

MINUTES**REGULAR MEETING**

Honorable Brandon M. Scott, President
Honorable Bernard C. "Jack" Young, Mayor
Honorable Joan M. Pratt, Comptroller and Secretary
Rudolph S. Chow, Director of Public Works
Andre M. Davis, City Solicitor
Dana P. Moore, Deputy City Solicitor
Matthew W. Garbark, Deputy Director of Public Works
Bernice H. Taylor, Deputy Comptroller and Clerk

President: Good morning. The October 30, 2019 meeting of the Board of Estimates is now called to order. In the interest of promoting the order and efficiency of these hearings, persons who are disruptive to the hearing will be asked to leave the hearing room. Meetings of the Board of Estimates are open to the public for the duration of the meeting. The hearing room must be vacated at the conclusion of the meeting. Failure to comply may result in the charge of trespassing. I will direct the Board Members attention to the Memorandum from my office dated October 28, 2019, identifying matters to be considered as routine agenda items together with any corrections and additions that have been noted by the Deputy Comptroller. I will entertain a motion to approve all of the items contained on the routine agenda."

MINUTES

City Solicitor: "I move approval of the routine agenda Mr. President."

Comptroller: "I second."

President: "All those in favor say Aye. All opposed say nay. The motion carries. The routine agenda items have been adopted."

* * * * *

MINUTES**BOARDS AND COMMISSIONS**1. Prequalification of Contractors

In accordance with the Rules for Prequalification of Contractors, as amended by the Board on November 21, 2016, the following contractors are recommended:

AES Electrical, Inc.	\$ 209,380,000.00
Action Electrical Contractors, Inc.	\$ 8,000,000.00
Clark Construction Group, LLC	\$1,786,140,000.00
Corman Kokosing Construction Company (Work Capacity Rating underwritten by Blanket Guarantee of \$500,000,000.00 from the Parent Corporation Kokosing, Inc.)	\$ 500,000,000.00
ECM Corporation	\$ 8,000,000.00
Economic International Construction Company, Inc.	\$ 4,210,000.00
Hayward Baker, Inc.	\$ 90,910,000.00
M & R Contracting Services, Inc.	\$ 1,500,000.00
Machado Construction Company, Inc.	\$ 8,000,000.00
RedZone Robotics, Inc.	\$ 106,520,000.00
Scriba Welding, Inc.	\$ 1,500,000.00
Structural Preservation Systems, LLC	\$ 703,970,000.00
The Poole and Kent Corporation (Work Capacity Rating Underwritten by Blanket Guarantee of \$100,000,000.00 from the Parent Corporation EMCOR Group, Inc.)	\$ 100,000,000.00

MINUTES**BOARDS AND COMMISSIONS** - cont'd2. Prequalification of Architects and Engineers

In accordance with the Resolution Relating to Architectural and Engineering Services, as amended by the Board on June 29, 1994, the Office of Boards and Commissions recommends the approval of the prequalification for the following firms:

Advanced Infrastructure Design, Inc.	Engineer Land Survey
Astute Engineering, LLC	Engineer
Brenton Landscape Architecture, LLC	Landscape Architect
Encore Sustainable Design LLC	Architect
InPlace Design, LLC	Architect
Mahan Rykiel Associates, Inc.	Landscape Architect
The Robert B. Balter Company	Engineer

There being no objections the Board, UPON MOTION duly made and seconded, approved the prequalification of contractors and architects and engineers for the listed firms. The Comptroller **ABSTAINED** on Item No. 1. Economic International Construction Company, Inc. only.

MINUTES

Office of the Labor Commissioner - Side Letter Agreement

ACTION REQUESTED OF B/E:

The Board is requested to **NOTE** the Side Letter Agreement with the Managerial and Professional Society of Baltimore, Inc. (MAPS).

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

An administrative correction is being made to Article 7: Health and Welfare Benefits, paragraph F: Life Insurance. The basic life insurance benefit for employees represented by MAPS or receiving the benefits of MAPS is being modified and shall be two and one half times (2.5x) the employee's annual salary with no cap.

UPON MOTION duly made and seconded, the Board **NOTED** the Side Letter Agreement with the Managerial and Professional Society of Baltimore, Inc.

MINUTESMayor's Office of Homeless Services - Provider Agreements

The Board is requested to approve and authorize execution of the various Provider Agreements. The period of the agreement is July 1, 2019 through June 30, 2020, unless otherwise indicated.

The City has received a Maryland Department of Housing and Community Development grant to undertake the Homelessness Solutions Program (HSP), the Housing Opportunities for Persons with AIDS (HOPWA) program and the Continuum of Care (COC) program.

1. **GOVANS ECUMENICAL DEVELOPMENT CORPORATION** **\$100,000.00**

Account: 5000-529120-3573-765400-603051

Govans Ecumenical Development Corporation will utilize the funds to provide supportive services to 59 individuals and/or families experiencing homelessness in the City of Baltimore. Services will be provided under their Harford and Micah House program.

MWBOO GRANTED A WAIVER ON SEPTEMBER 18, 2019.

2. **QUEEN ANNE'S COUNTY, MARYLAND** **\$ 24,387.00**

Account: 4000-490820-3573-763204-603051

The City is the grantee for the Baltimore Eligible Metropolitan Statistical Area, which includes Queen Anne's County.

Queen Anne's County, Maryland will utilize the funds to provide rental assistance to four low-income HIV positive individuals in Queen Anne's County.

The agreements are late because of delays at the administrative level.

MINUTES

Mayor's Office of Homeless Services - cont'd

3. **ASSOCIATED CATHOLIC CHARITIES, INC.** **\$104,202.50**

Account: 4000-407018-3573-757200-603051

Associated Catholic Charities, Inc. will utilize the funds to provide leasing assistance and supportive services to six individuals and families in Baltimore City who are experiencing homelessness. The goal of the project is to increase housing stability and enhance self-sufficiency so clients do not return to a homelessness status. The period of the agreement is December 1, 2019 through November 30, 2020.

MWBOO GRANTED A WAIVER ON AUGUST 13, 2019.

4. **DAYSRING PROGRAMS, INC.** **\$283,304.50**

Account: 4000-407018-3573-757600-603051

Dayspring Programs, Inc. will utilize the funds to provide supportive services to 60 individuals and/or families experiencing homelessness in the City of Baltimore. Services will be provided under the Rapid Re-Housing Program. The period of the agreement is January 1, 2020 through December 31, 2020.

MWBOO GRANTED A WAIVER ON MARCH 6, 2019.

MINUTES

Mayor's Office of Homeless Services - cont'd

5. **TAYLOR MADE TRANSPORTATION, INC.** **\$351,107.00**

Account: 1001-000000-3572-778800-603051

The City has devised a transportation plan to offer the homeless population free transportation access to all City Continuum of Care resources and programs. The Provider will provide transportation services to locations in and around the City's Continuum of Care Area. The period of the agreement is October 1, 2019 through June 30, 2020.

The agreement is late because of contract negotiations.

MWBOO DENIED THE WAIVER ON OCTOBER 4, 2019. GOALS ARE NOT WAIVED AS THERE IS AN OPPORTUNITY TO SUBCONTRACT.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the various Provider Agreements.

MINUTES

Mayor's Office of Homeless Services - Correction

ACTION REQUESTED OF B/E:

The Board is requested to approve a correction to the amount for the Provider Agreement with Behavioral Health System Baltimore, Inc. The period of the agreement is April 1, 2019 through March 31, 2020.

AMOUNT OF MONEY AND SOURCE:

\$22,635.00 - 4000-407018-3571-757510-603051

BACKGROUND/EXPLANATION:

On April 24, 2019, the Board approved an agreement with Behavioral Health System, Inc. to provide rental assistance and support services to 110 formerly homeless households under the Continuum of Care grant award. The Mayor's Office of Homeless Services made an error in the budget amount. The previous budget amount was \$1,431,909.48. The correct amount is \$1,454,544.98, an increase of \$22,635.50.

All other terms and conditions remain the same.

APPROVED FOR FUNDS BY FINANCE**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved a correction to the amount for the Provider Agreement with Behavioral Health System Baltimore, Inc.

MINUTES

Department of Real Estate - Tax Sale Certificate

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of a Tax Sale Certificate for an amount that is less than the lien amount for the property located 416 E. Lafayette Ave., Block 1096 Lot 012.

AMOUNT OF MONEY AND SOURCE:

<u>Property Address</u>	<u>Assessed Value</u>	<u>Flat Taxes & Water</u>	<u>Total Liens</u>	<u>Recommended Purchase Price</u>
416 E. Lafayette Ave.	\$1,000.00 94.40 99.83	\$194.23	\$68,875.15	\$1,000.00

BACKGROUND/EXPLANATION:

The City acquired the Tax Sale Certificates on May 14, 2018.

Threshold Inc. has offered to purchase the Tax Sale Certificate for 416 E. Lafayette Avenue, Block 1096, Lot 012 in the amount of \$68,875.15.

Threshold Inc. has offered to purchase the Tax Sale Certificate for 416 E. Lafayette Ave., file petition to foreclose, acquire title to the property and return it to productive use.

The purchase price of \$1,000.00 will cover the property's flat taxes and water and represents the higher of the assessed value \$1,000.00 or flat taxes and water \$194.23.

MINUTES

Department of Real Estate - cont'd

UPON MOTION duly made and seconded, the Board approved the assignment of the Tax Sale Certificate for an amount that is less than the lien amount for the property located 416 E. Lafayette Ave., Block 1096 Lot 012.

MINUTES

Department of Real Estate - Agreement of Sale

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Agreement of Sale between the Mayor and City with ACS Properties, LLC. for the properties located at 3304, 3308, 3312, 3400, 3404, 3408, 3410 Hawkins Point Road and the rear of 3308/16 Hawkins Point Road (Block 7005, Lots 6, 7,8,10, 11, 12, 13 and 22).

AMOUNT OF MONEY AND SOURCE:

\$162,210.00 Purchase Price

BACKGROUND/EXPLANATION:

The authority to sell these properties was approved by City Council Ordinance No. 05-125 approved on October 7, 2005 and City Council Ordinance 11-407 approved January 31, 2011.

The Purchaser has paid a down payment of \$16,210.00 with the signing of this agreement.

STATEMENT OF PURPOSE AND RATIONALE FOR SALE BELOW THE APPRAISED VALUE:

The properties appraised for \$238,000.00 on June 14, 2018. Due to existing environmental issues on the properties, it is the recommendation of the Department of Real Estate to sell the properties to ACS Properties, LLC at a negotiated prices of \$162,100.00.

The properties 3304, 3308, 3312, 3400, 3404, 3408, 3410 Hawkins Point Road and the rear of 3308/16 Hawkins Point Road (Block 7005, Lots 6, 7,8,10, 11, 12, 13 and 22) are located in the Hawkins Point area of Baltimore City. The properties are vacant lots that have been dumped on; they are overgrown with trash, debris, trees, and weeds. The Department of Transportation surplused the properties and received no interest from other City agencies. ACS Properties, LLC will redevelop the properties and erect a one-story pole building and off street parking for six vehicles for ACS Properties, LLC, in accordance with the current zoning.

MINUTES

Department of Real Estate - cont'd

Although the property appraised for \$238,000.00 on June 14, 2018, the City's Appraisal Policy requires that the sales must be presented within one year of the date of the appraisal to the Board of Estimates for approval. The City Appraiser reviewed the appraisal and determined that the value has not drastically changed and supports the use of this appraisal.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement of Sale between the Mayor and City with ACS Properties, LLC. for the properties located at 3304, 3308, 3312, 3400, 3404, 3408, 3410 Hawkins Point Road and the rear of 3308/16 Hawkins Point Road. The Mayor **ABSTAINED**.

MINUTES

Space Utilization Committee - Lease Agreement Renewal

ACTION REQUESTED OF B/E:

The Board is requested to approve the renewal of the Lease Agreement Renewal with the Babe Ruth Foundation, Inc., Tenant, for the rental of the property known as 216 Emory Street, consisting of 5,510.00 sq. ft. The period of the renewal is January 1, 2020 through December 31, 2024.

AMOUNT OF MONEY AND SOURCE:

\$1.00 - Annual rent

BACKGROUND/EXPLANATION:

On October 7, 2015, the Board approved the original lease agreement for five-years with an option to renew for three five-year renewal options. The Tenant will exercise the first renewal option.

All other terms and conditions of the original lease agreement dated October 7, 2015 will remain in full force and effect.

UPON MOTION duly made and seconded, the Board approved the renewal of the Lease Agreement Renewal with the Babe Ruth Foundation, Inc., Tenant, for the rental of the property known as 216 Emory Street, consisting of 5,510.00 sq. ft.

MINUTES

Space Utilization Committee - Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Lease Agreement with the Friends of President Street Station, Inc., Tenant, for the rental of 801 Fleet Street, known as President Street Station. The period of the Lease Agreement is July 1, 2019 through June 30, 2024.

AMOUNT OF MONEY AND SOURCE:

\$1.00 - Annual Rent

BACKGROUND/EXPLANATION:

The Tenant will be volunteering their services for the historical preservation of the Civil War Museum. The City will be responsible for the security costs of the property and will share 50% of the proceeds from the donations the Tenant receives from the public toward the utility and maintenance cost of the building and to provide liability insurance.

The Lease Agreement is late because of administrative delays.

The Space Utilization Committee approved this Lease Agreement on October 8, 2019.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with the Friends of President Street Station, Inc., Tenant, for the rental of 801 Fleet Street, known as President Street Station.

MINUTES

Space Utilization Committee - Second Amendment to Lease Amendment

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Second Amendment to Lease Agreement (Second Amendment) with Lexington Market, Inc., Lessee, for the rental of the property known as 200 N. Eutaw Street, (Block 618, Lot 6), 112 N. Eutaw Street (Block 595, Lot 6) also known as Lexington Market and the adjacent parking lot, consisting of 3.135 acres parking lot. The Second Amendment to Lease Agreement will extend the period of the Lease Agreement through October 21, 2049.

AMOUNT OF MONEY AND SOURCE:

\$1.00 - Annually, if demanded

BACKGROUND/EXPLANATION:

The amended term will be for 70 years and will commence November 01, 1979 and will terminate October 31, 2049, with the right to renew for two additional 10-year terms, upon the same terms and conditions. All other terms and conditions of the original Lease Agreement dated October 31, 1979 and the First Amendment to lease dated June 29, 2005, will remain in full force and effect. This Second Amendment is necessary in order for the Lexington Market to move forward with a major renovation being financed with the use of New Market Tax Credits. That project is currently being structured and will involve the Lexington Market setting up a subsidiary to engage in the New Market Tax Credit Financing.

The Space Utilization Committee approved this Second Amendment to Lease Agreement on October 9, 2019.

MINUTES

Space Utilization Committee - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Second Amendment to Lease Agreement with Lexington Market, Inc., Lessee, for the rental of the property known as 200 N. Eutaw Street, 112 N. Eutaw Street also known as Lexington Market and the adjacent parking lot, consisting of 3.135 acres parking lot.

MINUTES

EXTRA WORK ORDERS

* * * * *

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Orders

listed on the following pages:

5070 - 5071

The EWO was reviewed and approved

by the

Department of Audits, CORC,

and MWBOO, unless otherwise indicated.

MINUTES

EXTRA WORK ORDERS

<u>Contract</u>	<u>Prev. Apprvd.</u>	<u>Time %</u>
<u>Awd. Amt.</u>	<u>Extra Work</u>	<u>Contractor</u>
<u>Ext.</u>	<u>Compl.</u>	

Department of Transportation/Office
of Engineering and Construction

- | | | | | |
|----|--|---|--|------|
| 1. | EWO #001, (\$148,183.41) TR 13306R, Resurfacing Highways @ Various Locations, Southwest Sector III | | | |
| | \$3,365,177.00 | - | Manuel Luis Construction Company, Inc. | 100% |

As a result of completing the project close-out audit, this final extra work order represents a net credit in the amount of \$148,183.41. The final extra work order reconciles contract bid for items. The reconciliation includes overrun and underrun adjustments for items used during the projects.

DBE PARTICIPATION:

The Contractor met the established goal of 30%.

APPROVED FOR FUNDS BY FINANCE

Department of Public Works/Office
of Engineering and Construction

- | | | | | | |
|----|--|----|------|--------------------------------------|-------------|
| 2. | EWO #3, \$0.00 WC 1302, O/C Carbon Fiber Reinforced Polymer Large Water Main Repairs | | | | |
| | \$2,730,570.00 | \$ | 0.00 | Structural Preservation Systems, LLC | 365 day 41% |

MINUTES**EXTRA WORK ORDERS**

<u>Contract</u>	<u>Prev. Apprvd.</u>	<u>Time %</u>
<u>Awd. Amt.</u>	<u>Extra Work</u>	<u>Contractor</u>
		<u>Ext. Compl.</u>

Department of Public Works/Office
of Engineering and Construction - cont'd

The Board is requested to approve a time extension with Structural Preservation Systems LLC under WC 1302. This is the third time extension and will increase the duration time of the contract by one year for a total contract duration time of 1,825 days. The current construction completion date is November 18, 2019 and the new construction completion date is November 18, 2020. This extra work order is within the original scope of work and was requested by the Agency.

The Department is requesting a 365 day non-compensable time extension for WC 1302-O/C Carbon Fiber Reinforced Polymer Large Water Main Repairs. This project is necessary for the City to be able to quickly mobilize a contractor repairing Prestressed Concrete Cylinder Pipe (PCCP) in case a need arises based on Prestressed Concrete Cylinder Pipe main inspections and condition assessments. The services provided under this contract are critical to the Office of Asset Management to be able to deal with emergencies in the water distribution system, such as an imminent catastrophic break on a large diameter Prestressed Concrete Cylinder Pipe main. The proposed time extension will allow uninterrupted services and ensure that these critical essential services are available should the need arise, while a new replacement contract is advertised, bid and procured simultaneously. The Certificate of Completion form will not be completed until a scheduled time after final payment and final completion has been given by the Agency.

MWBOO FOUND VENDOR IN COMPLIANCE ON 08/23/19.

APPROVED FOR FUNDS BY FINANCE

MINUTES

Baltimore Development - Funding and Repayment Agreement
Corporation (BDC)

ACTION REQUESTED OF B/E:

The Board is requested to approve: (a) City funding of a \$230,000.00 Conditional Loan to Citywide Youth Development Inc. (CYD) to finance equipment for CYD's relocation of its operations to a 10,000 square foot building to be purchased at 2136 W. North Avenue, Baltimore MD.; and (b) the execution by the Mayor or Director of Finance of any ancillary documents, letters or certificates that do not change the substance of the terms of the documents subject to review for form and legal sufficiency by the Law Department.

AMOUNT OF MONEY AND SOURCE:

\$230,000.00 - 9910-923100-9601-900000-709099
Economic Development Bond Funds

No transfer of funds required. Funds are already in the capital project account.

BACKGROUND/EXPLANATION:

The CYD'S mission is to provide relief of the poor, distressed, and underprivileged by encouraging entrepreneurship, education, providing vocational skills training, and establishing enterprise development. Their goal is to utilize entrepreneurship and manufacturing as a crime prevention, poverty eradication, and a community revitalization strategy.

The CYD was established in 2010 and to date the CYD has created over 100 entrepreneurship and job opportunities. It has established three youth-run enterprises. This includes a fashion brand and retail store, "Made in BMore Clothing" located in the partners with Baltimore and Under Armour, and Frozen Dessert Sorbet: the largest mobile cart company in Maryland (20 to date) currently located in Oriole Park.

MINUTESBaltimore Development Corporation - cont'd

The CYD is relocating its training facility, in the 21217-zip code, one of the most impoverished areas of Baltimore city. This project is a collaborative effort between grassroots, educational, public, and private organizations.

The new facilities will house:

- Workforce Development Programs
- Two retail/wholesale showrooms
- Training in apparel manufacturing and frozen desert Production
- Seventy Entrepreneur and job opportunities

Financial Assistance:

The BDC is recommending financial assistance in the form of a conditional loan in an amount of \$230,000.00

If the CYD achieves substantial completion of the Project and receives a use and occupancy permit on or before December 31, 2020 to move into the 10,000 square foot building, the funding in the amount of \$230,000.00 will be forgiven. If the Company does not achieve substantial completion and move into the building by the aforementioned date, then on demand from the City, the Company will repay to the City all or a portion of the funding as determined by the City at its sole and absolute discretion and interest at 4% annum.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

MINUTES

Baltimore Development Corporation - cont'd

UPON MOTION duly made and seconded, the Board approved: (a) City funding of a \$230,000.00 Conditional Loan to Citywide Youth Development Inc. to finance equipment for CYD's relocation of its operations to a 10,000 square foot building to be purchased at 2136 W. North Avenue, Baltimore MD. and (b) the execution by the Mayor or Director of Finance of any ancillary documents, letters or certificates that do not change the substance of the terms of the documents subject to review for form and legal sufficiency by the Law Department.

MINUTES

Baltimore Police Department - Intergovernmental Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve an authorized execution of the Intergovernmental Agreement with the Office of the State's Attorney for Baltimore City. The period of the agreement is October 1, 2018 through September 30, 2019.

AMOUNT OF MONEY AND SOURCE:

\$64,100.00 - 4000-412719-2021-746300-601001

BACKGROUND/EXPLANATION:

On January 23, 2019, the Board approved a grant award from the U.S. Department of Justice through the Maryland Governor's Office of Crime Control and Prevention for the period of October 1, 2018 through September 30, 2019.

The State's Attorney Office will join the Department in investigation of sexual offenses, prosecution of legally sufficient sexual offenses and the experience of victims in the criminal justice system, and training. The funds will be used for salary and equipment.

APPROVED FOR FUNDS BY FINANCE**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Intergovernmental Agreement with the Office of the State's Attorney for Baltimore City.

MINUTES

TRANSFERS OF FUNDS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

5077 - 5079

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

MINUTES**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Baltimore Development Corporation</u>		
1. \$3,000,000.00	9910-913092-9600	9910-914092-9601
Casino Area	Construction	City Animal
Local Impact	Reserve	Care Facility
Aid	(City Animal Care Facility)	

This transfer of funds will allow for the construction of a new City Animal Care Facility in the Cherry Hill community.

