staffed by two full-time Deputies and two full-time Records Unit Technicians. The Records Unit Technicians log orders, enter data into national and state computer systems, perform criminal background checks, interview victims, conduct gun checks and perform lethality screenings. The Deputies in the DV Unit serve orders, seize firearms, provide evidence to the DV Prosecutor, perform safety checks and contact victims.

In FY 2017, the unit served 1,544 Interim, Temporary, Final and Show Cause Protective and Peace Orders. With the support of the grant funded position, the DV Unit insures that 98% of the orders are entered within 24 hours.

The award will partially fund the salary of the Records Unit Technician #1. The County match for this grant is provided by the remainder of the salary and benefits of the Records Unit Technician #1

**FY 2019 VAWA Award Budget**

<b>Position</b>	<b>Grant Funding*</b>	<b>County Cash Match</b>	<b>Total Cost</b>
Records Unit Technician # 1 - Salary	\$20,000	\$15,525	\$35,525
Records Unit Technician # 1 - Benefits	\$0	\$13,120	\$13,120
<b>Total</b>	<b>\$20,000</b>	<b>\$28,645</b>	<b>\$48,645</b>

\* 2019 grant application amount is capped at the previous year’s award of \$20,000

**Action:** Discussion, Possible Decision

**Staff-Recommended Motion:** I move that the Board of Commissioners accept the FY 2019 Violence Against Women’s Act (VAWA) Grant Award.

**Attendees:**

To Be Determined, Sheriff’s Office  
Caren Jagoda, Senior Grants Analyst, Management and Budget

**State's Attorney's Office**

**Briefing Paper**

**October 18, 2018**

**Open Session**

**Issue:** Acceptance of the Violence Against Women's Act (VAWA) Grant Award for the State's Attorney's Office

**Background:** The Special Victims Unit (SVU Unit) of the Carroll County State's Attorney's Office addresses the challenges of prosecuting domestic violence (DV) and sexual crimes and working with victims of those crimes. This specialized unit includes three Prosecutors and a Special Victims Unit Advocate who aggressively prosecute domestic violence and sexual assault cases shifting the focus of these crimes from victim responsibility for prosecution to offender accountability. The Unit holds perpetrators of domestic violence and sexual assault accountable through implementation of the pro-prosecution, evidence-based prosecution and victimless prosecution models. Training is another priority of the SVU Unit with training for the unit's three prosecutors in the specialized areas of domestic violence and sexual assault, as well as continued training of law enforcement.

The VAWA grant award will support the salary of the DV prosecutor which opened 421 DV cases in 2017. The County provides the match for the VAWA grant by funding the balance of the DV Prosecutor's salary and the benefits.

**FY 2019 Award Budget – 10/1/18 to 9/30/19**

<b>Position</b>	<b>Grant Funds*</b>	<b>County Cash Match</b>	<b>Total</b>
DV Prosecutor Salary	\$55,453	\$29,058	\$84,511
DV Prosecutor Benefits	\$0	\$44,913	\$44,913
<b>Total</b>	<b>\$55,453</b>	<b>\$73,971</b>	<b>\$129,424</b>

**Action:** Discussion, Possible Decision

**Staff-Recommended Motion:**

I move that the Board of Commissioners accept the FY 2019 Violence Against Women's Act Grant Award.

**Attendees:**

Ashley Pamer, Senior Assistant State's Attorney, State's Attorney's Office  
Caren Jagoda, Senior Grants Analyst, Management and Budget

**Department of Public Safety**

**Briefing Paper**

**October 18, 2018**

**Open Session**

**Issue:** FY 2019 Urban Area Security Initiative (UASI) Grant Award

**Background:** As a member of the Baltimore Urban Area Security Initiative (UASI), Carroll County is eligible to receive grant funds specifically allocated and only available to the member-jurisdictions of these federally designated regions. UASI funding is passed-through to the Maryland Emergency Management Agency (MEMA) from the U.S. Department of Homeland Security.

Carroll County has received notification that its FY 2019 Urban Area Security Initiative funds allocation will be a total of \$270,896. Compared to the FY 2018 award, the FY 2019 funding represents an increase of \$14,264. The Urban Area Security Initiative (UASI) provides an integrated mechanism that builds and sustains core capabilities to support the nation's preparedness against terrorist attacks, major disasters, and other emergencies. In Carroll County, the funding will support tactical support operations; intelligence equipment; mobile command vehicles; emergency notification systems; and regional planning.

**September 1, 2018 – August 31, 2020 Award Budget**

<b>Category</b>	<b>Award</b>
Tactical Support Operations	\$33,662
Intelligence Equipment	\$6,800
Hazmat Response	\$35,714
Mobile Command Vehicles (MCCV)	\$16,500
Emergency Notification Systems (ENS)	\$38,220
Regional Planning	\$140,000
County Cash Match	\$0
<b>Total Budget:</b>	<b>\$270,896</b>

**Action:** Discussion, Possible Decision

**Staff Recommended Motion:** I move that the Board of Commissioners accept the FY 2019 Urban Area Security Initiative (UASI) Grant Award.