Department of Transportation

2. \$166,468.63	9950-911077-9513	9950-901046-9512-5
State Rev.	Construction	Inspection -
	Reserve - Traffic	Traffic Signal
	Reconstruction	Reconstruction

This transfer will fund the costs associated with Task #19 on Project No. 1183, On-Call Consultant Services for Traffic Signals, ITS & Traffic Engineering with McCormick Taylor in the amount of \$151,335.12.

3. \$ 15,000.00	9950-908214-9515	9950-903281-9514
State Constr.	Reserve - Major	Resurfacing Hwy. -
Rev. - Series	Construction -	NW II
FY 2020	Resurfacing	
	Northwest	

This transfer will cover the costs of prints and other related costs necessary to advertise Project TR 20011, Resurfacing Highway Northwest II in the amount of \$15,000.00.

MINUTES

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation - cont'd</u>		
4. \$ 15,000.00	9950-903846-9515	9950-904280-9514
State Constr.	Reserve - Major	Resurfacing Hwy. -
Rev. - Series	Construction -	NE I
FY 2020	Resurfacing -	
	Northeast	

This transfer will cover the costs of prints and other related costs necessary to advertise Project TR 20010, Resurfacing Highway Northeast I in the amount of \$15,000.00.

5. \$ 15,000.00	9950-909215-9515	9950-903282-9514
State Constr.	Reserve - Major	Resurfacing Hwy. -
Rev. - Series	Construction -	SW III
FY 2020	Resurfacing -	
	Southwest	

This transfer will cover the costs of prints and other related costs necessary to advertise Project TR 20012, Resurfacing Highway Southwest III in the amount of \$15,000.00.

6. \$ 15,000.00	9950-906216-9515	9950-904283-9514
State Constr.	Reserve - Major	Resurfacing Hwy. -
Rev. - Series	Construction -	SE IV
FY 2020	Resurfacing	
	Southeast	

This transfer will cover the costs of prints and other related costs necessary to advertise Project TR 20013, Resurfacing Highway Southeast IV in the amount of \$15,000.00.

MINUTES

TRANSFER OF FUNDS

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Baltimore City office of Information Technology (BCIT)</u>			
7.	\$241,674.45	9903-935013-9117	9903-916013-9116
	General Fund	Backup and Recovery	BCIT Backup and
	Revenue	System	Recovery System

This transfer is requested for the continuation of the backup and recovery system for critical City applications and systems.

Department of Public Works

8.	\$2,692,000.00	9960-909312-9558	9960-907304-9557-6
	Water Revenue	Montebello WTP	Construction
	Bonds	Filter Renovation	
	1,728,000.00	-----	
	<u>County Revenue</u>		
	\$4,420,000.00		

This transfer will cover costs of WC 1362, Montebello II Emergency Filter Repair.

MINUTES

Employee's Retirement System (ERS) - Investment Management Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Investment Management Agreement with ERS Board and Wells Capital Management Incorporated. The agreement is effective upon Board approval and may be terminated by giving at least 30 days written notice to the other party. The ERS Board requests authorization to approve subsequent agreements related to the Investment Manager Agreement for additional allocations to the fund.

AMOUNT OF MONEY AND SOURCE:

No General funds are involved

\$90,000,000.00 - ERS funds will be managed by Wells Capital Management Incorporated

\$ 19,000.00 - average annual management fee

BACKGROUND/EXPLANATION:

Wells Capital Management Incorporated will be managing an initial investment of \$90,000,000.00 of ERS funds in its U.S. Low Volatility Equity Investment Program. The average annual fee is \$19,000.00.

The ERS Board with the assistance of its investment consultant, Marquette conducted a nationwide search for a multi-asset and fixed income equity fund with low volatility within the U.S. markets for investing a portion of ERS assets. With the recommendation of the ERS investment consultant, Marquette, the fund was selected. For this transaction, ERS approves the Investment Manager Agreement and other agreement/materials distributed in connection with the Agreement and may need to approve subsequent agreements related to the Investment Manager Agreement for additional allocations to the fund.

MINUTES

Employee's Retirement System (ERS) - cont'd

MBE/WBE PARTICIPATION:**MWBOO GRANTED A WAIVER**

UPON MOTION duly made and seconded, the Board approved and authorized execution of an Investment Management Agreement between the Employee's Retirement System Board and Wells Capital Management Incorporated. The Comptroller **ABSTAINED**.

MINUTES

Employees' Retirement Systems' - Deferred Compensation
Plan Restatement

ACTION REQUESTED OF B/E:

The Board is requested by the Board of Trustees of the Retirement Savings Plan of the City of Baltimore to approve a Restatement of the City of Baltimore's Deferred Compensation Plan (Plan) to be effective January 1, 2020.

AMOUNT OF MONEY AND SOURCE:

No General Fund monies or fees are involved in this transaction.

BACKGROUND/EXPLANATION:

The Retirement Savings Plan Board of Trustees (RSP) adopted a Restatement of the Deferred Compensation Plan to be effective January 1, 2020. This January 1, 2020 Restatement continues the Plan as previously restated effective January 1, 2004 and as amended on several occasions since that date. The Plan's original effective date was April 1, 1975. The Plan enables Employees to defer a portion of their compensation upon a pre-or post-tax basis and receive benefits at termination of employment, retirement or death or in the event of financial hardship due to unforeseeable emergencies. The Plan is intended to satisfy the requirements of an eligible deferred compensation plan under Internal Revenue Code Section 457(b) and will be interpreted accordingly.

MBE/WBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, the Board approved the Restatement of the City of Baltimore's Deferred Compensation Plan to be effective January 1, 2020. The Comptroller **ABSTAINED**.

MINUTES

Mayor's Office of Employment - Professional Service Agreement
Development (MOED)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Agreement with Baltimore City Board of School Commissioners, Baltimore City Public Schools and the Mayor's Office of Employment Development to provide funding and resources for the YouthWorks summer jobs program. The period of the agreement is July 1, 2019 through August 2, 2019 upon Board approval.

AMOUNT OF MONEY AND SOURCE:

\$96,000.00 - 5000-510920-6397-460505-405001

The funding level for this Agreement is \$96,000.00 of Baltimore City Board of School Commissioners Account Funds.

BACKGROUND/EXPLANATION:

The YouthWorks summer jobs program has been operated successfully by the Mayor's Office of Employment Development for more than 30 years. Last year, the program offered more than 8,000 jobs to eligible youth between the ages of 14-21 to secure their first work experience.

This Agreement will support 60 Youth Works workers for the summer who will contribute to the, day-to-day operations in various departments at the City Schools District Office in Baltimore city as well as the Great Kids Farm in Catonsville. The Board of School Commissioners approved the Agreement and Budget between the City schools and MOED on July 23, 2019 to support the YouthWorks summer jobs program.

MINUTES

MOED - cont'd

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED THE SUBMITTED DOCUMENTATION AND FOUND THAT IT CONFIRMED THE GRANT AWARD.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with Baltimore City Board of School Commissioners, Baltimore City Public Schools and the Mayor's Office of Employment Development to provide funding and resources for the YouthWorks summer jobs program.

MINUTES

Department of Housing and - cont'd
Community Development

3. **ROBERTA'S HOUSE, INC.** **\$100,000.00**

Account: 2089-208920-5930-736126-603051

Funding will subsidize the Sub-grantee's operating costs for one year. The Sub-grantee will provide grief counseling and bereavement support services, free of charge to low-and moderate-income youth and their families who have experienced acute emotional distress related to a death and/or traumatic loss.

FOR FY 2020, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$0.00.

MWBOO GRANTED A WAIVER ON OCTOBER 9, 2019.

4. **GREATER BALTIMORE COMMUNITY HOUSING RESOURCES BOARD, INC. (GBCHRB)** **\$ 27,880.00**

Account: 2089-208920-5930-436384-603051

Funding will allow the GBCHRB to procure a consultant to provide technical expertise in planning, designing, and conducting an effective program of fair housing education, training, analysis, and administration in Baltimore City. The consultant on behalf of the GBCHRB will provide general fair housing ordinance education, fair housing education for persons with disabilities, regional fair housing advocacy, awareness special events, and fair housing curriculum support in Baltimore City Public Schools. The period of the agreement is October 1, 2019 through September 30, 2020.

MINUTES

Department of Housing and - cont'd
Community Development

On August 22, 2019, the Board approved the Resolution authorizing the Commissioner of the Department of Housing and Community Development (DHCD), on behalf of the Mayor and City Council, to file a Federal FY 2019 Annual Action Plan including the Community Development Block Grant funds (CDBG), which had been approved by HUD Headquarters.

HUD's approval of CDBG program funding is effective July 1, 2019. The DHCD's Contracts Section began negotiating and processing CDBG agreements and MOU's as outlined in the Plan to be effective July 1, 2019 and beyond. Consequently, the agreements were delayed due to final negotiations and processing.

APPROVED FOR FUNDS BY FINANCE**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Community Development Block Grant Agreements. The Comptroller **ABSTAINED** on Item No. 3.

MINUTES

Department of Housing and - Community Catalyst Grants Operating
Community Development Program Budget and Scope of Work

ACTION REQUESTED OF B/E:

The Board is requested to approve five project budgets and scopes of work for the Community Catalyst Grants Operating program: one project budget and one scope of work for each of the five Awardees. The five Awardees are as follows:

1. Baltimore Roundtable for Economic Democracy
2. Bon Secours Community Works
3. Hanlon Improvement Association
4. Impact Hub Baltimore
5. Upton Planning Committee

The total amount of the five projects is \$171,000.00. Following approval, the Department will execute individual agreements with Awardees and/or their Fiscal Agents. The term of the agreement will vary for each Awardee but can be a maximum of three years effective from the date agreements are executed with the DHCD. There is a total of 35 grantees, and information will be submitted to the Board in multiple submissions. The first submission of eight projects was approved by the Board on October 2, 2019. The second submission of ten projects was approved by the Board on October 16, 2019.

AMOUNT OF MONEY AND SOURCE:

\$ 47,000.00 - Baltimore Roundtable for Economic Democracy
 25,000.00 - Bon Secours Community Works
 25,000.00 - Hanlon Improvement Association
 34,000.00 - Impact Hub Baltimore
40,000.00 - Upton Planning Committee
\$171,000.00 - 9910-906222-9588

MINUTES

Department of Housing and - cont'd
Community Development

BACKGROUND/EXPLANATION:

The DHCD's community development strategies focus resources in disinvested and overlooked communities where City funds will spur the DHCD's community development strategies focus resources in disinvested and overlooked communities where City funds will spur growth and transformation and attract additional investment. The DHCD created the Community Catalyst Grants Program (CCG), a \$5,000,000.00 initiative to leverage assets and support community led organizations to increase their capacity and ability to undertake neighborhood revitalization initiatives. Up to \$2,000,000.00 of CCG Funds were allocated to supporting operating costs and up to \$3,000,000.00 to supporting capital projects.

In October 2018, the DHCD released the CCG Operating Grant Guidelines and Application. On March 7, 2019, the Mayor awarded 35 organizations a total of \$1,750,000.00. The balance of \$250,000.00 will be maintained for the DHCD's administrative cost.

On September 18, 2019, the Board approved a Form Agreement for Grantees and a Form Agreement for Grantees with Fiscal Agents. The form agreements were approved by the Law Department for form and legal sufficiency. The agreement stipulates that final budgets and scopes of work are to be approved by the Board of Estimates before the DHCD can execute agreements. This information will be provided to the Board as multiple submissions.

MWBOO APPROVED A WAIVER FOR ALL AWARDS \$50,000.00 and greater.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Department of Housing and - cont'd
Community Development

UPON MOTION duly made and seconded, the Board approved and authorized execution to approve five project budgets and scopes of work for the Community Catalyst Grants Operating program. The President **ABSTAINED** on Item No. 2, Bon Secours Community Works, only.

MINUTES

Department of Housing and - Community Catalyst Grants Operating
Community Development Projects Budget and Scope of Work

ACTION REQUESTED OF B/E:

The Board is requested to approve ten project budgets and scopes of work for the Community Catalyst Grants Operating program: one project budget and one scope of work for each of the ten Awardees. The ten Awardees are as follows:

Baltimore Good Neighbors Coalition
 Clergy United for the Transformation
 of Sandtown
 Endside Out
 Garrison Restorative Action and Community
 Empowerment Corporation;
 Habitat for Humanity of the Chesapeake
 Holy Nativity & St. John Development
 Corporation
 Intersection of Change
 KMW/Threshold, Inc.
 Neighborhood Design Center
 Peoples Homesteading Group

The total amount of the ten projects is \$468,000.00. Following approval, the Department will execute individual agreements with Awardees and/or their Fiscal Agents. The term of the agreement will vary for each Awardee but can be a maximum of three years effective from the date agreements are executed with the DHCD. There is a total of 35 grantees, and information will be submitted to the Board in multiple submissions. The first submission of eight projects was approved by the Board on October 2, 2019. The second submission of ten projects was approved by the Board on October 16, 2019.

AMOUNT OF MONEY AND SOURCE:

\$ 50,000.00 - Baltimore Good Neighbors Coalition
 50,000.00 - Clergy United for the Transformation of Sandtown
 50,000.00 - Endside Out
 45,000.00 - Garrison Restorative Action and Community
 Empowerment

MINUTES

DHCD - cont'd

40,000.00	-	Habitat for Humanity of the Chesapeake
50,000.00	-	Holy Nativity & St. John Development Corporation
48,000.00	-	Intersection of Change
50,000.00	-	KMW/Threshold, Inc.
25,000.00	-	Neighborhood Design Center
<u>60,000.00</u>	-	Peoples Homesteading Group
\$468,000.00	-	9910-906222-9588

BACKGROUND/EXPLANATION:

The DHCD's community development strategies focus resources in disinvested and overlooked communities where City funds will spur growth and transformation and attract additional investment. The DHCD created the Community Catalyst Grants Program (CCG), a \$5,000,000.00 initiative to leverage assets and support community-led organizations to increase their capacity and ability to undertake neighborhood revitalization initiatives. Up to \$2,000,000.00 of CCG Funds were allocated to supporting operating costs and up to \$3,000,000.00 to supporting capital projects.

In October 2018, the DHCD released the CCG Operating Grant Guidelines and Application. On March 7, 2019, the Mayor awarded 35 organizations a total of \$1,750,000.00. The balance of \$250,000.00 will be maintained for the DHCD's administrative cost.

On September 18, 2019, the Board approved a Form Agreement for Grantees and a Form Agreement for Grantees with Fiscal Agents. The form agreements were approved by the Law Department for form and legal sufficiency. The agreement stipulates that final budgets and scopes of work are to be approved by the Board of Estimates before the DHCD can execute agreements. This information will be provided to the Board as multiple submissions.

MINUTES

DHCD - cont'd

MWBOO APPROVED A WAIVER FOR ALL AWARDS \$50,000.00 AND GREATER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved ten project budgets and scopes of work for the Community Catalyst Grants Operating program: one project budget and one scope of work for each of the ten Awardees.

MINUTESMayor's Office of Criminal Justice - First Amendment to Agreement

The Board is requested to approve and authorize execution of the First Amendment to the Agreement with Community Mediation Program, Inc. d/b/a Baltimore Community Mediation Center (BCMC) for Safe Streets Baltimore (SSB) implementation in Woodbourne. The amended agreement will be effective March 13, 2019 through June 30, 2020.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On December 12, 2018, the Board of Estimates approved and authorized acceptance of a grant award from the Governor's Office of Crime Control and Prevention(GOCCP) to fund one year of the Safe Streets Baltimore Program expansion from four communities to ten. BCMC was selected as a vendor to operate one of the six new expansion areas in the Woodbourne community. The Board of Estimate approved on March 13, 2019 an Agreement with the BCMC for \$271,253.00 ending on June 30, 2019. This amendment is to extend the term of the agreement with BCMC to June 30, 2020.

The agreement is late because of budget review and revisions that delayed processing.

MBE/WBE PARTICIPATION:

N/A

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the First Amendment to the Agreement with Community Mediation Program, Inc. d/b/a Baltimore Community Mediation Center for Safe Streets Baltimore implementation in Woodbourne.

MINUTES

CITY COUNCIL BILLS:

19-0406 - An Ordinance concerning a Franchise - Cellco Partnership, d/b/a Verizon Wireless For the purpose of granting a franchise to Cellco Partnership, d/b/a Verizon Wireless, a Delaware general partnership, to construct, install, maintain, repair, operate, relocate, replace, and remove certain Communications Facilities in and across certain streets and Public Ways and Park Properties, subject to certain terms and conditions; and providing for a special effective date.

THE LAW DEPARTMENT STATES THAT ARTICLE VIII OF THE BALTIMORE CITY CHARTER REQUIRES THAT A BILL GRANTING A FRANCHISE TO BE REFERRED TO THE BOARD OF ESTIMATES AFTER FIRST READING. CITY CHARTER, ART. VIII, §2. THE BOE IS EMPOWERED TO DETERMINE THE PROPOSED COMPENSATION TO BE PAID THE CITY AND THE CONDITIONS UNDER WHICH THE FRANCHISE IS GRANTED. *ID.*

IF THE ABOVE PROCEDURAL REQUIREMENTS ARE MET, THE BILL SHALL BE IN ACCORDANCE WITH ARTICLE VIII OF THE BALTIMORE CITY CHARTER AND THE LAW DEPARTMENT WILL APPROVE THE BILL FOR FORM AND LEGAL SUFFICIENCY.

THE LAW DEPARTMENT WISHES TO SUPPLEMENT ITS BILL REPORT DATED AUGUST 16, 2019 TO EXPLAIN AND PROVIDE A PROPOSED AMENDMENT TO COUNCIL BILL 19-0406.

WHEN THE LEGISLATION WAS DRAFTED, THE CITY AND CELLCO WERE UNAWARE THAT CELLCO MAY BE REQUIRED TO CONSTRUCT CERTAIN CONDUIT IN ORDER TO SERVICE THE SMALL WIRELESS FACILITIES PERMITTED BY COUNCIL BILL 19-0406. THE LEGISLATION AS DRAFTED IS SILENT ON THIS MATTER. TO ACCOMMODATE CELLCO'S POTENTIAL NEED FOR CONDUIT, THE AMENDMENT THEREFORE IS NEEDED.

MINUTES

CITY COUNCIL BILLS - cont'dAmendment No. 1

On page 7, after line 15, insert

7.1 Conduit

FOR THE DEPLOYMENT OF NEW FIBER OPTIC CABLE IN THE PUBLIC WAY AND ON PARK PROPERTIES TO SUPPORT THE COMMUNICATIONS FACILITIES, FRANCHISEE MAY USE EXISTING CITY-OWNED CONDUIT. IN THE EVENT THERE IS NO AVAILABLE CITY-OWNED CONDUIT TO MEET FRANCHISEE'S REQUIREMENTS, AND IN THE ABSENCE OF ANY SUITABLE CONDUIT OWNED BY A THIRD PARTY, FRANCHISEE MAY, IN COORDINATION WITH THE CITY, CAUSE THE CONSTRUCTION OF ADDITIONAL CONDUIT IN THE PUBLIC WAY OR ON PARK PROPERTIES. ANY CONSTRUCTION PERFORMED PURSUANT TO THIS SECTION SHALL BE CONSISTENT WITH CITY SPECIFICATION AND INCLUDE AT LEAST TWO ADDITIONAL SPARE DUCTS FOR FUTURE CITY USE FOR FIBER INSTALLATION. FRANCHISEE AGREES THAT TITLE IN SUCH PROPERTY SHALL TRANSFER TO THE CITY UPON ITS SUBSTANTIAL COMPLETION. NOTWITHSTANDING THE FOREGOING, IN THE EVENT THAT THE FRANCHISEE ELECTS TO USE A THIRD PARTY FOR THE INSTALLATION OF FIBER AND CONDUIT, THE CITY ACKNOWLEDGES AND AGREES THAT IF THE THIRD PARTY POSSESSES A VALID FRANCHISE AGREEMENT WITH THE CITY, THE THIRD PARTY'S FRANCHISE AGREEMENT WITH THE CITY TAKES PRECEDENCE OVER THE ABOVE REQUIREMENTS FOR CAUSING CONSTRUCTION OF NEW CONDUIT IN THE PUBLIC WAY OR ON PARK PROPERTIES.";

and, on the same page, in line 16, strike "7.1" and substitute "1,2".

THE BALTIMORE CITY OFFICE OF INFORMATION TECHNOLOGY (BCIT) HAS REVIEWED CITY COUNCIL BILL 19-0406 AND IS IN GENERAL SUPPORT BUT WOULD LIKE TO PROVIDE A PROPOSED AMENDMENT TO COUNCIL BILL 19-0406.

MINUTES

CITY COUNCIL BILLS - cont'd

WHEN THE LEGISLATION WAS DRAFTED, THE CITY AND CELLCO WERE UNAWARE THAT CELLCO MAY BE REQUIRED TO CONSTRUCT NEW CONDUIT WHEN THERE IS NO CITY OWNED CONDUIT IN THEIR PROPOSED ROUTE IN ORDER TO PROVIDE THE WIRELESS SERVICES PERMITTED BY COUNCIL BILL 19-0406. TO ADDRESS CELLCO'S POTENTIAL NEED FOR CONDUIT CONSTRUCTION, BCIT WOULD LIKE TO PROPOSE AN AMENDMENT TO THE ORIGINAL LEGISLATION.

FOR THE DEPLOYMENT OF NEW FIBER OPTIC CABLE IN THE PUBLIC WAY AND ON PARK PROPERTY, THE FRANCHISE MAY USE EXISTING AVAILABLE CITY-OWNED CONDUIT, BUT THERE MAY BE INSTANCES WHEN THE CONDUIT IS FULL, COMPROMISED, OR OTHERWISE NOT AVAILABLE FOR USE. IN THESE INSTANCES WHEN THERE IS NO CITY-OWNED CONDUIT AND NO THIRD PARTY CONDUIT SOLUTION AVAILABLE, THE FRANCHISE MAY, IN COORDINATION WITH THE CITY, CONSTRUCT ADDITIONAL CONDUIT IN THE PUBLIC WAY OR PARK PROPERTIES. ANY CONSTRUCTION COMPLETED UNDER THIS AGREEMENT SHALL BE CONSISTENT WITH CITY STANDARDS AND SHALL INCLUDE AT LEAST TWO ADDITIONAL DUCT BANKS IN THE CONSTRUCTED CONDUIT FOR FUTURE CITY USE. THE FRANCHISE AGREES THAT OWNERSHIP OF THE ADDITIONAL DUCT BANKS WILL BE TRANSFERRED TO THE CITY UPON COMPLETION OF THE CONSTRUCTION.

THE ADDITIONAL DUCT BANKS WOULD ALLOW THE CITY OPPORTUNITIES TO PROVIDE SERVICES IN AREAS THAT MAY BE DIFFICULT TO SERVE. THIS OPPORTUNITY COULD ALLOW THE CITY TO PROVIDE WI-FI IN AREAS HARD TO REACH, CCTV CAMERAS AS WELL AS ADDITIONAL LIGHTING. BCIT IS HOPEFUL THAT THIS AMENDMENT WILL BE CONSIDERED CAREFULLY AND IS READY TO ASSIST MOVING FORWARD.

THE DEPARTMENT OF REAL ESTATE HAS NO OBJECTIONS TO THE PASSAGE OF CITY COUNCIL BILL 19-406 ALTHOUGH WE RECOMMEND THAT IT BE MODIFIED TO STATE THE CITY'S PREFERENCE FOR CO-LOCATION OF THE TELECOMMUNICATION EQUIPMENT OF ALL CARRIERS, IF TECHNICALLY POSSIBLE, TO MINIMIZE THE VISUAL IMPACT OF A PROLIFERATION OF POLES WITH EQUIPMENT FOR ONLY ONE CARRIER.

ALL OTHER REPORTS RECEIVED WERE FAVORABLE.

MINUTES

CITY COUNCIL BILLS - cont'd

19-0407 - An Ordinance concerning a Franchise - New Cingular Wireless PCS For the purpose of granting a franchise to New Cingular Wireless PCS, LLC, to construct, install, maintain, repair, operate, relocate, replace, and remove certain Communications Facilities in and across certain streets and Public Ways and Park Properties, subject to certain terms and conditions; and providing for a special effective date.

THE LAW DEPARTMENT STATES THAT ARTICLE VIII OF THE BALTIMORE CITY CHARTER REQUIRES THAT A BILL GRANTING A FRANCHISE TO BE REFERRED TO THE BOARD OF ESTIMATES AFTER FIRST READING. CITY CHARTER, ART. VIII, §2. THE BOE IS EMPOWERED TO DETERMINE THE PROPOSED COMPENSATION TO BE PAID THE CITY AND THE CONDITIONS UNDER WHICH THE FRANCHISE IS GRANTED. *ID.*

IF THE ABOVE PROCEDURAL REQUIREMENTS ARE MET, THE BILL SHALL BE IN ACCORDANCE WITH ARTICLE VIII OF THE BALTIMORE CITY CHARTER AND THE LAW DEPARTMENT WILL APPROVE THE BILL FOR FORM AND LEGAL SUFFICIENCY.

WHEN THE TWO FRANCHISE BILLS WERE DRAFTED, COUNCIL BILLS 19-0406 & 19-0407, THE PROPOSED FRANCHISEE IN COUNCIL BILL 19-0406, CELLCO PARTNERSHIP, D/B/A VERIZON, WAS UNAWARE OF ITS NEED TO CONSTRUCT CERTAIN CONDUIT IN ORDER TO SERVICE THE SMALL WIRELESS FACILITIES PERMITTED BY THE FRANCHISE. THE LAW DEPARTMENT HAS PROPOSED AN AMENDMENT TO THAT BILL TO CORRECT THE OMISSION.

IN CONTRAST TO COUNCIL BILL 19-0406, COUNCIL BILL 19-0407 FOR NEW CINGULAR WIRELESS CONTAINS PROVISIONS THAT PERMIT THE CONSTRUCTION OF CONDUIT. THOSE PROVISIONS, HOWEVER, NEED REVISIONS TO ACCOMMODATE CERTAIN FEDERAL REQUIREMENTS AND TO CONFORM WITH THE AMENDMENT PROPOSED FOR COUNCIL BILL 19-0406. THUS, THE LAW DEPARTMENT SUBMITS THE AMENDMENT TO COUNCIL BILL 19-0407.

MINUTES

CITY COUNCIL BILLS - cont'dAMENDMENT NO. 1

On page 7, in line 18, strike "shall" and substitute "may"; the same page, in line 20, after 11 requirements,", insert "and in the absence of any suitable conduit owned by a third party,"; in the same

Line, after "may", insert a comma; and, in the same line, after "city", insert a comma.

AMENDMENT NO. 2

On page 7, in line 21, strike beginning with "if" down through and including "structures.", in line 25.

BALTIMORE CITY OFFICE OF INFORMATION TECHNOLOGY (BCIT) HAS REVIEWED CITY COUNCIL BILL 19-0407 AND IS IN GENERAL SUPPORT BUT WOULD LIKE TO PROVIDE A PROPOSED AMENDMENT TO COUNCIL BILL 19-0407.

FOR THE DEPLOYMENT OF NEW FIBER OPTIC CABLE IN THE PUBLIC WAY AND ON PARK PROPERTY, THE FRANCHISE MAY USE EXISTING AVAILABLE CITY-OWNED CONDUIT, BUT THERE MAY BE INSTANCES WHEN THE CONDUIT IS FULL, COMPROMISED, OR OTHERWISE NOT

AVAILABLE FOR USE. IN THESE INSTANCES WHEN THERE IS NO CITY-OWNED CONDUIT OR NO THIRD PARTY CONDUIT SOLUTION AVAILABLE, THE FRANCHISE MAY, IN COORDINATION WITH THE CITY, CONSTRUCT ADDITIONAL CONDUIT IN THE PUBLIC WAY OR PARK PROPERTIES. ANY CONSTRUCTION COMPLETED UNDER THIS AGREEMENT SHALL BE CONSISTENT WITH CITY STANDARDS.

COUNCIL BILL 19-0407 FOR NEW CINGULAR WIRELESS CONTAINS PROVISIONS THAT PERMIT THE CONSTRUCTION OF CONDUIT, HOWEVER BCIT WOULD LIKE TO PROPOSE AN AMENDMENT TO COUNCIL BILL 19-0407, THAT WOULD REQUIRE THE FRANCHISE

MINUTES

CITY COUNCIL BILLS - cont'd

TO CONSTRUCT AT LEAST TWO ADDITIONAL DUCT BANKS IN THE NEWLY CONSTRUCTED CONDUIT WHERE APPLICABLE. THOSE DUCT BANKS WOULD TRANSFER OWNERSHIP TO THE CITY UPON COMPLETION OF THE CONSTRUCTION.

THE ADDITIONAL DUCT BANKS WOULD ALLOW THE CITY OPPORTUNITIES TO PROVIDE SERVICES IN AREAS THAT MAY BE DIFFICULT TO SERVE. THIS OPPORTUNITY COULD ALLOW THE CITY TO PROVIDE WI-FI IN AREAS HARD TO REACH, CCTV CAMERAS AS WELL AS ADDITIONAL LIGHTING. BCIT IS HOPEFUL THAT THIS AMENDMENT WILL BE CONSIDERED CAREFULLY AND IS READY TO ASSIST MOVING FORWARD.

ALL OTHER REPORTS RECEIVED WERE FAVORABLE.

UPON MOTION duly made and seconded, the Board approved bills 19-0406 and 19-0407 and directed that the bills be returned to the City Council with the recommendation that they also be approved and passed by that Honorable Body. The President **and** the Mayor **ABSTAINED** on pages 36-38 and 39-40.

MINUTES

Department of Transportation - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 26 to STV/PB Construction Managers JV under Project No. 1217, On-Call Construction Project Management Services. The period of the task is approximately 12 months.

AMOUNT OF MONEY AND SOURCE:

\$180,692.40 - 9962-909075-9562-900000-705032

BACKGROUND/EXPLANATION:

This task provides the Conduit Division with Public Works Inspector III field services for the observation and monitoring of Conduit Capital Maintenance Conduit TR 18014.

MBE/WBE PARTICIPATION:

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals assigned to the original agreement MBE: 27% and WBE: 10%.

THE EAR WAS APPROVED BY MWBOO APPROVED ON OCTOBER 8, 2019.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND FOUND THE BASIS FOR COMPENSATION CONSISTENT WITH CITY POLICY.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 26 to STV/PB Construction Managers JV under Project No. 1217, On-Call Construction Project Management Services.

MINUTES

Department of Transportation - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 27 to STV/PB Construction Managers JV under Project No. 1217, On-Call Construction Project Management Services. The period of the task is approximately 12 months.

AMOUNT OF MONEY AND SOURCE:

\$180,100.95 - 9962-909075-9562-900000-705032

BACKGROUND/EXPLANATION:

This task provides the Conduit Division with Public Works Inspector III field services for the observation and monitoring of Conduit Capital Maintenance Contract TR 18014.

MBE/WBE PARTICIPATION:

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals assigned to the original agreement MBE: 27% and WBE: 10%.

THE EAR WAS APPROVED BY MWBOO ON OCTOBER 8, 2019.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND FOUND THE BASIS FOR COMPENSATION CONSISTENT WITH CITY POLICY.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 27 to STV/PB Construction Managers JV under Project No. 1217, On-Call Construction Project Management Services.

MINUTES

Department of Transportation - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 11 to Wallace, Montgomery & Associates under Project No. 1225, On-Call Design Consultant Services for Resurfacing and Reconstruction Projects. The period of the task is approximately 12 months.

AMOUNT OF MONEY AND SOURCE:

\$110,170.70 - 9950-902315-9506-900020-703032
110,170.70 - 9950-901882-9508-900020-703032
\$220,341.40

BACKGROUND/EXPLANATION:

This task provides for supplemental services for the development of the Complete Street Manual Phase II (Manual). The scope of services include, but is not limited to planning, engineering, and support services for the completion of the Manual by the October 2019 deadline.

MBE/WBE PARTICIPATION:

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals assigned to the original agreement MBE: 27% and WBE: 10%.

THE EAR WAS APPROVED BY MWBOO ON OCTOBER 1, 2019.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND FOUND THE BASIS FOR COMPENSATION CONSISTENT WITH CITY POLICY.

MINUTES

Department of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 11 to Wallace, Montgomery & Associates under Project No. 1225, On-Call Design Consultant Services for Resurfacing and Reconstruction Projects.

MINUTES

Department of Transportation - Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Memorandum of Understanding (MOU) with the Greektown Neighborhood Association, Inc. The period of the MOU is effective upon Board approval for five years with a renewal option for an additional five years.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The Greektown Neighborhood Association, Inc. has submitted plans and a valid petition for the installation of right-of-way sculpture art at the traffic triangle at S. Lehigh Street and Eastern Avenue.

The MOU establishes the framework for the Organization to install right-of-way art (Sculpture Art) at the traffic triangle at S. Lehigh Street and Eastern Avenue, at its sole cost and subsequently for the Greektown Neighborhood Association, Inc. to perform ongoing maintenance of all aspects of the Project during the term of the agreement. The Sculpture Art will be owned solely by the City and nothing in this MOU will confer upon the Organization any right, title or interest in the Sculpture Art other than as expressly provided in this MOU.

MBE/WBE PARTICIPATION:

Not a competitive procurement item. The Organization is paying for all costs.

MINUTES

Department of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Understanding with the Greektown Neighborhood Association, Inc.

MINUTES

Department of Transportation - Revised Fiscal Year 2019
Operating Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Fiscal Year 2019 Operating Grant Agreement with the Department of Transportation, Maryland Department of Transportation and the Maryland Transit Administration (MTA). The period of the operating grant agreement is July 1, 2018 through December 31, 2019.

AMOUNT OF MONEY AND SOURCE:

\$3,000,000.00 - 5000-580819-2303-248700-405001

BACKGROUND/EXPLANATION:

The Department of Transportation is a recipient of a Federal Transit Act Grant to fund operating expenses associated with the provisions of transportation services for the Charm City Circular (Large Urban Operating Circulator).

The purpose of the grant is to provide for the undertaking of a public transportation service with financial assistance under MTA's public transportation program. The assistance provided by the grant consists of a combination of federal, state and local funds.

The operating grant agreement is late due to obtaining approval from an external agency.

MBE/WBE/DBE PARTICIPATION:

This Operating Grant Agreement is to establish the framework for roles and responsibilities for the subject project. Future procurement as a result of the outlined funding above will be considered for minority participation.

APPROVED FOR FUNDS BY FINANCE

MINUTES

Department of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Fiscal Year 2019 Operating Grant Agreement with the Department of Transportation, Maryland Department of Transportation and the Maryland Transit Administration.

MINUTES

Department of Transportation - Developer's Agreement No. 1634

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Developer's Agreement No 1634 with Positive Youth Expressions, Inc.

AMOUNT OF MONEY AND SOURCE:

A performance bond in the amount of \$21,655.00 has been issued to Positive Youth Expressions, Inc., which assumes 100% of the financial responsibility.

BACKGROUND/EXPLANATION:

Positive Youth Expressions, Inc. would like to install a new water service to its property located at 1001 N. Dukeland Street. This agreement will allow the organization to do its own installation in accordance with Baltimore City standards.

MBE/WBE PARTICIPATION:

City funds will not be utilized for this project, therefore, MBE/WBE participation is not applicable.

UPON MOTION duly made and seconded, the Board approved and authorized execution of Developer's Agreement No 1634 with Positive Youth Expressions, Inc.

MINUTES

Department of Transportation - Right-of-Entry Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Right-of-Entry Agreement with Sara A. Gunsiorowski and James Z. Gunsiorowski.

AMOUNT OF MONEY AND SOURCE:

The right-of-entry is being granted at no cost to the City.

BACKGROUND/EXPLANATION:

The Mayor and City Council, acting through the Department of Transportation, is proposing to perform subsurface investigations to include soil test borings on property owned by Sara A. Gunsiorowski and James Z. Gunsiorowski located at 1019 Dartmouth Glen Way. These tests are being performed as part of the preliminary subsurface investigations needed for a proposed Department of Transportation project to replace the existing retaining wall located on Dartmouth Road. This agreement will allow the City's contractor access to perform the soil tests. The Agreement is for a period of one year from the actual physical entry onto the property.

MBE/WBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Right-of-Entry Agreement with Sara A. Gunsiorowski and James Z. Gunsiorowski.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

* * * * *

On the recommendations of the City agencies

hereinafter named, the Board,

UPON MOTION duly made and seconded,

awarded the formally advertised contracts

listed on the following page:

5112

to the low bidders meeting the specifications,

or rejected bids on those as indicated

for the reasons stated.

MINUTES**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**Bureau of Procurement

- | | | |
|--|--|---------------|
| 1. B50005868, Provide
Mobile and On-site
Shredding | Item #2
Proshred Security

Items #1 and #3
Clean Cut Shredding | \$ 158,643.00 |
|--|--|---------------|

(Various Agencies)

MWBOO GRANTED A WAIVER ON 07/02/19.

- | | |
|--|---|
| 2. B50005802, One Ton 4x4
Pickup with Open Body | REJECTION: The Board is requested to reject all bids in response to Solicitation Number B50005802. Vendors were solicited by posting on CitiBuy, eMaryland Marketplace, and in local newspapers. One bid was received and opened on July 31, 2019. The user agency, the Department of Public Works originally requested an open body utility truck and is now requesting a closed body utility truck. It is recommended that the Board reject the sole bid received as being in the best interest of the City in order to competitively bid the changed requirements. New specifications have been provided. |
|--|---|

MINUTES

Department of Public Works - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve an Expenditure of Funds to pay for annual membership for the National Association of Clean Water Agencies (NACWA). The period of the membership is October 1, 2019 to September 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$28,662.50	-	2070-000000-5541-399300-603022
16,051.00	-	2071-000000-5541-398600-603022
2,866.25	-	2072-000000-5181-613400-603022
9,745.25	-	1001-000000-1901-190300-603022
\$57,325.00		

BACKGROUND/EXPLANATION:

The NACWA provides a viable option for public agencies as Clean Water Act regulations and enforcement continue to expand, making the case for a new approach that lets municipalities act as the drivers for prioritizing compliance with existing and new Clean Water Act regulations. The annual membership is for 18 Executives.

APPROVED FOR FUNDS BY FINANCE**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved the Expenditure of Funds to pay for annual membership for the National Association of Clean Water Agencies.

MINUTES

Department of Public Works - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve an Expenditure of Funds to pay annual membership for the Water Research Foundation (WRF). The period of the membership is January 1, 2019 to December 31, 2019.

AMOUNT OF MONEY AND SOURCE:

\$11,594.80	-	2070-000000-5531-398600-603022
8,074.95	-	2071-000000-5541-398600-603022
1,035.25	-	2072-000000-5181-613400-603022
<u>\$20,705.00</u>		

BACKGROUND/EXPLANATION:

The WRF is a non-profit organization that provides published research on technology and management of drinking water, wastewater, reuse, and storm water systems. The WRF provides research, innovation resources and gains input to research planning while making the case for a new approach, the WRF ensures water quality, and improving water services to the public.

APPROVED FOR FUNDS BY FINANCE**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved the Expenditure of Funds to pay annual membership for the Water Research Foundation.

MINUTES

Department of Public Works - Amendment No. 1 to Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Amendment No. 1 to the Maryland Smart Energy Communities Grant Agreement (Amendment No. 1) with the Maryland Energy Administration. The Amendment will extend the period through February 28, 2020.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On October 3, 2018, the Board approved the original grant agreement in the amount of \$50,000.00 to be used to install energy efficiency improvements at the Central Pratt Library Annex and the Northern District Police Station.

The Amendment will allow more time to finish necessary work for the Office of Sustainable Energy by February 28, 2020 and to submit documentation no later than April 1, 2020.

The delay in submitting the Amendment No. 1 is because the signatures were recently received.

APPROVED FOR FUNDS BY FINANCE**AUDITS NOTED THE TIME EXTENSION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment No. 1 to the Maryland Smart Energy Communities Grant Agreement with the Maryland Energy Administration.

MINUTES

Department of Public Works (DPW) - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Agreement with the Waterfront Partnership of Baltimore, Inc. The period of the agreement is effective upon Board approval for one year from the first day of the first month after the waterwheel becomes operational. Unless terminated by the City, the agreement will automatically renew at the end of the one-year term, for four one-year renewal periods.

AMOUNT OF MONEY AND SOURCE:

\$125,000.00 - 1001-000000-5152-387900-603026

\$125,000.00 - 2072-000000-5181-390602-603026

BACKGROUND/EXPLANATION:

The agreement will reimburse the Waterfront Partnership of Baltimore for operation and maintenance costs associated with the new Gwynns Falls Waterwheel. The Department of Public Works is responsible for removing trash from the Baltimore Harbor and associated tributaries, including the Gwynns Falls. The Waterfront Partnership of Baltimore has installed three waterwheels on tributaries as they enter the Inner Harbor, and is preparing to install a fourth on the Gwynns Falls. The waterwheels operate on hydro and solar power to remove trash from the respective tributaries before it enters the Inner Harbor. The waterwheels deposit the captured trash in an attached dumpster that is periodically emptied to dispose of the trash.

The existing waterwheels are highly visible and attract extensive, positive media attention. The DPW views the waterwheels as an important tool to educate our citizens and visitors about how litter dropped on City streets becomes trash that pollutes the

MINUTES

DPW - cont'd

City's waterways. Trash collected by the waterwheels would otherwise need to be collected by DPW's skimmer boat operation. The agreement will reimburse the Waterfront Partnership of Baltimore for operation and maintenance costs associated with the new Gwynns Falls Waterwheel. The City will pay up to a maximum of \$50,000.00 per year, including \$100.00 per ton of trash removed from the waterways and properly disposed up to \$6,200.00 annually, and \$3,650.00 per month for fixed costs to operate and maintain the Gwynns Falls Waterwheel. This agreement represent the expansion of an excellent collaboration between government and a non-profit representing business interests that support environmental initiatives to improve the health of our City and its waterways. The ultimate goal is to eliminate litter and illegal dumping from City streets.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with the Waterfront Partnership of Baltimore, Inc.

MINUTES

Department of Public Works/Office - Task Assignment
of Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 007 with Whitman, Requardt & Associates, LLP under Project 1805, On-Call Project and Construction Management Assistance. The period of the Task is 18 months.

AMOUNT OF MONEY AND SOURCE:

\$435,443.62

BACKGROUND/EXPLANATION:

The Office of Engineering and Construction is requesting Whitman, Requardt & Associates, LLP to provide construction management assistance and inspection service on WC 1402, Urgent Need Water Infrastructure Rehabilitation and Improvements Phase I, FY20.

Whitman, Requardt & Associates, LLP will assist the Construction Management Section with construction monitoring and inspections, preparation of daily reports, maintenance of project records and documentation, review of contractor's application for payment, attendance at progress meetings, preparation of record drawings, review of contract claims and supports, estimating, scheduling, project engineering, constructability reviews and construction contract administrative support. The project scope includes urgent need water main repairs and replacements as necessary, including, but not limited to, replacement/installation of various size new ductile iron pipe, valves, fittings, and appurtenances replacements/installation of fire hydrants, small meter settings, and meter vaults.

MINUTES

DPW - cont'd

MBE/WBE PARTICIPATION:

The vendor will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WEE goals assigned to the original agreement: MBE: 29% and WBE: 10%. Currently, this on call agreement is not in compliance because MBE subs have not started billing yet, but tasks have been assigned. WBE is currently in compliance. The current Status is MBE: 0% WBE: 10%.

THE EAR WAS APPROVED BY MWBOO ON SEPTEMBER 19, 2019.