**Attendees:**

Scott Campbell, Director, Department of Public Safety

Caren Jagoda, Senior Grants Analyst, Management and Budget



**Department of Public Safety**  
**Briefing Paper**  
**October 18, 2018**  
**Open Session**

**Issue:** FY 2019 Emergency Management Performance Grant (EMPG) Award

**Background:** EMPG funds are awarded to states and counties to establish a joint system of emergency preparedness so that jurisdictions are prepared to protect life and property from all hazards. All 56 States and territories, as well as the Republic of the Marshall Islands and the Federated States of Micronesia, are eligible for EMPG Program funds. EMPG funding is passed-through to the Maryland Emergency Management Agency (MEMA) from the U.S. Department of Homeland Security/Federal Emergency Management Agency (FEMA). In Carroll County, EMPG monies are used to fund Emergency Management staff positions that develop and maintain current emergency plans; identify and assess threats and risks; and develop and conduct training exercises. This grant requires a dollar-for-dollar cash match which will be provided through current funding in the Department of Public Safety’s budget; no additional County funds are required to match this grant. The FY 2019 award represents a \$115.00 decrease from the previous year’s award amount.

**October 1, 2018 – September 30, 2019 Award Budget**

Emergency Management Performance Grant (Federal)	\$108,743
Required County Cash Match	\$108,743
<b>Total Project</b>	<b>\$217,486</b>

**Action:** Discussion, Possible Decision

**Staff-Recommended Motion:**

I move that the Board of Commissioners accept the FY 2019 Emergency Management Performance Grant Award.

**Attendees:**

Scott Campbell, Director, Department of Public Safety  
Caren Jagoda, Senior Grants Analyst, Management and Budget

**Department of Public Safety**

**Briefing Paper**

**October 18, 2018**

**Open Session**

**Issue:** 2018 State Homeland Security Program (SHSP)

**Background:** SHSP supports the implementation of the National Preparedness System (NPS) by building, sustaining, and delivering core capabilities essential to emergency preparedness. Grant funds are to be used for any planning, organization, equipment, training, and exercise costs that strengthen a jurisdiction's capacity to protect against, respond to, and recover from acts of terrorism or other catastrophic events. The State Administrative Agency (Maryland Emergency Management Agency) is the only entity eligible to apply to the Federal Emergency Management Agency for SHSP funds. In Carroll County, the SHSP funding is used to ensure the County is ready to respond to all-hazard events; operates an effective emergency operations center; and offers training on homeland security threats. The 2018 grant award represents approximately \$8,889 less than the previous year's award.

**September 1, 2018 – August 31, 2020 Award Budget**

<b>Category</b>	<b>Award</b>
SHSP	\$83,102.96
County Cash Match	\$0
<b>Total Project</b>	<b>\$83,102.96</b>

**Action:** Discussion, Possible Decision

**Staff Recommended Motion:** I move that the Board of Commissioners accept the 2018 State Homeland Security Program (SHSP) Grant Award.

**Attendees:**

Scott Campbell, Director, Department of Public Safety

Caren Jagoda, Senior Grants Analyst, Management and Budget

**Department of the Comptroller  
Briefing Paper – Stafftime  
October 18, 2018**

**Briefing/  
Discussion/  
Decision:**

Consideration of Bond Sale Award Resolution

**Background:**

The County received bids today on approximately \$25.0 million (subject to change) of General Obligation bonds. The issuance of bonds (maximum \$25.0 million) was authorized by the Board on Thursday, September 27<sup>th</sup>, with the adoption of Resolution #1033-2018, the public release of the Preliminary Official Statement (POS), and the advertisement of the notice of sale. The Board’s vote is required to award the bond sale to the lowest responsive bidder and to authorize the President of the Board to sign the settlement documents to complete the bond sale. The bond proceeds will fund various capital projects including public schools, public works, conservation and public safety.

In anticipation of today’s bond sale, the County requested updated credit ratings from the three major agencies: Fitch Ratings, Standard & Poor’s and Moody’s Investors Service. The results will be shared with the Board and the public today.

Representatives from the County’s bond counsel, McKennon, Shelton & Henn LLP, and financial advisor, Davenport & Company, LLC, will be in attendance to share the results and to advise the Board.

**Staff  
Recommended**

**Motion:** I move that the Board of Commissioners adopt the Bond Sale Award Resolution as presented by bond counsel.

C: Tim Burke, County Attorney

Resolution # \_\_\_\_\_

Vote

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