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 404,440.03	9960-910078-9558	
Revenue Bonds	Water Infrastructure	
	Rehab Urgent 3	
65,839.08	" " "	
County Revenue		
<u>\$ 470,279.11</u>	-----	9960-909982-9557-3
		CMA

The transfer will cover costs of Project 1805 - (WC 1402) O/C Project and Construction Management Assistance, Task 007.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 007 with Whitman, Requardt & Associates, LLP under Project 1805, On-Call Project and Construction Management Assistance. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
---------------	------------------------	--------------------

Bureau of Procurement - cont'd

renewal options. Two renewal options have been exercised. This third renewal in the amount of \$200,000.00 is for the period November 15, 2019 through November 14, 2020, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On September 15, 2016, it was determined that no goals would be set because there is no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON SEPTEMBER 15, 2016.

3. EMERGENCY COMMUNICATIONS

NETWORK, LLC	\$ 0.00	Renewal
--------------	---------	---------

Contract No. B50004718 - Citywide Mass Notification System - Department of Public Works - Wastewater Facilities - P.O. No.: P537751

On November 30, 2016, the Board approved the initial award in the amount of \$447,500.00. The award contained two 1-year renewal options. This first renewal in the amount of \$0.00 is for the period November 30, 2019 through November 29, 2020, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On August 1, 2016, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON AUGUST 1, 2016.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONSVENDOR AMOUNT OF AWARD AWARD BASISBureau of Procurement - cont'd

4. MID ATLANTIC FOUNTAIN
DESIGN AND MFG. CO.,
INC. \$500,000.00 Renewal
Contract No. B50004722 - Irrigation and Repairs of City-owned
Fountains - Various - P.O. No.: P537537

On November 9, 2016, the Board approved the initial award in the amount of \$500,000.00. The award contained two 1-year renewal options. The period of the renewal is November 9, 2019 through November 8, 2020, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On July 27, 2016, MWBOO set goals of 27% MBE and 10% WBE. On October 18, 2019, MWBOO found Mid Atlantic Fountain Design and Mfg. Co., Inc. in compliance.

	<u>Commitment</u>	<u>Performed</u>	
MBE: Plexus Installations, Inc.	10%	\$35,743.44	10.65%
C.L. McCoy Framing	<u>7%</u>	<u>47,211.60</u>	<u>14.07%</u>
	17%	\$82,955.04	24.72%
WBE: The Fitch Dustdown Co.	1%	\$ 1,110.43	0.32%

MWBOO FOUND VENDOR IN COMPLIANCE ON OCTOBER 18, 2019.

5. AUDACIOUS INQUIRY, \$ 33,774.00 Non-Competitive
LLC 34,787.00 Procurement/
\$ 68,561.00 Ratification
and Renewal
Contract No. 06000 - Health System Integration - Health
Department - P.O. No.: P541685

MINUTES**INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS**

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
----------------------	-------------------------------	---------------------------

Bureau of Procurement - cont'd

This meets the condition that there is no advantage in seeking competitive responses.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

On November 1, 2017, the Board approved the initial award in the amount of \$149,235.00. The award contained two 1-year renewal options. The ratification and renewal are requested in order for the vendor to complete the deployment of a secure healthcare data integration between the Health Department and Chesapeake Regional Information Systems (CRISP). The Contractor is uniquely qualified due to its exclusive contract with the Maryland Department of Health and CRISP to complete their integration services. The period of the ratification is November 1, 2018 through October 31, 2019. The period of the renewal is November 1, 2019 through October 31, 2020, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

It is hereby certified that the above procurement is of such a nature that no advantage will result in seeking nor would it be practicable to obtain competitive bids. Therefore, pursuant to Article VI, Section 11(e)(i) of the City Charter, the procurement of the equipment and/or service is recommended.

MBE/WBE PARTICIPATION:

On October 17, 2017, MWBOO waived the goals after determining there are no feasible subcontracting opportunities. The vendor is a City-certified MBE.

MWBOO GRANTED A WAIVER ON OCTOBER 17, 2017.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
---------------	------------------------	--------------------

Bureau of Procurement - cont'd

- | | | |
|--|----------------|----------|
| 6. ROBERT HALF INTERNATIONAL
INC. | \$3,000,000.00 | Increase |
| Contract No. TS06-17 - Professional Staffing Services -
Departments of Finance, Public Works, General Services,
Housing and Community Development and Baltimore City
Information and Technology - P.O. No.: P543767 | | |

On May 16, 2018, the Board approved the initial award in the amount of \$500,000.00. Subsequent actions have been approved. The Houston-Galveston Area Council of Governments cooperative has renewed the referenced contract for professional staffing services through a competitive process. This contract is necessary in order to have certain professionals (such as procurement, legal and accounting) immediately available to agencies for urgent projects, for which the position requirements are not on a current staffing contract. This increase in the amount of \$3,000,000.00 will increase the contract value to \$5,444,680.00. The contract expires on May 31, 2021. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On May 7, 2018, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON MAY 4, 2018.

- | | | |
|---|--------------|----------|
| 7. ELIZABETH COONEY PERSONAL
CARE, LLC., | \$ 60,000.00 | Increase |
| Contract No. 06000 - Personal Care and Homemaker Services for
Senior Care Clients - Department of Health - P.O. No.: P542463 | | |

On July 26, 2019, the City Purchasing Agent approved the initial award in the amount of \$20,000.00. To avoid an interruption of services until Solicitation No. B50005924 is

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
---------------	------------------------	--------------------

Bureau of Procurement - cont'd

awarded, an increase in the amount of \$60,000.00 is necessary. This increase will make the total contract value \$80,000.00. The contract expires on December 31, 2019 with no renewal options. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On October 14, 2019, MWBOO waived the goals after determining there are no feasible subcontracting opportunities.

MWBOO GRANTED A WAIVER ON OCTOBER 14, 2019.

- | | | |
|--|---------------------|--------------|
| 8. <u>NEOPOST USA, INC.</u> | <u>\$ 39,944.00</u> | <u>Award</u> |
| Solicitation No. B50005819 - Certified Mail and Electronic Return Receipt Signature Processing - Office of the Comptroller - Req. No.: R823125 | | |

Vendors were solicited by posting on CitiBuy. On September 20, 2019, three bids were received and opened. Award is recommended to the lowest responsive, responsible bidder. The period of the award is November 7, 2019 through November 6, 2020, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

The amount of the award is below the MBE/WBE subcontracting threshold requirements.

- | | | |
|--|---------------------|---|
| 9. <u>ATLANTIC EMERGENCY SOLUTIONS, INC.</u> | <u>\$ 82,500.00</u> | <u>Non-Competitive Procurement/ Selected Source</u> |
| Contract No. 06000 - Blowhard Fans - Baltimore Fire Department - Req. No.: R834913 | | |

This meets the condition that there is no advantage in seeking competitive responses. There is no contract term because this is a one-time purchase of equipment.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
---------------	------------------------	--------------------

Bureau of Procurement - cont'd

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

The Fire Department requires Blowhard battery powered and rechargeable fans for safety ventilation in remote areas where traditional cord fans cannot operate. The vendor is the sole distributor of these fans. This purchase is 50% funded through the Amoss Grant. The above amount is the City's estimated requirement.

It is hereby certified that the above procurement is of such a nature that no advantage will result in seeking nor would it be practicable to obtain competitive bids. Therefore, pursuant to Article VI, Section 11(e) (i) of the City Charter, the procurement of the equipment and/or service is recommended.

MBE/WBE PARTICIPATION:

On October 4, 2019, MWBOO issued a waiver determining there was no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON OCTOBER 4, 2019.

10. MAINTENANCE TROUBLESHOOTING		Non-Competitive
INTERNATIONAL	\$ 47,670.00	Procurement/ Selected Source
Contract No. 06000 - Training for Facilities HVAC - R and Plumbing - Department of General Services - Req. No.: R829878		

This meets the condition that there is no advantage in seeking competitive responses.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

The vendor has a specialized approach to each client tailoring their classes and curriculum to specific needs of our FMD

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
---------------	------------------------	--------------------

Bureau of Procurement - cont'd

section. The training is focused on General Building Technician Maintenance, consisting of various technical skills that are crafted to meet demands of the City of Baltimore Facilities Maintenance Division, including hands on sessions on the most common HVAC systems. Other training entities do not offer this tailored approach as they offer only classroom instruction at their site and do not offer hands on sessions. The above amount is the City's estimated requirement.

It is hereby certified that the above procurement is of such a nature that no advantage will result in seeking nor would it be practicable to obtain competitive bids. Therefore, pursuant to Article VI, Section 11(e)(i) of the City Charter, the procurement of the equipment and/or service is recommended.

MBE/WBE PARTICIPATION:

Not applicable. The initial award was below MBE/WBE subcontracting threshold.

11. MOSIAC GLOBAL SALES, LLC	\$ 0.00	Non-Competitive Procurement/ Extension
Contract No. B50003722 - Hydrofluorosilicic Acid for Water Treatment Plants - Department of Public Works - P.O. No.: P530639		

This meets the condition that there is no advantage in seeking competitive responses.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

On October 15, 2014, the Board approved the initial award in the amount of \$662,000.00. The award contained four renewal options. Subsequent actions have been approved. An extension is necessary to continue providing hydrofluorosilicic acid

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
---------------	------------------------	--------------------

Bureau of Procurement - cont'd

water treatment plant services to the Department of Public Works during the bidding process. The period of the extension is November 15, 2019 through May 14, 2020. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On August 20, 2014, it was determined that no goals would be set because there is no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON AUGUST 20, 2014.

12. REHRIG PACIFIC		Non-Competitive
COMPANY	\$ 50,000.00	Procurement/ Extension
Contract No. B50004208 - Recycle Containers and Lids - Department of Public Works, Bureau of Solid Waste - P.O. No.: P533136		

This meets the condition that there is no advantage in seeking competitive responses.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

On October 7, 2015, the Board approved the initial award in the amount of \$108,720.00. The award contained three renewal options. Subsequent actions have been approved. An extension is necessary to continue procuring recycle containers and lids with the vendor. The period of the extension is October 13, 2019 through April 12, 2020. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On July 15, 2015, it was determined that no goals would be set because of no opportunity to segment the contract. This

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
---------------	------------------------	--------------------

Bureau of Procurement - cont'd

contract is for the purchase of the following commodities: recycle containers and lids. No services are being provided under this contract.

MWBOO GRANTED A WAIVER ON JULY 15, 2015.

13. KEY RECYCLING, LLC.	\$ 0.00	Extension
Contract No. B50003473 - Recycling of Milled Asphalt - Department of Transportation - P.O. No.: P527032		

On April 30, 2014, the Board approved the initial award in the amount of \$100,000.00. The award contained three renewal options. Subsequent actions have been approved. An extension is necessary to allow the Department of Transportation to continue to dispose of milled asphalt at the recycling facilities while a new solicitation is awarded. The contract expires on November 30, 2019. The period of the extension is December 1, 2019 through June 30, 2020. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On March 27, 2014, it was determined that no goals would be set because of no opportunity to segment the contract. Contractors are required to have an asphalt facility to accept the City's asphalt milled from road surfaces. All trucking services are provided by the City.

MWBOO GRANTED A WAIVER ON MARCH 27, 2014.

MINUTES**INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS**

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
----------------------	-------------------------------	---------------------------

Bureau of Procurement - cont'd

		Second Amendment to Agreement and Assignment Agreement
14. CONVERGEONE, INC.	\$ 0.00	
Contract No. B50003985 - Telecommunication Improvement & Procurement Project (TIPP) - Municipal Telephone Exchange - P.O. No. P535071		

The Board is requested to approve and authorize execution of a Second Amendment to Agreement. The contract expires on March 29, 2021 with one two-year renewal options remaining at the sole discretion of the City.

On March 30, 2016, the Board approved an initial award in amount of \$5,063,326.43. The Second Amendment will increase the funds in the amount of \$195,958.77. The Second Amendment will enable the vendor to provide software assurance, which ensures the ability to obtain the necessary updates and releases to maintain the functional integrity of the Mitel software for the City's VOIP phone system. On February 4, 2019, ConvergeOne, Inc. assumed all rights under the agreement with Converge One Systems Integration, Inc. The Board is further requested to consent to the assignment of all rights under its agreement with ConvergeOne Systems Integration, Inc. to CoverageOne, Inc.

MBE/WBE PARTICIPATION:

On March 3, 2015, MWBOO set goals of 6% MBE and 2% WBE.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
---------------	------------------------	--------------------

Bureau of Procurement - cont'd

MBE: Advanced Telecom Services, Inc.	6%	\$78,395.00 (3.79%)
---	----	---------------------

WBE: McEnroe Voice & Data Corp.	2%	\$25,604.00 (1.23%)
--	----	---------------------

MWBOO FOUND VENDOR IN COMPLIANCE ON OCTOBER 21, 2019.

UPON MOTION duly made and seconded, the Board approved the foregoing informal awards, increases, and Extension to contracts.

MINUTES

Department of Planning - Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Grant Agreement with the City of Baltimore Development Corporation (BDC). The period of the agreement is effective upon Board approval through June 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$20,000.00 - 1001-000000-1875-806400-603050

BACKGROUND/EXPLANATION:

Under this agreement, the BDC will implement a rideshare pilot program to address transportation gaps to improve food access in West Baltimore. The BDC will partner with the Baltimore City Health Department, Total Health Care and LYFT to implement this pilot. This project is funded through the Healthy Food Priority Area Funds which were granted to the Department of Planning to in part study and improve transportation access to supermarket and grocery stores through a rideshare pilot.

APPROVED FOR FUNDS BY FINANCE**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of a Grant Agreement with the City of Baltimore Development Corporation.

MINUTES

PERSONNEL MATTERS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following pages:

5134 - 5168

All of the Personnel matters have been approved

by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved

by the Law Department as to form and legal sufficiency.

The Mayor **ABSTAINED** on items No. 4 and 61.

MINUTES**PERSONNEL**Baltimore City Office of Information Technology1. a. Abolish the following position:

Classification: IT Specialist I BCIT

Job Code: 52918

Grade: 923 (\$62,171.00 - \$99,709.00)

b. Reclassify the following two vacant positions:Position Nos.: 52923 and 52925

From: IT Specialist II BCIT

Job Code: 33109

Grade: 927 (\$66,118.00 - \$105,788.00)

To: IT Manager BCIT

Job Code: 33112

Grade: 942 (\$92,884.00 - \$153,136.00)

Cost Savings: (\$3,329.00)	1001-000000-1474-743600-601001
<u>(\$3,329.00)</u>	<u>1001-000000-1474-167700-601001</u>
(\$6,658.00)	

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

	<u>Hourly Rate</u>	<u>Amount</u>
2. WESLEY B. HENSON, JR.	\$37.80	\$105,840.00

Account: 1001-000000-1474-165700-601009

Mr. Henson will continue to work as a Contract Services Specialist II. He is responsible for providing Tier-I-level technical support for City users that includes troubleshooting

MINUTES**PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
--	--------------------	---------------

Baltimore City Office of Information Technology - cont'd

and diagnosing hardware, software and network issues, providing account maintenance and creating, modifying and deleting accounts. He will also provide step-by-step resolution to customers to resolve technical issues, troubleshoot and diagnose network problems, web browsers and basic network connectivity, escalate unresolved queries to the next level of support, update customer data and producing activity reports. Mr. Henson will follow-up with customers to ensure complete and efficient problem resolution, provide on-demand support for end-user issues including VIP users, e.g. Comptroller, Mayor, etc. The agreement is effective upon Board approval for one year.

3. DAWIT GURMESSA	\$60.00	\$132,000.00
--------------------------	---------	---------------------

Account: 1001-000000-1472-777900-601009

Mr. Gurmessa will continue to work as a Contract Services Specialist II. He is responsible for maintaining weekly update scripts for the essential enterprise datasets, fulfilling all high-level mapping requests, reviewing status of the City's Metadata for all GIS data layers and creating a project plan for ongoing maintenance of those Metadata layers and maintaining the data layers located in CityView and perform any required or necessary updates to the application. Mr. Gurmessa will maintain the GIS database, including design and implementation, establish policies and procedures that govern security, maintenance and use, assist in maintaining and developing various spatial databases used for application development, and creating, enhancing and tuning existing and or new geospatial databases. He will also assist in developing and maintaining the Enterprise ArcGIS services, fulfilling ad-hoc data and mapping requests and providing general mapping support and acting as lead support for the Pictometry imagery catalog and application. The agreement is effective upon Board approve for one year.

MINUTES**PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Office of Civil Rights and Wage Enforcement</u>		
4. SANDRA A. BYRD	\$36.64	\$51,000.00

Account: 1001-000000-6560-424800-601009

Ms. Byrd will continue to work as a contract Services Specialist II. She will be responsible for investigating and enforcing program requirements within the office, with specific focus on the new legislation passed by the City Council that affect the Community Relations Commission which includes:

- City Council Bill 18-0276 – Lactation Accommodations in the Workplace Act; requiring employers in Baltimore City to provide lactation accommodations to breastfeeding employees. Employers must also develop a written lactation accommodations policy.
- City Council Bill 18-0308 – Source of Income Law, which prohibits discrimination in rental housing based on a tenant's source of income.
- City Council Bill 19-0334 – Redefining "Employer" for purposes of the laws governing illegal employment practices.

Ms. Byrd is also responsible for conducting field/on-site investigations to determine the nature and scope of complaints; interviewing and taking statements from complainants and witnesses to ascertain the facts and corroborating evidence in the case; meeting with complainants, respondents, and witnesses; researching appropriate records and documents to ascertain the facts and corroborating evidence in the case. She will also review violations

MINUTES**PERSONNEL**Hourly RateAmountOffice of Civil Rights and Wage Enforcement - cont'd

of and ensure compliance with laws, regulations, and program guidelines; prepare detailed and thorough written reports based on case findings and evidence detailing the nature and extent of the complaint, the parties involved and the validity of the complaint; update and maintain case management records in order to report on the status of assigned investigations. The agreement is effective upon Board approval through June 30, 2020.

Office of Community Relations Commission5. Reclassify the following filled position:Position No.: 10104

From: Operations Specialist I
 Job Code: 31107
 Grade: 906 (\$53,001.00 - \$84,673.00)

To: Operations Officer II
 Job Code: 31110
 Grade: 927 (\$66,118.00 - \$105,788.00)

Cost: \$28,448.00 - 1001-000000-1562-171500-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

MINUTES**PERSONNEL**Department of Audits

	<u>Hourly Rate</u>	<u>Amount</u>
6. MICHAEL P. BRUNS	\$39.00	\$70,980.00

Account: 1001-000000-1310-157800-601009

Mr. Bruns will continue to work as a Contract Services Specialist II. He is responsible for collecting data to detect controls, fraud, or non-compliance with the laws and regulations; preparing detailed reports on audit findings, looking for efficiency, effectiveness and use of accepted accounting procedures. He will also recommend controls to ensure reliability and integrity, prepare, analyze and verify reports and financial statements using accepted accounting and statistical procedures. The agreement is effective upon Board approval for one year.

Environmental Control Board

7. DEBYN W. PURDIE	\$90.00	\$76,950.00
8. LAYLA SAID	\$90.00	\$76,950.00

Account: 1001-000000-1170-138600-601009

Mses. Purdie and Said will continue to work as a Contract Services Specialist II. They are responsible for conducting hearings pursuant to the requirements and rules of the ECB, the Baltimore City Code, Article 1 §40, et. seq. ("Code"); conducting hearings for the Department of Housing and Community Development for the formal administrative appeals for Housing Code Enforcement under Section 128 et. Seq. of the Building, Fire and related codes of Baltimore City, which permits the Commissioner of Housing to designate a hearing officer for administrative review of certain agency decisions. In addition to the foregoing services the Hearing

MINUTES**PERSONNEL**Environmental Control Board - cont'd

Officers may from time to time at the request of the DPW and the ECB, conduct water bill dispute hearings in strict accordance with the "Regulations on Customer Service and Support for Water, Wastewater, and Storm Water Billing" ("Regulations") adopted by the Department of Public Works ("DPW"). The Hearing Officers will report their recommendations in writing to the Director of DPW who will have the final decision-making authority regarding abatement of any water bills. Ms. Purdie and Ms. Said will not work more than 32 hours per week, and will be paid for those hours actually worked. The agreement is effective upon Board approval for one year.

Department of General Services9. Classify the following vacant position:Position No.: 52322

From: New Position
Job Code: 90000
Grade: 900 (\$1.00 - \$204,000.00)

To: Building Repairer
Job Code: 53111
Grade: 429 (\$34,080.00 - \$37,543.00)

Cost Savings: \$3,568.00 - 2029-000000-192500-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

MINUTES**PERSONNEL**

Department of General Services - cont'd

10. Classify the following three vacant positions:

Position Nos.: 52315, 52316, and 52321

From: New Position
 Job Code: 90000
 Grade: 900 (\$1.00 - \$204,000.00)

To: Building Repairer
 Job Code: 53111
 Grade: 429 (\$34,080.00 - \$37,543.00)

Cost Savings: (\$ 3,568.00) - 2029-000000-1982-192500-601001
 (\$ 3,568.00) - 2029-000000-1982-192500-601001
 (\$ 3,568.00) - 2029-000000-1982-192500-601001
(\$10,704.00)

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

11. Classify the following filled position:

Position No.: 49924

From: Superintendent of Public Building Repair
 Job Code: 52982
 Grade: 927 (\$66,118.00 - \$105,788.00)

To: Operations Officer IV
 Job Code: 31112
 Grade: 931 (\$75,715.00 - \$121,037.00)

Cost: \$10,530.00 - 2029-000000-1982-192500-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

MINUTES**PERSONNEL**Health Department12. Create the following position:

Classification: Program Assistant I
Job Code: 81322
Grade: 080 (\$33,048.00 - \$38,876.00)
Position No.: To be determined by BBMR

Cost: \$53,175.97 - 4000-499019-3023-513200-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

13. Create the following position:

Classification: Office Support Specialist III
Job Code: 33213
Grade: 078 (\$31,488.00 - \$36,312.00)
Position No.: To be determined by BBMR

Cost: \$51,207.56 - 5000-569720-3023-273305-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

14. Create the following position:

Classification: Public Health Representative II
Job Code: 42561
Grade: 087 (\$42,131.00 - \$50,927.00)
Position No.: To be determined by BBMR

Cost: \$64,636.90 - 5000-569720-3023-273305-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

MINUTES**PERSONNEL**

Health Department - cont'd

15. Reclassify the following vacant position:

Position No.: 47948

From: Operations Officer I
Job Code: 00085
Grade: 923 (\$62,171.00 - \$99,709.00)

To: General Counsel
Job Code: 10077
Grade: 936 (\$82,753.00 - \$132,342.00)

Cost: \$25,336.94 - 1001-000000-3001-568000-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

16. Create the following position:

Classification: Social Service Coordination Supervisor
Job Code: 81175
Grade: 923 (\$62,171.00 - \$99,709.00)
Position No.: To be determined by BBMR

Cost: \$88,010.48 - 5000-584419-3160-792200-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

MINUTES**PERSONNEL**

Health Department - cont'd

17. Create the following position:

Classification: Community Outreach Worker

Job Code: 81351

Grade: 422 (\$30,279.00 - \$31,714.00)

Position No.: To be determined by BBMR

Cost: \$49,683.30 - 4000-480620-3080-291900-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

18. Create the following position:

Classification: Research Analyst I

Job Code: 34511

Grade: 088 (\$43,855.00 - \$53,134.00)

Position No.: To be determined by BBMR

Cost: \$66,813.50 - 4000-427719-3023-599601-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

19. Create the following Position:

Classification: Operations Officer I

Job Code: 31109

Grade: 923 (\$62,171.00 - \$99,709.00)

Position No.: To be determined by BBMR

Cost: \$88,010.48 - 5000-569720-3023-273305-601001

MINUTES

PERSONNELHealth Department - cont'd

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

	<u>Hourly Rate</u>	<u>Amount</u>
20. DONA BOWLEY	\$10.10	\$9,978.80
21. FRANK FREEMAN	\$10.10	\$9,978.80

Account: 4000-432920-3255-761880-601009

Ms. Bowley and Mr. Freeman will each continue to work as a Contract Services Specialist II. They are responsible setup and breakdown of the kitchen and dining area; serving food on the serving line; assisting seniors that are unable to serve themselves; ensuring that kitchen equipment is kept clean and sanitary; assisting with ensuring food products are stored properly and stocking the kitchen the next day. The agreement is effective upon Board through September 30, 2020.

22. DARLENE KESS	\$10.30	\$10,176.40
-------------------------	---------	--------------------

Account: 4000-433520-3024-768800-601009

Ms. Kess will continue to work as a Contract Services Specialist II. She is responsible for providing office support to center management, acting as a liaison between the public and center director, using basic office equipment such as phones, computer, copier and fax machines. Ms. Kess will also register participants for membership, outings and class participation, maintain membership information in filing system, send out brochures and information to the public including center members and collect fees for membership, classes and outings. The agreement is effective upon Board approval through September 30, 2020.

MINUTES

PERSONNELHealth Department - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
23. MATTIE SHIVERS	\$10.30	\$10,176.40

Account: 4000-433520-3024-768800-601009

Ms. Shivers will continue to work as a Contract Services Specialist II. She is responsible for ensuring the receipt and storage of food products, ensuring that meals are served and the serving area and equipment is kept clean and sanitary. She will also prepare and maintain paperwork, meal counts, collect funds, order supplies, prepare daily reports via the Touch Screen System and supervise food service aides. The agreement is effective upon Board approval through September 30, 2020.

24. CURLEEN DAVIS	\$25.00	\$44,400.00
--------------------------	---------	--------------------

Account: 4000-433520-3024-768906-601009

Ms. Davis will continue to work as a Contract Services Specialist II. She is responsible building management, establishing program goals, planning, coordinating and approving program activities for independent seniors in a senior center setting. Ms. Davis is also responsible for maintaining and adhering to City procurement process, supervising and evaluating program staff, recommending hiring, promoting and/or terminating, and collecting data related to program and/or agency reports. The agreement is effective upon Board approval through September 30, 2020.

25. PEARL CORPORAL	\$12.80	\$ 8,640.00
---------------------------	---------	--------------------

Account: 5000-535720-3024-768600-601009

Ms. Corporal will work as a Contract Services Specialist II. Her duties will include but are not limited to serving as liaison

MINUTES**PERSONNEL**Health Department - cont'dHourly RateAmount

between the public and Center Director; using basic office equipment; registering participants for membership, outings and class participation; maintaining membership information in filing system, and sending out brochures and information to the public, including center members. She will also be responsible for collecting fees for membership and entering membership and class information in Universal Participant Tracking system. The period of the agreement is effective upon Board approval through June 30, 2020.

26. **BORNITT ARCHER** \$13.00 **\$18,720.00**

Account: 2089-208920-3024-768700-601009

Ms. Archer will work as a Contract Services Specialist II. Her duties will include but are not limited to assisting in planning, developing and implementing a comprehensive program of activities and socialization opportunities for persons attending the Waxter Senior Center. She will also provide support for the delivery of nutrition services including the congregate and home delivered meal programs and entering and maintaining client data, units of service and other information to assure accurate reporting for County, State and Federal reports. The period of the agreement is effective upon Board approval through June 30, 2020.

27. **ANGELA BURDEN** \$44.31 **\$ 8,374.59**

Account: 4000-499920-3080-294200-603026

Ms. Burden, retiree, will continue to work as a Contract Services Specialist I. Her duties will include but are not limited to collecting data from medical records related to fetal and infant deaths housed at area delivery hospitals and prenatal care providers and preparing data for review and analysis by the Fetal-Infant Mortality Review team to better understand fetal and infant death in Baltimore City. The period of the agreement is effective upon Board approval through June 30, 2020.

MINUTES

PERSONNEL

Department of Human Resources

28. a. Abolish the following positions:

Position Nos.: 49336 and 49637

Classification: Criminal Justice Associate

Job Code: 00111

Grade: 903 (\$46,282.00 - \$74,009.00)

b. Create the following position:

Classification: HR Generalist II

Job Code: 33677

Grade: 927 (\$66,118.00 - \$105,788.00)

Position No.: To be assigned by BBMR

Cost: \$121,953.00 - 1001-000000-1603-172500-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Mayor's Office of Criminal Justice

	<u>Rate of Pay</u>	<u>Amount</u>
29. STEPHANIE IRWIN	\$37.50	\$78,000.00

Account: 5000-511019-2255-702300-601009

Ms. Irwin will work as a Contract Services Specialist II. She will be responsible for analyzing program data to inform performance measurement of Safe Streets sites and staff; preparing monthly reports for site monitoring, creating custom data reports for biweekly and monthly technical

MINUTES**PERSONNEL**Mayor's Office of Criminal Justice - cont'd

	<u>Rate of Pay</u>	<u>Amount</u>
<p>assistance meetings; identifying issues in data collection; ensuring performance goals are met each month across program sites; monitoring crime and violence data to alert site staff when a shooting has taken place in their post, and provide contextual information; identifying trends in community - level gun violence and make suggestions for program adaptation as needed (e.g. changing shift schedules, identifying specialized training opportunities, shifting hot spot canvassing, etc.); creating maps in ArcGIG; responding to ad hoc data requests from administrative and site staff; liaising with Cure Violence Global to ensure correct access levels to the data for all staff and resolve issues; training Safe Streets staff to use the Cure Violence database; providing technical assistance and guidance with data entry.</p>		
30. WENDY LEE	\$45.85	\$83,449.60

Account: 4000-401418-2254-785400-600000

Ms. Lee will continue to work as a Contract Services Specialist II. She will be responsible for overseeing the operation of the Visitation Center; preparing documents, spaces and staff for shifts; communicating consistently with on-site security, monitors and volunteers; checking in with clients over the phone in preparation for visitations/exchanges during shifts to ensure safe service provision; supervising part-time staff during shifts and outside hours including making decisions during shifts based on safety and client needs; performing client intakes, regarding policies and seek to collaborate when troubleshooting issues, etc.

MINUTES**PERSONNEL**Mayor's Office of Criminal Justice - cont'd

creating client service agreements; creating and maintaining files and records of client contacts and any safety concerns that come up during a visitation or exchanges; coordinating with staff security throughout the week and during shifts; hiring and composing staff contracts, creating and conducting training; tracking staff invoices; creating staff and client schedules; tracking and implementing budgeting plans; facilitating quarterly meetings, consulting with partners

	<u>Rate of Pay</u>	<u>Amount</u>
31. JASMYNE FORD	\$20.00	\$2,000.00

Account: 4000-401418-2254-785400-600000

Ms. Ford will continue to work as a Contract Services Specialist II. She will be responsible for observing visitation sessions between visiting parents and children for several families simultaneously; intervenes as necessary during visits or exchanges to address any concerns that arise with parents and/or children; keeping accurate and complete records of any safety concerns or potential problems that come up during a visitation session; meeting with parents and/or children before and after visits to check in with them and refers them to needed services or programs; maintaining clear and consistent communication with the on-site supervisor, on-site police, other monitors, and volunteers whether by phone, email or in person; coordinating the safety of visits by being available to accompany individual wherever needed in and around the building; maintaining client files; maintaining personal timesheets and invoices; discusses case progress and concerns with supervisors as well as attending occasional meetings about case status and other center operational issues; complies with all Visitation Center policies and procedures, including confidentiality, safety mandates reporting procedures; and administration and operational duties as needed.

MINUTES**PERSONNEL**Mayor's Office of Criminal Justice - cont'd

	<u>Rate of Pay</u>	<u>Amount</u>
32. ERIN CUNNINGHAM	\$30.00	\$1,500.00

Account: 4000-401418-2254-785400-600000

Ms. Cunningham will continue to work as a Contract Services Specialist II. On December 12, 2018, the Board approved her contract in the amount of \$3,000.00 for a maximum of 100 hours. Because of the Visitation Center staffing changes, an additional 30 hours is needed during her contract, which expires on December 11, 2019. She will be responsible for overseeing the coordination of operations including the supervision of the Visitation Center and Exchange Monitors; ensuring the completion of the safety assessment at the Visitation Center before services are rendered each day; knowing the daily schedule of families served and pertinent information regarding visitation and exchange circumstance for that day; preparing the monitors for the daily visitations and exchanges by providing them with all information regarding the specific services that day; facilitating the arrival and departures of all clients, and ensuring proper coverage at entrances, waiting areas, and visitation areas; communicating clearly and consistently with on-site police, monitors and volunteers providing guidance to staff to assist them in properly and effectively providing services; making decisions regarding any concerns about or changes in the provision of services as they arise; keeping accurate and complete records of any safety concerns or potential problems arising during a visitation session; acting as the Custodian of Records while at the Visitation Center; facilitates supervision of monitors outside of service hours; preparing spaces for use by Center, and then restoring spaces for use by others; attending preliminary training once hired, as well as some continued training as they arise; maintaining any records or documents pertaining to work covered under this Agreement in her possession and solely retain and store them at the Visitation Center and complying with the Visitation Center's policies and procedures.

MINUTES**PERSONNEL**Mayor's Office of Emergency Management (MOEM)

	<u>Rate of Pay</u>	<u>Amount</u>
33. NEAL P. GARITH	\$30.90	\$64,272.00

Account: 4000-482018-2023-212605-601001

Mr. Garith will continue to work as a Contract Services Specialist II. He will be responsible for updating the Emergency Operations Plan, leading the citywide continuity of operations planning (COOP) initiative and other planning support; supporting the efforts of the Mayor's Office of Emergency Management during Emergency Operations Center activations and he is currently the WebEOC Administrator for the MOEM. The period of the agreement is effective upon Board approval for one year.

34. ELISE MAJOR WHITEFORD	\$27.46	\$57,120.00
----------------------------------	---------	--------------------

Account: 4000-482018-2023-212605-601001

Ms. Whiteford will continue to work as a Contract Services Specialist II. She will be responsible for providing assistance to the Deputy Director of Operations and Homeland Security by involvement in operations during Emergency Operations Center activations and by creating and updating the Standard Operating Procedures and updating the Emergency Operations Plan. This is a 2% increase in the hourly rate from the previous contract. The period of the agreement is effective upon Board approval for one year.

MINUTES**PERSONNEL**

Mayor's Office of Emergency Management (MOEM) - cont'd

	<u>Rate of Pay</u>	<u>Amount</u>
35. CHAYA DEITSCH	\$36.06	\$75,000.00

Account: 4000-482018-2023-212605-601001

Ms. Deitsch will continue to work as a Contract Services Specialist II. She will be responsible for providing assistance to the Deputy Director of Operations by coordinating logistics operations during Emergency Operations Center activations, other events and daily management of logistics for MOEM. This is a 25% increase in the hourly rate from the previous contract period. The period of the agreement is effective upon Board approval for one year.

36. MARK FOX	\$27.46	\$57,120.00
---------------------	---------	--------------------

Account: 4000-482018-2023-212605-601001

Mr. Fox will continue to work as a Contract Services Specialist II. He will be responsible for providing assistance to the Planning Section Chief with emergency management planning, management of the BMORE Alert Emergency Notification System, management of WebEOC, and revisions of the Emergency Operations Plan and assisting the Director during Emergency Operations Center activations. This is a 2% increase in the hourly rate from the previous contract. The period of the agreement is effective upon Board approval for one year.

MINUTES**PERSONNEL**Mayor's Office of Immigrant Affairs

	<u>Rate of Pay</u>	<u>Amount</u>
37. MARK LOSHA	\$28.94	\$55,000.00

Account: 1001-000000-1220-146500-607004

Mr. Losha will continue to work as a Contract Services Specialist II. He will be responsible for coordinating and standardizing processes to improve and enhance language access services across City agencies for Limited English Proficiency clients to ensure federal compliance. This includes developing, implementing, and evaluating policies and procedures for the City's Language Access Program, providing guidance and support to Baltimore City agencies to develop language access plans detailing ways to serve Limited English Proficiency constituents; developing a coalition of language access liaisons for the purposes of implementation and compliance; training language access liaisons and respective staff on how to work with Limited English Proficiency populations and continuously improve training curricula and material, etc.

The period of the agreement is effective upon Board approval for one year.

MINUTES**PERSONNEL**Mayor's Office of Homeless Services

	<u>Rate of Pay</u>	<u>Amount</u>
38. DERRICK J. JOHNSON	\$18.00	\$11,700.00

Account: 1001-000000-3574-327200-601009

Mr. Johnson will continue to work as a Contract Services Specialist II. He will be responsible for determining the status of winter shelter declarations by consulting weather reports; determining current levels and the amount of bed space available for each winter shelter provider; coordinating transportation for individual and families seeking shelter during winter shelter declarations days; coordinating hourly communications with street outreach and hospitals to ensure all clients are able to access shelters; determining the order of the shelter to be utilized; prioritizing meeting capacity space prior to routing transportation to the next shelter; maintaining accurate records of coordination and communication; recording and submitting daily winter shelter census and any turn-away data to the Emergency Services Coordinator; approving over capacity bed space as needed for extremely cold temperature; ensuring communication occurs with winter shelter providers when the Winter Shelter Plan is in effect and attending agency trainings, meetings, and other events. The period of the agreement is effective upon Board approval for six months.

Mayor's Office of Homeless Services

39. WANDA HEDGEPEETH	\$13.3778	\$27,826.00
-----------------------------	-----------	--------------------

Account: 4000-490820-3574-763200-601009

Ms. Hedgepeth will continue to work as a Contract Services Specialist II. She will be responsible for greeting visitors, collecting and photocopying documents provided by HAP

MINUTES**PERSONNEL**Mayor's Office of Homeless Services - cont'dRate of PayAmount

(Housing Assistance Payment) clients; contacting tenants and owners to confirm office and inspection visits; preparing various reports, monitoring and maintaining visitor logs, and preparing daily paperwork; creating, copying, editing, storing, retrieving and printing forms, memos, letters, reports and spreadsheets; maintaining numerous tracking and records filing systems, including electronic files; answering telephone calls; retrieving messages from agency and superior voicemail; providing general information regarding office and agency functions, operations and procedures; receiving complaints or questions relating to agency and providing information on agency services and functions to the public; ordering supplies and acting as liaison with housekeeping, maintenance/recycling, water vendor and equipment vendors; etc. The period of the agreement is effective upon Board approval for one year.

Department of Planning40. **SOPHIA HOSAIN**

\$20.00

\$30,000.00

Account: 7000-708320-1875-187400-601009

Ms. Hosain will continue to work as a Contract Services Specialist II. She will be responsible for managing and coordinating all activities associated with the City's Community Composting Program which includes the Baltimore Farmer's Market Residential Food Scraps Drop-Off Program; Baltimore's network of community composting sites and food waste reduction and composting educational sessions and community presentations; implementing composting policies and practices in City agency offices in collaboration with the City's Department of General Services; supporting the implementation of the Baltimore-Food Waste Reduction Working Group meetings and serving as co-chair for the Food Scrap Re-supporting the implementation of the Baltimore-Food

MINUTES**PERSONNEL**Department of Planning - cont'd

Waste Reduction Working Group meetings and serving as co-chair for the Food Scrap Re-cycling Affinity Group; creating social media and educational content related to food waste prevention, food waste reduction, food scrap recycling (composting) and food waste separation; attending local food waste and food systems-related meetings, conference, and events both as speaker and as attendee; exploring the implementation of curb-side pick-up pilots in select Baltimore neighborhoods in partnership with local haulers; serving as a community representative for the Department at community events; and identifying options for implementing or expanding organic waste recycling infrastructure with local and regional stakeholders, etc. The period of the agreement is effective upon Board approval for one year.

41. Create the following position:

Classification: City Planner II

Job Code: 74137

Grade: 927 (\$66,118.00 - \$105,788.00)

Position No: To be assigned by BBMR

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Enoch Pratt Free Library42. Classify the following vacant position:

Position Nos.: 15813

From: Librarian Supervisor I

Job Code: 00658

Grade: 927 (\$66,118.00 - \$105,788.00)

MINUTES**PERSONNEL**Enoch Pratt Free Library - cont'd

To: Agency IT Specialist IV
 Job Code: 10267
 Grade: 931 (\$75,715.00 - \$121,037.00)

Cost: \$10,150.00 - 1001-000000-4501-339600-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

43. Reclassify the following filled Position:

Position Nos.: 35229

From: Library Program Assistant
 Job Code: 00660
 Grade: 084 (\$37,741.00 - \$45,044.00)

To: Library Program Specialist
 Job Code: 00697
 Grade: 088 (\$43,855.00 - \$53,134.00)

Cost: \$5,150.00 - 1001-000000-4501-339400-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

44. Create the following position:

Classification: HR Assistant II
 Job Code: 08005
 Grade: 085 (\$38,926.00 - \$46,904.00)
 Position No: To be assigned by BBMR

Cost: \$33,600.00 - 1001-000000-4501-338700-601001

MINUTES**PERSONNEL**Enoch Pratt Free Library - cont'd

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

45. Reclassify the following filled Position:

Position Nos.: 15720

From: Librarian I
Job Code: 00656
Grade: 087 (\$42,131.00 - \$50,927.00)

To: Librarian II
Job Code: 00657
Grade: 090 (\$47,604.00 - \$57,857.00)

Cost: \$2,500.00 - 1001-000000-4501-592700-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

46. Reclassify the following filled Position:

Position Nos.: 34074

From: Library Custodial Worker Supervisor
Job Code: 00667
Grade: 078 (\$31,488.00 - \$36,312.00)

To: Library Bldg. Maintenance Supervisor
Job Code: 00662
Grade: 084 (\$37,741.00 - \$45,044.00)

Cost: \$6,750.00 - 1001-000000-4501-350000-601001

MINUTES

PERSONNEL

Enoch Pratt Free Library - cont'd

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Department of Public Works

47. Create the following six positions:

Classification: Liaison Officer I
Job Code: 31420
Grade: 090 (\$47,604.00 - \$57,857.00)
Position No.: To be assigned by BBMR

Cost: \$435,684.00 - 2071-000000-5531-398600-601001

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

	<u>Hourly Rate</u>	<u>Amount</u>
48. BRENDAN NAGLE	\$20.26	\$42,131.00

This is a 3.3% increase in the hourly rate from the previous contract.

49. DANIELLE LAMOTHE	\$20.26	\$42,131.00
-----------------------------	---------	--------------------

Account: 1001-000000-1901-190400-601009

These individuals will continue to work as Contract Services Specialist II's. Their duties will include but are not limited to planning, designing and implementing new systems to meet the Department's goals for increased productivity or efficient operations. They will also be responsible for conducting special studies and investigations to devise systems and program policy strategies to meet current and projected needs, using a variety of

MINUTES**PERSONNEL**Department of Public Works - cont'd

techniques to analyze problems and, devise systems including cost accounting, building mathematical or economic models, recommending program changes to ensure compliance with City, State and Federal legislation, regulations and statues and metric analysis of statistical data and workforce analysis. The period of the agreement is effective upon Board approval for one year.

50. Reclassify the following vacant position:

Position No.: 20000

From: Contract Administrator II
Job Code: 72412
Grade: 089 (\$45,660.00 - \$55,436.00)

To: Safety Enforcement Officer II
Job Code: 33642
Grade: 088 (\$43,855.00 - \$53,134.00)

Savings: (\$1,810.00 - 1001-000000-1901-190900-601001)

This position is to be considered a position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

51. Classify the following two positions:

Position Nos.: 49942 and 49943

From: New Position
Job Code: 90000
Grade: 900 (\$1.00 - \$204,000.00)

To: Liaison Officer II
Job Code: 31422
Grade: 093 (\$54,044.00 - \$65,897.00)

MINUTES**PERSONNEL**Department of Public Works - cont'd

Cost: \$161,799.00 - 2072-000000-5181-390500-601001

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

52. Reclassify the following filled position:

Position No.: 48255

From: Customer Care Analyst II
Job Code: 34264
Grade: 082 (\$35,168.00 - \$41,598.00)

To: Customer Care Analyst III
Job Code: 34265
Grade: 084 (\$37,741.00 - \$45,044.00)

Cost: \$3,506.00 - 2071-000000-5471-400500-601001

This position is to be considered a position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Department of Recreation and Parks53. Reclassify the following vacant position:

Position No.: 42280

From: Public Information Officer II
Job Code: 33412
Grade: 089 (\$45,660.00 - \$55,436.00)

To: Operations Assistant III
Job Code: 31106
Grade: 904 (\$49,054.00 - \$78,487.00)

Cost: \$2,809.00 - 1001-000000-4711-362100-601001

MINUTES**PERSONNEL**Department of Recreation and Parks - cont'd

clean-ups, researching, identifying and fundraising for city garden sites, grants and other funding sources and supervision part-time staff. This is a 2% increase in the hourly rate from the previous contract. The period of the agreement is effective upon Board approval for one year.

56. Create the following position:

Classification: Recreation Programmer
 Job Code: 83121
 Grade: 090 (\$47,604.00 - \$57,857.00)
 Position No.: To be assigned by BBMR

Cost: \$72,208.00 - 6000-680420-4731-369400-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Baltimore City Sheriff's Office57. Adjust the salary for the following classification, effective July 1, 2019

Classification: Sheriff
 Job Code: 01410
 From: Grade 86E (\$140,766.00)
 To: Grade 86E (\$152,561.00)

Cost: \$15,333.00 - 1001-000000-1182-138800-601001

The compensation for the Baltimore City Sheriff requires a fixed relationship to the Police Colonel classification, Grade 86P. The Sheriff's salary is continually monitored and adjusted when necessary to avoid conflict with the statutory requirements. The Fraternal Order of Police approved contract provided their members a COLA effective July 1, 2019.

MINUTES**PERSONNEL**Baltimore City Sheriff's Office - cont'd

Therefore, the Sheriff salary requires an adjustment to maintain the fixed relationship with the Police Colonel classification.

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

State's Attorney's Office

	<u>Hourly Rate</u>	<u>Amount</u>
58. KEVIN DUNTON	\$27.20	\$ 51,861.00

Account: 1001-000000-1150-118000-601009

Mr. Dunton, retiree, will continue to work as a Contract Services Specialist I. He will assist the State's Attorney in the investigation and movement of cases, warrants, and communicate with Public Safety staff and members. The period of the agreement is effective upon Board approval for one year.

59. SHARON ALSTON	\$27.74	\$ 52,890.00
--------------------------	---------	---------------------

Account: 1001-000000-1150-118000-601009

Ms. Alston, retiree, will continue to work as work as a Contract Services Specialist I. Her duties will include investigating felony, homicide, and violent crime cases, locating and interview witnesses, and acting as a liaison with police agencies. The period of the agreement is November 2, 2019 through November 1, 2020.

These contracts are consistent with the waiver of AM 212-1, approved by the Board of Estimates in March 1999 to hire retired Police Officers as Investigators for the Office of the State's Attorney, with no restrictions on the number of hours worked and rates of pay.

MINUTES**PERSONNEL**

Department of Transportation

Classify the following new position:

Position No.: 51447

From: New Position
Job Code: 90000
Grade: 900 (\$1.00 - \$204,000.00)

To: Agency IT Supervisor/Project Manager
Job Code: 33150
Grade: 936 (\$82,753.00 - \$132,342.00)

Cost: \$26,221.30 - 1001-000000-2301-249000-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Mayor's Office

60. a. Reclassify the following vacant position for
Convention Center

FROM:

Classification: Secretary II
Job Code: 00710
Grade: 078 (\$31,488.00 - \$36,312.00)
Position No.: 16172

MINUTES**PERSONNEL**Mayor's Office - cont'd

To: Data Fellow
Job Code: 00141
Grade: DFI (\$60,000.00 - \$65,000.00)
Position No.: 16172

b. Create the following position for the Fire Department

Classification: Data Fellow
Job Code: 00141
Grade: DFI (\$60,000.00 - \$65,000.00)
Position No.: To be assigned by BBMR

c. Abolish the following vacant two positions for the Department of Transportation

Classification: Driver I
Job Code: 54437
Grade: 424 (\$31,169.00 - \$33,081.00)
Position No.: 21408

Classification: Mason Supervisor
Job Code: 52225
Grade: 087 (\$42,131.00 - \$50,927.00)
Position No.: 33624

MINUTES**PERSONNEL**Mayor's Office - cont'd

- d. Reclassify the following two positions for the Department
of Transportation
-

Classification: Cement Finisher

Job Code: 53311

Grade: 487 (\$33,132.00 - \$34,633.00)

Position Nos.: 21252 and 21255

To: Data Fellow

Job Code: 00141

Grade: DFI (\$60,000.00 - \$65,000.00)

Position Nos.: 21252 and 21255

- e. Reclassify the following position for the Department of
Planning
-

Position No.: 52939

FROM:

Classification: New Position

Job Code: 90000

Grade: 900 (\$1.00 - \$204,000.00)

Position No.: 52939

TO:

Classification: Data Fellow

Job Code: 00141

Grade: DFI (\$60,000.00 - \$65,000.00)

Position No.: 52939

MINUTES**PERSONNEL**Mayor's Office - cont'd

Costs: \$54,645.00 - 1001-000000-5311-391300-601001
 Convention Center
 \$94,456.00 - 6000-611120-2151-776500-601001
 Fire Department
 \$ 4,937.00 - 1001-000000-2301-248700-601001
 Transportation
 (\$25,543.00) - 1001-000000-1873-187400-601001
 Planning

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Department of Public Works

61. Reclassify the following filled position:

Position No.: 22913

From: Operations Engineer
 Job Code: 72193
 Grade: 929 (\$70,276.00 - \$112,293.00)

To: IT Supervisor/Project Manager
 Job Code: 33150
 Grade: 936 (\$82,753.00 - \$132,342.00)

Cost: \$8,315.00 - 2070-000000-5531-398600-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

MINUTES

Health Department - Ratification of Second
Notification of Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to ratify the Second Notification of Grant Award (NGA). The Second NGA will extend the period of the NGA through September 30, 2019.

AMOUNT OF MONEY AND SOURCE:

\$116,705.00	-	4000-433518-3024-268400-404001
153,477.00	-	4000-432918-3255-761200-404001
79,215.00	-	4000-434318-3255-761600-404001
4,853.00	-	4000-436218-3255-761800-404001
51,287.00	-	4000-436118-3255-761700-404001
1,090.00	-	4000-433918-3044-761500-404001
3,800.00	-	4000-433918-3044-761500-404001
<u>38,585.00</u>	-	<u>6000-633518-3255-771700-406001</u>
\$449,011.00		

BACKGROUND/EXPLANATION:

On January 16, 2019, the original NGA was approved in the amount of \$721,454.00 for the period of October 1, 2017 through September 30, 2018.

The Second NGA in the amount of \$449,011.00 made the new total amount \$1,170,465.00 and extended the period through September 30, 2019.

The Second NGA allowed the Department to provide coordinated and accessible services for senior in Baltimore City.

By accepting the grants, the grantee agreed to abide by the terms of the following documents, including amendments thereto: its Aging Program Directives; and all applicable federal and state laws, regulation, policies, and procedures approved Area Plan; grant application; grant agreements; The NGA is late because of administrative delays.

MINUTES

Health Department - cont'd

APPROVED FOR FUNDS BY FINANCE

**AUDITS REVIEWED THE SUBMITTED DOCUMENTATION AND FOUND THAT IT
CONFIRMED THE GRANT AWARD.**

UPON MOTION duly made and seconded, the Board ratified the
Second Notification of Grant Award.

MINUTESHealth Department - Agreement

The Board is requested to approve and authorize execution of the agreement with Bright Future Mentoring School Services, Inc. The period of the agreement is July 1, 2019 through June 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$18,000.00 - 4000-431120-3080-292300-603051

BACKGROUND/EXPLANATION:

The organization will implement an abstinence-focused program to youth ages 9 - 13 years old. The curriculum for the project is The Adopted Making a Difference, which includes eight one-hour modules to be implemented. The program will be offered to youth through the House of Restoration's Summer programming and their fall after-school programming.

The agreement is late because of the administrative review process.

APPROVED FOR FUNDS BY FINANCE**AUDITS REVIEWED AND HAD NO OBJECTION.**

President: "The first item on the non-routine agenda can be found on page 107, Health Department Agreement, will the parties please come forward."

MINUTES

Ms. Letitia Dzirasa: Commissioner of Baltimore City Health

Department: Good morning President Scott, Mayor Young, Board of Estimates.

President: "Ma'am check this one, this is not working oh and now it's on and identify yourself for the record."

Ms.Dzirasa: Letitia Dzirasa Commission of Health Baltimore City Health Department."

President: "Thank You Ma'am"

Ms.Dzirasa "So I'm here to talk about the non-routine agenda item Bright Future Mentoring which is a Sexual Risk Avoidance Program."

Mayor: "What's wrong with that."

Ms.Dzirasa: "Thank you. Evidence-based curriculum taught to children between the ages of 9 to 13 parental approval is required and there are also accompanying parental workshops and it's a part of our comprehensive approach to sexual health and education for the children in city schools and in community-based programs. So this is an after-school program. We also have ah -- during the school program called You Choose which focuses on children in middle school and high school and also talks about reproductive health and talks about birth control options for those students."

MINUTES

President: "And thank you and thank you ah -- who ah -- will it be offered to just to -- do you know the specific schools or communities or is this a citywide program?"

Ms. Dzirasa: "I would have to ask ah -- Assistant Commissioner Rebecca Deneen who is present with me today."

Mayor: "You have to--."

President: "You've got to come to the microphone and you have to identify yourself."

Rebecca Deneen: "Hi I'm Rebecca Deneen Assistant Commissioner for Maternal and Child Health. Um -- this the curriculum is gonna be offered through four community-based organizations and their reach is 275 -- 375 children in the um -- in the city and ah -- about 30 parents."

President: "What's the name of the organizations."

Rebecca Deneen: "We have um -- four. Ah -- Imagine Me, Bright Future Mentoring and I Carry."

President: "Thank you. I've heard concerns from the members of the public about the inefficiency of abstinence focused approaches to Sex Ed and I want to be sure that the programs that we are using

MINUTES

ah - ah -- our time and using our resources are effective ah -- do you have any comments on the effectiveness of this program and data that you guys can push to support this program."

Ms.Dzirasa: "Yes so this is a federally funded program from the Administration for Child and Families ah -- a federal agency and it focuses on sexual risk avoidance. So it-- they have shifted away from abstinence only education and are really focused on sexual risk avoidance. So teaching young people um -- how to avoid risky behaviors um -- for young people who are already engaging in risky behaviors how to reduce their risks through condom use um - - and really talking about reproductive health."

President: "Thank you. Thank you any other questions."

President: "I would entertain a motion."

City Solicitor: "So moved."

Mr. Chow: "Second."

President: "All those in favor say aye. All opposed say nay. The motion carries. Thank you very much."

The Comptroller **ABSTAINED**.

* * * * *

MINUTES

Department of Law - Settlement Agreement and Release

ACTION REQUESTED OF B/E:

The Board is requested to approve payment of a Settlement Agreement and Release of a claim filed by Raymond Gray against the City and Baltimore Police Department (BPD).

AMOUNT OF MONEY AND SOURCE:

\$8,000,000.00 - 2045-000000-1450-716700-603070

BACKGROUND/EXPLANATION:

On February 12, 2013, Raymond Gray, a University of Maryland police recruit, was accidentally shot in the head by the BPD training officer William Scott Kern, during a training exercise. The Defendant used a live weapon in demonstrating the danger of standing in the potential line of fire. At some point during the training, Defendant removed his service weapon, believing it was his Simunition gun, pointed it at the window, which was in plaintiff's direction, and accidentally discharged. As a result of this occurrence, the Plaintiff sustained severe and permanent brain damage. The incident resulted in this civil action, as well as State criminal charges against the Defendant.

In light of the legal issues, injuries, and damages suffered by Plaintiff, and to avoid the risk and expenses of litigation and trial, the parties propose to settle Plaintiff's claims for the sum of \$8,000,000.00 in return for the dismissal of all claims by all parties to the litigation and the execution of a general release from any potential further liability.

APPROVED FOR FUNDS BY FINANCE

MINUTES

President: "The second item on the non-routine agenda can be found on page 108, Law Department Settlement Agreement and release. Will the parties please come forward? All right. I will entertain a motion."

Mr. Chow: "I move to approve."

Comptroller: "Second."

President: "All those in favor say Aye. All opposed say Nay. Ah -
- Madam Comptroller."

Comptroller: "Yes. Mr. President I would like to address the settlement agreement and release on page 108 of the Board agenda, and as we all know, government agencies must follow laws policies and procedures and there are also times when government must do what is right. This is one of those times. My heart goes out to the Raymond Gray and his family. Mr. Gray is a father of three who chose a life of public service dedicated to keeping people safe. Because of a tragic accident, Mr. Gray's career in law enforcement was cut short. He will require intensive therapy and medical care for the rest of his life. The amount of the City settlement with Mr. Gray is significant and it is entirely appropriate. Mr. Gray's injuries occurred in a place where he thought he was safe and where

MINUTES

he should have been safe while he was being trained to protect other people's lives. The very least we can do is to help him get the care he needs to recover from this terrible accident and to live the best life that he can under the circumstances. For all these reasons, I strongly support the \$8,000,000.00, settlement proposed by the City Law Department. Thank you."

* * * * *

UPON MOTION duly made and seconded, the Board approved the payment of the Settlement Agreement and Release of the claim filed by Raymond Gray against the City and Baltimore Police Department. The City Solicitor **RECUSED** himself on this item.

MINUTES

Mayor's Office of Immigrant Affairs - Transfer of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve the Transfer of Funds to the Baltimore City Foundation, Inc. (BCF), from the Mayor's Office of Immigrant Affairs to support a Public Allies to conduct immigrant outreach activities.

AMOUNT OF MONEY AND SOURCE:

\$17,000.00 - 1001-000000-1250-775700-601002

BACKGROUND/EXPLANATION:

The Mayor's Office of Immigrant Affairs (MIMA) requests approval to transfer funds from the MIMA's budget to BCF to support a Public Allies to conduct Immigrant outreach for a period of ten months. The New American Outreach Coordinator will be responsible for strengthening outreach efforts to reach Foreign Born communities in the City of Baltimore. This task will include working with trusted community stakeholders such as non-profits, faith-based institutions, civic groups, and educational institutions to assist with information sharing, establish relationships with ethnic media and coordinate and engage community stakeholders to increase awareness about MIMA's initiative and city services.

The funds will be dispersed by the BCF to cover monthly invoicing related to work performed by the Public Allies from October 15, 2019 to July 24, 2020; payment toward outreach activities and events to promote MIMA and services rendered by city agencies; and training and technical assistance services to city agencies and New American Communities.

APPROVED FOR FUNDS BY FINANCE

The Board is requested to approve the Transfer of Funds to the Baltimore City Foundation, Inc. (BCF), from the Mayor's Office of Immigrant Affairs to support a Public Allies to conduct immigrant outreach activities.

MINUTES

Mayor's Office of Immigrant Affairs - cont'd

UPON MOTION duly made and seconded, the Board approved the Transfer of Funds to the Baltimore City Foundation, Inc., from the Mayor's Office of Immigrant Affairs to support a Public Allies to conduct immigrant outreach activities.

MINUTES

Mayor's Office of Homeless Services - Provider Agreements

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the various Provider Agreements. The period of the agreement is October 1, 2019 through June 30, 2020, unless otherwise indicated.

1. **ST. VINCENT DE PAUL, INC.** **\$ 113,719.50**

Account: 4000-407018-3571-757301-603051

The City has received a U.S. Department of Housing and Urban Development (HUD) grant to undertake the Continuum of Care (CoC) Program. As a sub-recipient, St. Vincent de Paul of Baltimore, Inc. will provide supportive services to 68 individuals and/or families experiencing homelessness in the city of Baltimore. The Provider will offer services through their Project Believe Program. The goal of the Project is to increase housing stability and enhance self-sufficiency so clients do not return to homelessness status.

The agreement is late because of a delay at the administrative level.

MWBOO GRANTED A WAIVER ON SEPTEMBER 24, 2019.

2. **ASSOCIATED CATHOLIC CHARITIES, INC.** **\$3,133,965.00**

Account: 1001-000000-3572-779200-603051

The Associated Catholic Charities, Inc., will provide emergency homeless overflow shelter for 275 individuals experiencing homelessness in Baltimore City. The Provider will offer services through their Weinberg Housing Resource Center Program, located at 620 Fallsway.

MWBOO GRANTED A WAIVER ON SEPTEMBER 25, 2019.

A PROTEST WAS RECEIVED FROM TIME ORGANIZATION, INC.

MINUTES

Mayor's Office of Homeless Services - cont'd

3. **BRIDGE HAVEN, INC.** **\$ 953,079.25**

Account: 1001-000000-3572-781900-603051

The Bridge Haven, Inc., will operate an emergency homeless overflow shelter for 78 individual women and/or families experiencing homelessness in Baltimore city. The Provider will offer services through their Pinderhughes Shelter Program, located at 1200 N. Fremont Avenue.

MWBOO GRANTED A WAIVER ON SEPTEMBER 25, 2019.

A PROTEST WAS RECEIVED FROM TIME ORGANIZATION, INC.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

SCHULMAN, HERSHFIELD & GILDEN, P. A.

ATTORNEYS AT LAW

ONE EAST PRATT STREET

SUITE 904

BALTIMORE, MARYLAND 21202

(410) 332-0850

(410) 659-0111

FAX (410) 332-0866

October 14, 2019

*By Email to Harriette.Taylor@baltimorecity.gov
& Hand Delivery*

Ms. Harriette Taylor
Clerk, Board of Estimates
100 N. Holliday Street, Room 204
Baltimore, MD 21202

Re: Award Protests by the Time Organization, Inc. ("TIME") in connection with Baltimore City's Office of Homeless Services Emergency Overflow Shelters Request for Proposals for the following locations: 620 Fallsway and 1200 N. Fremont Avenue

Dear Ms. Taylor:

This shall constitute the formal notification of the protest by the Time Organization, Inc. of the awards of two emergency shelter contracts for the following addresses: 620 Fallsway and 1200 North Fremont Avenue. I hereby request that this protest be considered a non-routine agenda item. I have been advised that this protest of the awards of these two contracts is currently scheduled for a hearing on the October 16, 2019 meeting of the Board of Estimates. Please confirm that this protest will be heard on that date.

I. REQUEST FOR PROPOSALS

Baltimore City's Office of Homeless Services issued multiple Requests for Proposals ("RFP") for Emergency Overflow Shelters. TIME submitted responses to two of the RFPs, 620 Fallsway and 1200 N. Fremont Avenue (Exhibits 1-A and 1-B). TIME's responses detailed the following:

1. **RFP - 620 Fallsway.** TIME has agreed to provide emergency shelter services for homeless and at-risk-of-homelessness populations. Specifically, TIME will provide shelter for 175 single adult males and 75 single adult females at the emergency shelter at 620 Fallsway, Baltimore, Maryland. TIME will provide overflow capacity for 33 single adult male beds and 27 single adult female beds. Shelter services will be provided 24 hours a day, 7 days a week. In addition to providing emergency shelter services, TIME will also administer client intake assessments and

provide case management services, linking clients to holistic services that will support their transition into independent living, increased income, and permanent housing. The goal of the project is to increase income, employment, obtain safe and stable housing, decrease recidivism and ensure that the stay at the facility is “rare and brief.”

2. **REF - 1200 N. Fremont.** TIME will provide emergency shelter services for homeless and at-risk-of-homelessness populations for 70 single adult families and 8 families at 1200 N. Fremont Ave, Baltimore, Maryland. TIME will also maintain overflow capacity for 30 single adult females, 65 single adult males and 25 families. Shelter services will be provided 24 hours a day, 7 days a week. In addition to providing emergency shelter services, TIME will administer client intake assessments and provide case management services, linking clients to holistic services that will support their transition into independent living, increased income, and permanent housing. This project will also provide a McKinney-Vento Liaison to ensure that the educational and social-emotional needs of children experiencing homelessness are identified and met. The goal of the project is to increase income, employment, obtain safe and stable housing, decrease recidivism and to ensure that the stay is “rare and brief.”

II. BACKGROUND

1. **TIME IS AN EXPERIENCED TRANSITIONAL HOUSING PROVIDER.**

TIME is a not-for-profit, Baltimore City minority-operated and -owned company that specializes in the provision of health care and transitional housing for the homeless. It firmly believes in the goal that transitional care for the homeless must lead to a “rare and brief” stay at the transitional housing facility. TIME’s reputation for excellence is exemplary. Its record for keeping the homeless off the streets is unparalleled once they matriculate through the transitional housing program of TIME.

2. **TIME PROVIDES A WIDE ARRAY OF SUCCESSFUL WRAPAROUND SERVICES.**

TIME is an experienced recovery housing program designed to significantly reduce the number of homeless that end up back on the streets. One of the reasons for the success of TIME’s program is the wraparound services provided by TIME through its in-house consultants and programs which clearly enhance the success rate of the participants. The company’s wraparound services include:

- (i) Trauma Informed Cognitive Behavioral Therapy
- (ii) Medication Management, Psychiatric and Community-based services
- (iii) Substance Abuse Treatment/Prevention/Medication Assisted Treatment (“MAT”)
- (iv) Psychiatric Rehabilitation Programming (“PRP”) Services
- (v) Recovery Housing
- (vi) Vocational Educational Training

3. TIME IS AN EXPERIENCED OPERATOR OF A CERTIFIED RECOVERY HOME.

TIME has operated with great success, a certified recovery home with a mission designed to ensure that each resident's stay is "rare and brief." TIME has provided extensive, person-centered mental health and behavioral health services to the community for 20 years. We are a minority business that has a history of working with and for the underserved in our communities.

Over 75% of the population that we have serviced over the years have been adults and children impacted by homelessness. Our service model has expanded in the last 3 years to recovery housing that not only provides safe and stable housing, but also delivers significant and impactful wraparound services to address the factors that often perpetuate homelessness. Our focus is to not only assist the homeless population to transition, but to ensure that there is no return to homelessness; in turn making homelessness "rare and brief" for those that we serve.

The expectation to achieve different results with the same perpetual providers has proven to be inefficient. The current shelter providers have not demonstrated that they meet the goal of moving people from homelessness, nor have they provided proof that they have aided to prevent homelessness in our city. While collaboration is always key to ensuring a holistic approach, having a continuum of services and support within one company, that is coordinated by one treatment team of multi-disciplinary professionals, is ideal.

TIME is not only equipped to operate a shelter, as demonstrated by TIME'S current housing programs, but TIME also provides 90% of all supportive services to this population.

III. REASONS TO UPHOLD THE PROTEST ON BOTH AWARDS

TIME is a 20-year-old, minority owned and operated company that does \$20 million of state business annually.

1. TIME has had 20 years of providing mental health, behavioral health and transitional housing to Baltimore City residents, with 60% reduction in homelessness of the population served. (We have the largest transitional housing campus in Baltimore City that transitions people from homelessness, while addressing mental health and substance use.)

2. Healthcare for the Homeless operates the shelter on Fremont Avenue. It has not published data to support successfully transitioning people from homelessness or reducing the homeless population in Baltimore. In the TIME proposal, the Company intends to competitively show that it will comply with the Mandate of the Mayor's Office of Homelessness Services, which is to transition from homelessness, but to also make it a rare and brief experience.

3. Catholic Charities operates the Fallsway shelter. It has demonstrated, based upon published statistics, that over the last 8 years it has transitioned less than 15% of families to permanent housing. TIME brings a fresh approach. The current contracts have been multi-year awards to the same agencies, without showing proof of reduction in homelessness.

4. In TIME's response to both RFPs, agency budgets that were submitted were under \$1 million dollars and under the city's current operating budget. TIME proposed the following:

Fremont -- Mayor's Office Funds Requested: \$711,052.27
Fallsway -- Mayor's Office Funds Requested: \$990,894.36

5. TIME shared the Headstart Mental Health Contract with Catholic Charities in the 2018-2019 school year. For the 2019-2020 school year, TIME was awarded the Catholic Charities portion of the contract due to TIME's exemplary execution of the contract and the Catholic Charities' inability to properly execute the contract, which meant that TIME had to respond in a rapid form. TIME met the requirements with short notice and successfully performed.

6. Additional reasons to uphold the protest will be provided at the hearing.

IV. PROCEDURAL PROBLEMS

1. TIME's rights were denied, in violation of the appeal protocol, by sending a denial of the appeal within 24 hours of TIME's submission of the notice of the appeal without a hearing or referral to the Board of Estimates. The notification of the awards was sent by the City, on September 11, 2019, from Angela McCauley, Emergency Services Coordinator, Mayor's Office of Homeless Services, who indicated in that letter that TIME had the right to appeal the decision in writing (Exhibit 2). Upon learning that the two contracts were awarded to other companies, TIME delivered on September 19, 2019, a letter to Angela McCauley, Emergency Services Coordinator, Mayor's Office of Homeless Services objecting to the awards (Exhibit 3). The very next day, in a letter dated September 20, 2019, Ms. McCauley denied the appeal without a hearing, obviously denying this long-time Baltimore City, minority-owned company due process and the right to be heard (Exhibit 4).

2. In addition, a reason that Ms. McCauley provided in the September 20, 2019 letter in an attempt to justify not awarding any of the contracts to TIME is that TIME "lacked the experience and familiarity with operating emergency shelters." That statement is not accurate. As TIME indicated in both responses to the RFPs, TIME has successfully operated a housing program that includes a campus of 40 beds for homeless persons who are also in recovery. TIME's housing program not only provides a safe and stable living arrangement, but it also provides wraparound services to include mental health, behavioral health services, vocational training and job placement and continuing education support. TIME's housing model focuses on trauma-informed care and harm reduction, to ensure that residents' homeless status is "rare and brief" and upon transition are residing in long-term residential placements.

TIME believes that it was improperly denied the awards of both contracts and was not accorded the proper due process in the denial of the appeals and requests that the Board of Estimates of Baltimore City grant the protests of both awards and award the contracts to the Time Organization, Inc.

Please confirm that the Protest will be heard on Wednesday, October 16, 2019. Also, please let me know what time the Protest will be heard. Thank you for your cooperation.

Respectfully Submitted,



Robert B. Schulman, Counsel
On behalf of the
Time Organization, Inc.
Lamont Ellis, President

RBS/mb

cc: Kyle Hildreth, Assistant City Solicitor
Lamont Ellis, President, Time Organization, Inc.

EXHIBIT 1-A



**A Response to the Mayor's Office of Homeless Services Emergency Overflow
Shelter Request for Proposal**

Project Description

Provide a brief description of the project scope, including the target population, number of clients served, types of services provided, frequency with which services will be provided, and the location where services will take place.

TIME seeks to provide emergency shelter services for homeless and at-risk-of-homelessness populations. TIME will provide shelter for 175 single adult males and 75 single adult females at the emergency shelter 620 Fallsway, Baltimore, MD. TIME will also maintain overflow capacity for 33 single adult male beds, 27 single adult female beds. Shelter services will be provided 24 hours a day, 7 days a week. In addition to providing emergency shelter services, TIME will administer client intake assessments, and provide case management services, linking clients to holistic services that will support their transition into independent living, increased income, and permanent housing. The goal of the project is to increase income, employment, obtain safe and stable housing, and decrease recidivism.

Describe your agency's vision for implementing a housing first approach or experience in utilizing a housing first approach. Describe how you will lower barriers to entry and during program enrollment. Describe your experience working with individuals or families who have behavioral health needs, domestic violence, trauma, or other vulnerability factors (as applicable for proposed project population). Describe what strategies you will use to engage clients in voluntary services.

Since our inception in 2000, TIME has a long-standing history of working with vulnerable and often underserved populations, and has provided behavioral health services to approximately 15,000 individuals throughout the state of Maryland. Nearly half of current TIME participants are homeless or at risk of experiencing homelessness, not linked to behavioral health services, and have few to no social supports. Through our various treatment modalities, TIME administration and staff have learned that many of our clients have experienced significant traumatic events that have, in part, contributed to their experience of homelessness and behavioral health crises. This approach aligns us with the housing-first model, allowing TIME staff to address the priority of meeting the needs of acquiring safe shelter and housing first, then introducing supportive services. Our screening criteria does not discriminate based on an individual's past, and we utilize a strengths-based and person-centered approach to meet the needs of individuals with co-occurring disorders.

In 2015, TIME was selected as 1 of 9 organizations chosen to participate in the Breakthrough Series Collaborative (BSC), and initiative to become a trauma-informed agency. As a part of this initiative TIME leadership participated in meetings where SAMHSA's six principles of trauma-informed care were promoted. Of these principles, Cultural, Historical, and Gender issues were discussed, as well as traumas that have occurred in communities because of systemic and structural racism. TIME incorporates discussions about racial inequalities and its impacts on our clients during monthly staff meetings so that our staff can provide safe spaces for clients to discuss their experiences. When working with participants where English is a second language, TIME has partnered with private interpretation services to ensure that participants were informed about their treatment options.

TIME staff have been trained in numerous clinical interventions, including Trauma-Focused Cognitive Behavioral Therapy (TF-CBT) to meet the needs of children, youth, and adults. In 2015, TIME was selected as 1 of 9 agencies to participate in the Breakthrough Series Collaborative, whereby the mission is to make Baltimore City a trauma-informed city. This initiative allowed TIME to work closely several

community-based organizations, identifying trauma-informed initiatives to utilize when working with children, adolescents, and adults.

Participation in the recovery housing project would allow TIME to continue our work in Baltimore City and work together with Baltimore City's Office of Homeless Services, and clients in providing housing and resources to supportive services, such as mental health treatment and substance abuse treatment, with the goals of supporting them in meeting their identified goals. TIME Inc. staff all participate in trauma-informed trainings designed to increase their awareness of trauma behaviors and how to best respond to them. TIME Inc strives to maintain emotionally and physically safe living environments. As previously stated, TIME staff are trained to engage with residents using a trauma-informed approach, which follows SAMHSA's Six Principles of Trauma Informed Care. This approach allows TIME staff to recognize that clients are the experts of their lives and, as such, should be supported in determining what needs they desire to have addressed. TIME staff are trained in evidenced-based practices (EBPs) such as TF-CBT, Motivational Interviewing, mental health first aid, and the harm reduction model and are supported in their ability to use these theories in ways that create safe, non-judgmental spaces that support a therapeutic and non-punitive environment.

For the proposed project, TIME Inc agrees to train and support staff development in both furthering their understanding of EBPs and clinically based theory and administrative support. In doing so, staff will oversee voluntary referrals to on-site and community opportunities for life skills development, service/volunteer hours, and mental/SUD treatment. All clients will be encouraged to develop a "Good Neighbor" relationship with the surrounding community, and to become involved in both TIME and community sponsored events. TIME case management staff are trained to utilize Motivational Interviewing techniques to introduce harm reduction methods to clients in order to engage and retain them in services.

Describe the achievements, program improvements, challenges, and barriers encountered during the operation of a similar program/service your organization coordinated or Achievements and barriers foreseen in performance of this service.

TIME has been accredited by CARF since 2016 and has used these standards to assess services provided to clients, the majority of whom are high-risk and high-need. To meet the needs of clients, TIME has made program improvements that focus on utilizing a strengths-based and person-centered approach. As previously mentioned, TIME utilizes a trauma-informed and responsive approach to meeting the needs of clients, and as such was accepted into the Breakthrough Series Collaborative, which was designed to have agencies work together in reviewing their policies and procedures to make Baltimore a trauma-informed city. TIME revised policies and procedures to incorporate SAMHSA's Six Principles of Trauma-Informed Care (TIC), ensuring that staff were able to turn TIC policies into practice. Staff were trained to incorporate strengths-based and person-centered language into conversations with clients, evidenced-based curricula, such as Seeking Safety and Helping Men Recover, into client groups, and trauma-responsive de-escalation techniques for crises management. Understanding that many of those experiencing homelessness also have co-occurring disorders, TIME staff began offering wrap around services to meet the substance abuse and mental health needs of clients in need of services. Our recovery house locations work with persons with a history of homelessness and addiction to provide access to case management and referrals to TIME's Intensive Outpatient Services. This program improvement allows clients to have a continuum of care and have a central location to receive recovery-

oriented support and services, including transportation to TIME's IOP location. This approach also allows us to tailor our services to clients who experience issues with relapse.

Working to ensure the physical and emotional safety of with many clients who have varying levels of co-occurring disorders, legal histories, and compliance with treatment is something that our recovery houses provide. We have addressed this challenge by installing state-of-the art security and having a dedicated Residential Aide to oversee the daily security operations of the homes. Upon project award, TIME's Project Director will work with the Residential Aide team to create a security protocol. TIME will utilize our current crisis protocol, where is an on-call clinician available 24 hours a day. Clients can also make use of the crisis response line after hours. A Crisis Plan is also incorporated into every participant Care Plan. As mentioned in the Program Outcomes, this Care Plan includes a 7day/24-hour Crisis phone number that participants can call in the event of emergency. This Crisis Plan also includes a listing of emergency contacts who can support a participant in the event of a crisis. TIME staff also has a Crisis Protocol which allows for the on-call TIME Project Director to contact the client in the attempt to de-escalate participant distress. If further support is needed, TIME's Project Director will contact Baltimore Crisis Response Intervention (BCRI). If they are unable to accommodate a client with-in a 3-hour window, TIME will contact 911 Emergency Personnel. At participant intake, TIME staff utilizes CRISP, an inpatient database. This system allows TIME staff to know what medications were prescribed and behavioral therapies given. At every review, the number of patient hospitalizations are reviewed within that report period. If there has been any increased over the initial amount at intake, participant needs are reassessed to assure that participants are at the appropriate level. If a patient is hospitalized for psychiatric emergency, upon their release, they are scheduled to meet with TIME's Medical Director within 72 hours of release. When clients are experiencing a psychiatric crisis that is unable to be contained within our Crisis Plan, they are referred to the nearest hospital. While there, TIME's Medical Director is in contact with attending medical staff and provides pertinent background information related to the participant's functioning. Medical Director reports and summaries will also be provided upon request when there is a patient hospitalization or institutional placement. TIME will report any incidents to MOHS within two-hours of occurrence.

Describe how you engage clients in organizational and program planning, policy and decision making.

In accordance with SAMHSA's principles for trauma-informed care, TIME clients participate in satisfaction surveys to provide feedback and insight on how to improve services and linkages provided. Satisfaction surveys are administered every six (6) months through Survey Monkey and, using a Likert Scale rating assess: Satisfaction with TIME staff; Type(s) and quality of services received; Feelings of participant empowerment, voice, and choice; and Compliance with program requirements (from TIME and partner agencies). TIME also supports client self-determination by:

- Providing opportunities for self-development as peer support leaders
- Offering voluntary life skills courses such as resume writing, basic banking
- Encouraging independence through client responsibilities, keeping room clean, doing own laundry, and any other housing assignments
- Recognizing the expertise that parents have within their families, and supporting and increasing their understanding infant and child development

TIME recognizes that the journey to recovery is an individual one, and that there are many paths available. What's best for an individual client depends on the nature of their own substance abuse and psychological/behavioral needs, and is influenced by their socio-economic background, culture and available resources. For the proposed project, clients will receive a copy of the rules at intake, and will have times throughout the year to provide feedback through open forums, anonymous submission, and one-on-one meetings about the rules and their experiences, giving insight into whether they believe they are inclusive and strengths-based.

Note any evidence-based, best, or promising practices, or otherwise innovative practices your organization uses to ensure the best quality and targeted services are available to clients in a cost effective way. Discuss why the service delivery model you describe will help individuals/families maintain or regain housing stability.

TIME is committed to using evidenced-based, best, and promising practices (EBP) to ensure that the needs of clients are first identified, then met in the most person-centered and strengths-based approaches possible. These following services are most cost-effective, as they can be done on both an individual and group setting, allow for modification of administration based on client compliance/need, and incorporate client feedback into the continuation of services. They are:

1. Seeking Safety (EBP practice that is designed to support survivors of addiction and/or PTSD. Participants learn how to incorporate coping skills, such as grounding in their recovery process).
2. Helping Men Recover (EBP curriculum that supports men in their recovery process and helps them strengthen social-emotional connections)
3. Housing First (TIME begins with this practice, acknowledging that clients have the right to choose or deny a service, with no penalty)
4. Trauma-informed care- Six Principles: Safety, Trustworthiness & Transparency, Peer Support, Collaboration & Mutuality, Empowerment, Voice and Choice, and Inclusion of Cultural, Historical & Gender Issues; Includes TF-CBT and Mental Health First Aid
5. Equity (racial and gender)- Focus is on ensuring that individuals and families receive tailored supports to assist them in setting and reaching their stated goals; also highlights inclusion and representation
6. Motivational interviewing- Recognizes that clients have the authority to direct the change rather than telling clients what they need to do
7. Strengths-based Case Management (focuses on creating linkages in achieving goals, while also including natural supports)
8. Holistic service linkage- PRP, mental health, substance abuse, etc.

By implementing these practices, TIME creates safe spaces, and involves clients in their recovery and housing processes, and supports them in identifying what their needs are. These EBPs support clients being linked to matched services that will assist them holistically instead of focusing only on poverty/homelessness. Supporting them holistically and from a person-centered (person first, issue second) and strengths-based approach, makes it more likely for them to increase income, maintain stable housing, and not return to an at-risk of homelessness status.

Describe specifically how participants will be assisted to increase their employment, income and benefits in order to maximize their ability to live independently. Name specific community resources/processes you can link clients to.

TIME connects clients with various employment and workforce development programs throughout the city. TIME takes advantage of local, state and federal resources to ensure that clients who want to work get the tools they need to do so. TIME understands that financial independence is the key to increase self-sufficiency and maintain thriving family homes. As such, TIME assists employable clients with finding work, and helps clients with little or no skills or education to remove their barriers to employment and gain new tools and skillsets to increase their likelihood of employment. (After speaking in more detail about some of the programs below, reiterate that because TIME also provides mental health and substance abuse support, clients will be more likely to maintain employment/income gains). TIME will partner with and link clients with community resources such as: MD DHS programs including FSET (free job training for food stamp recipients), STEP UP (job training and support services for non-custodial parents), Center for Urban Families, Catholic Charities, Baltimore City Job Development Center, and the Mayor's Office of Employment Development.

Describe your project's role within the Coordinated Access system and how you are integrating Coordinated Access into daily work within your program. What specific strategies do you use to accelerate housing placements through Coordinated Access?

For the proposed project, TIME's Case Managers will oversee the establishment and operation of the CA system. To accelerate housing placements, Case Managers will aim to input client intake information within 7 days of entry. After the initial input, Case Managers will update a client's record to note any changes to income, employment/education, housing, etc. TIME's Project Manager oversee the accurate input of information (minimum of 95% accuracy) and will maintain active participation in the City's Continuum of Care, maintaining an active membership, and attend all meetings, and participate in at least one Continuum committee or workgroup.

Describe how you will assist clients with limited English proficiency, hearing, or visual impairments.

TIME will ensure that clients with limited English proficiency, hearing, or visual impairments do not experience any delays in receiving case management services, nor are any delays encountered in the entry of their information in the CA system. As previously mentioned, TIME will use our current interpretation system to provide translation services, and will contract with providers to provide American Sign Language (ASL) to those with hearing impairments, and utilize Braille Works, an independent translation agency to translate documents to Braille when necessary.

Organizational Capacity

1. Describe your agency's internal systems, including your fiscal management system, case/client record management system, and recordkeeping procedures.

TIME's Vice-President of Operations, Lauren Herron, will continue to work alongside TIME's Certified Public Accountant (CPA) to ensure fiscal and regulatory compliance. Ms. Herron has worked with in TIME for nearly 10 years and is responsible for overseeing the fiscal and regulatory compliance of several TIME initiatives and is also responsible for developing budgets and accounting for funds spent. Financial statements are reviewed bi-weekly with TIME's CPA to ensure that fiscal compliance is maintained. TIME's CPA oversees all fiscal management and ensures that all regulatory stipulations are followed, as well as conducts and oversees yearly fiscal audits. TIME also utilizes an independent lawyer to ensure that all actions performed by TIME staff are done in accordance with the law.

TIME agrees to engage in monitoring activities that will evaluate the quality of various aspects of service delivery. TIME understands that these activities may include: site visits, review of data reports, review of general administrative compliance documents, and review of policy and procedures. TIME agrees to participate in all monitoring and evaluation activities. TIME uses the software ICANotes to keep accurate records of consumer-level data and other identified indicators. ICANotes is ONC-certified and ensures that TIME's records are accurate and highly accessible, enhancing participant care. TIME's ICANotes system maintains four categories of records: initial assessments, progress notes, treatment plans and discharge summaries. In accordance with SAMHSA's principles for trauma-informed care, TIME clients participate in satisfaction surveys to provide feedback and insight on how to improve services and linkages provided. Satisfaction surveys are administered every six (6) months through Survey Monkey and, using a Likert Scale rating assess: Satisfaction with TIME staff; Type(s) and quality of services received; Feelings of participant empowerment, voice, and choice; and Compliance with program requirements (from TIME and partner agencies). For the proposed project, TIME will collaborate with the City' Continuum of Care's Lived Experience Advisory Committee. In order to produce the required client data from our current EHR, TIME will identify key data/tracking points and have reports generated.

TIME maintains client records in locked file cabinets for seven years after discharge.

2. Describe the organization's leadership and management, their ability to supervise the project and staff, and the organization's history in ensuring program effectiveness and fidelity to funding agreements.

TIME's current Clinical Supervisor, Ditte Moeller will oversee the project. Ms. Moeller will serve as the Project Director and will have the responsibility of providing direct and daily oversight and supervision to project staff. Ms. Moeller is a licensed Clinical Social Worker and has experience in supervising staff and overseeing projects of this nature. In her current role, Ms. Moeller supervises 15 staff and ensures that compliance is maintained as it relates to client services. Ms. Moeller will oversee the Residential Aides, Case Managers, McKinney-Vento Liaison, Security Staff, and TIME Emergency Shelter Volunteers. Upon award, Ms. Moeller will develop and submit a Hiring, Retention, Training, and Recruitment Plan to the Program Administrator.

TIME is proud of our ability to meet the professional development needs of staff and will work to meet the training needs of all Emergency Shelter staff by providing staff orientation, trainings, and supervision to ensure knowledge and skill in providing necessary services. The following is an overview of each of these services:

Staff Orientation. Staff Orientation will consist of two (2) full days of training and overview for staff to get acclimated to expectations of this project. TIME administration will work closely with Baltimore City and partner agencies to outline client processes including client intake procedures, client de-escalation, client engagement & referral, and client discharge. Key Points of Staff Orientation will include: Code of Conduct Policy review; Overview of emergency shelters in Baltimore and history of Housing First; Client Referral process to supportive services; Intake and Initial Assessment Procedures; Behavioral Health Crises; De-Escalation Techniques; Cultural Responsiveness; Incorporating Client Concerns; Documentation & Record Keeping; Identification and Utilization of Community Partners; Effective Oversight of Client Utilization of Services (Monitoring and Follow-up Activities); Staff Trainings will include the twenty topics identified within Section 7 of the RFP and will also incorporate (Person-Centered Case Management, HIPAA, Coordinated Access System, Housing First Model, and HMIS, and ADA Act of 1990, Crisis Intervention, De-escalation Techniques, Supporting Law Enforcement, Motivational Interviewing, Harm Reduction, Outreach & Engagement, Trauma-Informed Care, Working with Individuals with Co-Occurring Disorders, and Ethics & Client Diversity); Expectations in Supervision; Case Consultations; CPR & First Aide, Naloxone/Overdose, Understanding the Experience of Homelessness; Important Timelines for Effective Outcomes; and Review of Staff Handbooks.

Staff will participate in weekly supervision with the Project Director. During supervision, the Project Director will assist in reviewing participant cases, with focus being placed on crisis intervention, de-escalation techniques, and follow-up services. The Project Director will also review TIME's Work Plan, which outlines objectives, tasks, outcomes, and evaluation of TIME's ability to meet the major goals of the proposed project. TIME staff will also participate in weekly Case Consultations which will be facilitated by TIME's Medical Director where they will discuss effective interventions and appropriate follow up procedures for use with individuals with behavioral health disorders.

TIME will continue to meet the professional competencies outlined in the RFP, by supporting the professional development of staff through clinical supervision and empirically-based trainings. TIME administration and staff will make necessary provisions to participate in implementation planning, project evaluation, and sustainability planning throughout the lifespan of the project, and will work closely with agency partners and Baltimore City to ensure adherence and fidelity to the Housing First model.

3. Describe your agency's internal systems, including your fiscal management system, case/client record management system and recordkeeping procedures. Describe any audit findings or concerns during the last 24 months as well as the resolution of each.

TIME Organization's CPA, LNAbrams and Company completed an audit in 2016 and found no concerns. An audit of TIME's 2017 fiscal record is currently underway and will be completed by September 30, 2019 (see official statement from CPA in addendum). A CARF audit was also performed in 2017 and found no areas of concern, and TIME received full accreditation. As mentioned in Item 1, TIME's Vice-President of Operations, Lauren Herron, will continue to work

alongside TIME's Certified Public Accountant (CPA) to ensure fiscal and regulatory compliance. Ms. Herron has worked with in TIME for nearly 10 years and is responsible for overseeing the fiscal and regulatory compliance of several TIME initiatives and is also responsible for developing budgets and accounting for funds spent. Financial statements are reviewed bi-weekly with TIME's CPA to ensure that fiscal compliance is maintained. TIME's CPA oversees all fiscal management and ensures that all regulatory stipulations are followed, as well as conducts and oversees yearly fiscal audits. TIME also utilizes an independent lawyer to ensure that all actions performed by TIME staff are done in accordance with the law.

TIME agrees to engage in monitoring activities that will evaluate the quality of various aspects of service delivery. TIME understands that these activities may include: site visits, review of data reports, review of general administrative compliance documents, and review of policy and procedures. TIME agrees to participate in all monitoring and evaluation activities. TIME uses the software ICANotes to keep accurate records of consumer-level data and other identified indicators. ICANotes is ONC-certified and ensures that TIME's records are accurate and highly accessible, enhancing participant care. TIME's ICANotes system maintains four categories of records: initial assessments, progress notes, treatment plans and discharge summaries. In accordance with SAMHSA's principles for trauma-informed care, TIME clients participate in satisfaction surveys to provide feedback and insight on how to improve services and linkages provided. Satisfaction surveys are administered every six (6) months through Survey Monkey and, using a Likert Scale rating assess: Satisfaction with TIME staff; Type(s) and quality of services received; Feelings of participant empowerment, voice, and choice; and Compliance with program requirements (from TIME and partner agencies). In order to produce the required client data from our current EHR, TIME will identify key data/tracking points and have reports generated.

Community Partnerships & Leveraging

Please describe your commitment to and participation in the Continuum of Care, including current level of participation in committees and initiatives.

TIME is committed to supporting the efforts of Baltimore City's Journey to End Homelessness and has been a general member of the Continuum of Care since 2019. TIME has assigned its current Clinical Supervisor and proposed Project Director, Ditte Moeller to attend the remaining Continuum of Care meetings for 2019. If selected for the proposed project, Ms. Moeller will meet all meeting requirements as outlined in the RFP.

Describe how your agency is collaborating with other homeless service providers and mainstream service providers. How do these collaborative efforts help minimize or avoid the duplication of services and effort? How do you include leveraged services and resources available in Baltimore City in your service plan?

TIME is proud of our partnership with providers within Baltimore City who share our mission of improving the lives of children and families. We currently partner with the West Side Men's Shelter on a weekly basis to provide substance abuse service, mental health services and case management. Once the men have reached their time limit in the shelter, TIME Organization transitions them into our Transitional Housing program for continued supportive services. TIME also has a partnership with Baltimore City Public Schools and currently provides mental health, social work support, and parent and child substance abuse support to over 60 schools. Other partnerships include Healthcare for the Homeless, where many residents in our transitional housing program are referred for physical health care needs, Bon Secours Medical Center, Baltimore Crisis Response Intervention, and JARCC in Park Heights for job readiness.

These partnerships allow for a streamlined process of services received by clients. It avoids duplication of services, as TIME is able to refer clients to matched service providers and receive updates and feedback from both clients and our community partners. Accessing partner services also allows TIME clients to increase their supportive network, both professionally by having access to trained professionals, and personally by being involved in peer supportive opportunities with other individuals.

Describe the extent to which you leverage in-kind donations and volunteers for the project.

TIME works with local universities within Baltimore City and the surrounding community who send students to volunteer and work with our organization. All volunteers are screened for criminal background checks before being permitted to volunteer, and all participate in a Volunteer Orientation. TIME currently hosts clothing and food drives to ensure that we are able to maintain food and clothing pantries for our clients in need.

EXHIBIT 1-B



**A Response to the Mayor's Office of Homeless Services Emergency Overflow
Shelter Request for Proposal**

Project Description

Provide a brief description of the project scope, including the target population, number of clients served, types of services provided, frequency with which services will be provided, and the location where services will take place.

TIME seeks to provide emergency shelter services for homeless and at-risk-of-homelessness populations. TIME will provide shelter for 70 single adult families and 8 families on 1200 N. Fremont Ave, Baltimore MD. TIME will also maintain overflow capacity for 30 single adult females, 65 single adult males and 25 families. Shelter services will be provided 24 hours a day, 7 days a week. In addition to providing emergency shelter services, TIME will administer client intake assessments, and provide case management services, linking clients to holistic services that will support their transition into independent living, increased income, and permanent housing. This project will also provide a McKinney-Vento Liaison to ensure that the educational and social-emotional needs of children experiencing homelessness are identified and met. The goal of the project is to increase income, employment, obtain safe and stable housing, and decrease recidivism.

Describe your agency's vision for implementing a housing first approach or experience in utilizing a housing first approach. Describe how you will lower barriers to entry and during program enrollment. Describe your experience working with individuals or families who have behavioral health needs, domestic violence, trauma, or other vulnerability factors (as applicable for proposed project population). Describe what strategies you will use to engage clients in voluntary services.

Since our inception in 2000, TIME has a long-standing history of working with vulnerable and often underserved populations and has provided behavioral health services to approximately 15,000 individuals throughout the state of Maryland. Nearly half of current TIME participants are homeless or at risk of experiencing homelessness, not linked to behavioral health services, and have few to no social supports. Through our various treatment modalities, TIME administration and staff have learned that many of our clients have experienced significant traumatic events that have, in part, contributed to their experience of homelessness and behavioral health crises. This approach aligns us with the housing-first model, allowing TIME staff to address the priority of meeting the needs of acquiring safe shelter and housing first, then introducing supportive services. Our screening criteria does not discriminate based on an individual's past, and we utilize a strengths-based and person-centered approach to meet the needs of individuals with co-occurring disorders.

In 2015, TIME was selected as 1 of 9 organizations chosen to participate in the Breakthrough Series Collaborative (BSC), and initiative to become a trauma-informed agency. As a part of this initiative TIME leadership participated in meetings where SAMHSA's six principles of trauma-informed care were promoted. Of these principles, Cultural, Historical, and Gender issues were discussed, as well as traumas that have occurred in communities because of systemic and structural racism. TIME incorporates discussions about racial inequalities and its impacts on our clients during monthly staff meetings so that our staff can provide safe spaces for clients to discuss their experiences. When working with participants where English is a second language, TIME has partnered with private interpretation services to ensure that participants were informed about their treatment options.

TIME staff have been trained in numerous clinical interventions, including Trauma-Focused Cognitive Behavioral Therapy (TF-CBT) to meet the needs of children, youth, and adults. In 2015, TIME was

TIME Organization, Inc. Response to Baltimore City's Mayor's Office of Homeless Services Emergency Overflow Shelter Request for Proposals_1200 N. Fremont Avenue

selected as 1 of 9 agencies to participate in the Breakthrough Series Collaborative, whereby the mission is to make Baltimore City a trauma-informed city. This initiative allowed TIME to work closely several community-based organizations, identifying trauma-informed initiatives to utilize when working with children, adolescents, and adults.

Participation in the recovery housing project would allow TIME to continue our work in Baltimore City and work together with Baltimore City's Office of Homeless Services, and clients in providing housing and resources to supportive services, such as mental health treatment and substance abuse treatment, with the goals of supporting them in meeting their identified goals. TIME Inc. staff all participate in trauma-informed trainings designed to increase their awareness of trauma behaviors and how to best respond to them. TIME Inc strives to maintain emotionally and physically safe living environments. As previously stated, TIME staff are trained to engage with residents using a trauma-informed approach, which follows SAMHSA's Six Principles of Trauma Informed Care. This approach allows TIME staff to recognize that clients are the experts of their lives and, as such, should be supported in determining what needs they desire to have addressed. TIME staff are trained in evidenced-based practices (EBPs) such as TF-CBT, Motivational Interviewing, mental health first aid, and the harm reduction model and are supported in their ability to use these theories in ways that create safe, non-judgmental spaces that support a therapeutic and non-punitive environment.

For the proposed project, TIME Inc agrees to train and support staff development in both furthering their understanding of EBPs and clinically based theory and administrative support. In doing so, staff will oversee voluntary referrals to on-site and community opportunities for life skills development, service/volunteer hours, and mental/SUD treatment. All clients will be encouraged to develop a "Good Neighbor" relationship with the surrounding community, and to become involved in both TIME and community sponsored events. TIME case management staff are trained to utilize Motivational Interviewing techniques to introduce harm reduction methods to clients in order to engage and retain them in services.

Describe the achievements, program improvements, challenges, and barriers encountered during the operation of a similar program/service your organization coordinated or Achievements and barriers foreseen in performance of this service.

TIME has been accredited by CARF since 2016 and has used these standards to assess services provided to clients, the majority of whom are high-risk and high-need. To meet the needs of clients, TIME has made program improvements that focus on utilizing a strengths-based and person-centered approach. As previously mentioned, TIME utilizes a trauma-informed and responsive approach to meeting the needs of clients, and as such was accepted into the Breakthrough Series Collaborative, which was designed to have agencies work together in reviewing their policies and procedures to make Baltimore a trauma-informed city. TIME revised policies and procedures to incorporate SAMHSA's Six Principles of Trauma-Informed Care (TIC), ensuring that staff were able to turn TIC policies into practice. Staff were trained to incorporate strengths-based and person-centered language into conversations with clients, evidenced-based curricula, such as Seeking Safety and Helping Men Recover, into client groups, and trauma-responsive de-escalation techniques for crises management. Understanding that many of those experiencing homelessness also have co-occurring disorders, TIME staff began offering wrap around services to meet the substance abuse and mental health needs of clients in need of services. Our recovery house locations work with persons with a history of homelessness and addiction to provide

access to case management and referrals to TIME's Intensive Outpatient Services. This program improvement allows clients to have a continuum of care and have a central location to receive recovery-oriented support and services, including transportation to TIME's IOP location. This approach also allows us to tailor our services to clients who experience issues with relapse.

Working to ensure the physical and emotional safety of with many clients who have varying levels of co-occurring disorders, legal histories, and compliance with treatment is something that our recovery houses provide. We have addressed this challenge by installing state-of-the art security and having a dedicated Residential Aide to oversee the daily security operations of the homes. Upon project award, TIME's Project Director will work with the Residential Aide team to create a security protocol. TIME will utilize our current crisis protocol, where is an on-call clinician available 24 hours a day. Clients can also make use of the crisis response line after hours. A Crisis Plan is also incorporated into every participant Care Plan. As mentioned in the Program Outcomes, this Care Plan includes a 7day/24-hour Crisis phone number that participants can call in the event of emergency. This Crisis Plan also includes a listing of emergency contacts who can support a participant in the event of a crisis. TIME staff also has a Crisis Protocol which allows for the on-call TIME Project Director to contact the client in the attempt to de-escalate participant distress. If further support is needed, TIME's Project Director will contact Baltimore Crisis Response Intervention (BCRI). If they are unable to accommodate a client with-in a 3-hour window, TIME will contact 911 Emergency Personnel. At participant intake, TIME staff utilizes CRISP, an inpatient database. This system allows TIME staff to know what medications were prescribed and behavioral therapies given. At every review, the number of patient hospitalizations are reviewed within that report period. If there has been any increased over the initial amount at intake, participant needs are reassessed to assure that participants are at the appropriate level. If a patient is hospitalized for psychiatric emergency, upon their release, they are scheduled to meet with TIME's Medical Director within 72 hours of release. When clients are experiencing a psychiatric crisis that is unable to be contained within our Crisis Plan, they are referred to the nearest hospital. While there, TIME's Medical Director is in contact with attending medical staff and provides pertinent background information related to the participant's functioning. Medical Director reports and summaries will also be provided upon request when there is a patient hospitalization or institutional placement. TIME will report any incidents to MOHS within two-hours of occurrence.

Describe how you engage clients in organizational and program planning, policy and decision making.

In accordance with SAMHSA's principles for trauma-informed care, TIME clients participate in satisfaction surveys to provide feedback and insight on how to improve services and linkages provided. Satisfaction surveys are administered every six (6) months through Survey Monkey and, using a Likert Scale rating assess: Satisfaction with TIME staff; Type(s) and quality of services received; Feelings of participant empowerment, voice, and choice; and Compliance with program requirements (from TIME and partner agencies). TIME also supports client self-determination by:

- Providing opportunities for self-development as peer support leaders
- Offering voluntary life skills courses such as resume writing, basic banking
- Encouraging independence through client responsibilities, keeping room clean, doing own laundry, and any other housing assignments
- Recognizing the expertise that parents have within their families, and supporting and increasing their understanding infant and child development

TIME recognizes that the journey to recovery is an individual one, and that there are many paths available. What's best for an individual client depends on the nature of their own substance abuse and psychological/behavioral needs, and is influenced by their socio-economic background, culture and available resources. For the proposed project, clients will receive a copy of the rules at intake, and will have times throughout the year to provide feedback through open forums, anonymous submission, and one-on-one meetings about the rules and their experiences, giving insight into whether they believe they are inclusive and strengths-based.

Note any evidence-based, best, or promising practices, or otherwise innovative practices your organization uses to ensure the best quality and targeted services are available to clients in a cost effective way. Discuss why the service delivery model you describe will help individuals/families maintain or regain housing stability.

TIME is committed to using evidenced-based, best, and promising practices (EBP) to ensure that the needs of clients are first identified, then met in the most person-centered and strengths-based approaches possible. These following services are most cost-effective, as they can be done on both an individual and group setting, allow for modification of administration based on client compliance/need, and incorporate client feedback into the continuation of services. They are:

1. Strengthening Families (this allows both parents and children to participate in a group designed to strengthen family attachment, and is based off of five protective factors: parental resilience, social connections, concrete support in times of need, knowledge of parenting and child development, and social and emotional competence of children)
2. Seeking Safety (EBP practice that is designed to support survivors of addiction and/or PTSD. Participants learn how to incorporate coping skills, such as grounding in their recovery process).
3. Helping Men Recover (EBP curriculum that supports men in their recovery process and helps them strengthen social-emotional connections)
4. Housing First (TIME begins with this practice, acknowledging that clients have the right to choose or deny a service, with no penalty)
5. Trauma-informed care- Six Principles: Safety, Trustworthiness & Transparency, Peer Support, Collaboration & Mutuality, Empowerment, Voice and Choice, and Inclusion of Cultural, Historical & Gender Issues; Includes TF-CBT and Mental Health First Aide
6. Equity (racial and gender)- Focus is on ensuring that individuals and families receive tailored supports to assist them in setting and reaching their stated goals; also highlights inclusion and representation
7. Motivational interviewing- Recognizes that clients have the authority to direct the change rather than telling clients what they need to do
8. Strengths-based Case Management (focuses on creating linkages in achieving goals, while also including natural supports)
9. Holistic service linkage- PRP, mental health, substance abuse, etc.

By implementing these practices, TIME creates safe spaces, and involves clients in their recovery and housing processes, and supports them in identifying what their needs are. These EBPs support clients being linked to matched services that will assist them holistically instead of focusing only on poverty/homelessness. Supporting them holistically and from a person-centered (person first, issue

second) and strengths-based approach, makes it more likely for them to increase income, maintain stable housing, and not return to an at-risk of homelessness status.

Describe specifically how participants will be assisted to increase their employment, income and benefits in order to maximize their ability to live independently. Name specific community resources/processes you can link clients to.

TIME connects clients with various employment and workforce development programs throughout the city. TIME takes advantage of local, state and federal resources to ensure that clients who want to work get the tools they need to do so. TIME understands that financial independence is the key to increase self-sufficiency and maintain thriving family homes. As such, TIME assists employable clients with finding work, and helps clients with little or no skills or education to remove their barriers to employment and gain new tools and skillsets to increase their likelihood of employment. (After speaking in more detail about some of the programs below, reiterate that because TIME also provides mental health and substance abuse support, clients will be more likely to maintain employment/income gains). TIME will partner with and link clients with community resources such as: MD DHS programs including FSET (free job training for food stamp recipients), STEP UP (job training and support services for non-custodial parents), Center for Urban Families, Catholic Charities, Baltimore City Job Development Center, and the Mayor's Office of Employment Development.

Describe your project's role within the Coordinated Access system and how you are integrating Coordinated Access into daily work within your program. What specific strategies do you use to accelerate housing placements through Coordinated Access?

For the proposed project, TIME's Case Managers will oversee the establishment and operation of the CA system. To accelerate housing placements, Case Managers will aim to input client intake information within 7 days of entry. After the initial input, Case Managers will update a client's record to note any changes to income, employment/education, housing, etc. TIME's Project Manager oversee the accurate input of information (minimum of 95% accuracy) and will maintain active participation in the City's Continuum of Care, maintaining an active membership, and attend all meetings, and participate in at least one Continuum committee or workgroup.

Describe how you will assist clients with limited English proficiency, hearing, or visual impairments.

TIME will ensure that clients with limited English proficiency, hearing, or visual impairments do not experience any delays in receiving case management services, nor are any delays encountered in the entry of their information in the CA system. As previously mentioned, TIME will use our current interpretation system to provide translation services, and will contract with providers to provide American Sign Language (ASL) to those with hearing impairments, and utilize Braille Works, an independent translation agency to translate documents to Braille when necessary.

Organizational Capacity

1. Describe your agency's internal systems, including your fiscal management system, case/client record management system, and recordkeeping procedures.

TIME's Vice-President of Operations, Lauren Herron, will continue to work alongside TIME's Certified Public Accountant (CPA) to ensure fiscal and regulatory compliance. Ms. Herron has worked with in TIME for nearly 10 years and is responsible for overseeing the fiscal and regulatory compliance of several TIME initiatives and is also responsible for developing budgets and accounting for funds spent. Financial statements are reviewed bi-weekly with TIME's CPA to ensure that fiscal compliance is maintained. TIME's CPA oversees all fiscal management and ensures that all regulatory stipulations are followed, as well as conducts and oversees yearly fiscal audits. TIME also utilizes an independent lawyer to ensure that all actions performed by TIME staff are done in accordance with the law.

TIME agrees to engage in monitoring activities that will evaluate the quality of various aspects of service delivery. TIME understands that these activities may include: site visits, review of data reports, review of general administrative compliance documents, and review of policy and procedures. TIME agrees to participate in all monitoring and evaluation activities. TIME uses the software ICANotes to keep accurate records of consumer-level data and other identified indicators. ICANotes is ONC-certified and ensures that TIME's records are accurate and highly accessible, enhancing participant care. TIME's ICANotes system maintains four categories of records: initial assessments, progress notes, treatment plans and discharge summaries. In accordance with SAMHSA's principles for trauma-informed care, TIME clients participate in satisfaction surveys to provide feedback and insight on how to improve services and linkages provided. Satisfaction surveys are administered every six (6) months through Survey Monkey and, using a Likert Scale rating assess: Satisfaction with TIME staff; Type(s) and quality of services received; Feelings of participant empowerment, voice, and choice; and Compliance with program requirements (from TIME and partner agencies). For the proposed project, TIME will collaborate with the City' Continuum of Care's Lived Experience Advisory Committee. In order to produce the required client data from our current EHR, TIME will identify key data/tracking points and have reports generated.

TIME maintains client records in locked file cabinets for seven years after discharge.

2. Describe the organization's leadership and management, their ability to supervise the project and staff, and the organization's history in ensuring program effectiveness and fidelity to funding agreements.

TIME's current Clinical Supervisor, Hsin Saft-Lun will oversee the project. Ms. Saft-Lun will serve as the Project Director and will have the responsibility of providing direct and daily oversight and supervision to project staff. Ms. Saft-Lun is a licensed Clinical Social Worker and has experience in supervising staff and overseeing projects of this nature. In her current role, Ms. Saft-Lun supervises 15 staff and ensures that compliance is maintained as it relates to client services. Ms. Saft-Lun will oversee the Residential Aides, Case Managers, McKinney-Vento Liaison, Security staff, and TIME Emergency Shelter Volunteers. Upon award, Ms. Saft-Lun will develop and submit a Hiring, Retention, Training, and Recruitment Plan to the Program Administrator.

TIME is proud of our ability to meet the professional development needs of staff and will work to meet the training needs of all Emergency Shelter staff by providing staff orientation, trainings, and supervision to ensure knowledge and skill in providing necessary services. The following is an overview of each of these services:

Staff Orientation. Staff Orientation will consist of two (2) full days of training and overview for staff to get acclimated to expectations of this project. TIME administration will work closely with Baltimore City and partner agencies to outline client processes including client intake procedures, client de-escalation, client engagement & referral, and client discharge. Key Points of Staff Orientation will include: Code of Conduct Policy review; Overview of emergency shelters in Baltimore and history of Housing First; Client Referral process to supportive services; Intake and Initial Assessment Procedures; Behavioral Health Crises; De-Escalation Techniques; Cultural Responsiveness; Incorporating Client Concerns; Documentation & Record Keeping; Identification and Utilization of Community Partners; Effective Oversight of Client Utilization of Services (Monitoring and Follow-up Activities); Staff Trainings will include the twenty topics identified within Section 7 of the RFP and will also incorporate (Person-Centered Case Management, HIPAA, Coordinated Access System, Housing First Model, and HMIS, and ADA Act of 1990, Crisis Intervention, De-escalation Techniques, Supporting Law Enforcement, Motivational Interviewing, Harm Reduction, Outreach & Engagement, Trauma-Informed Care, Working with Individuals with Co-Occurring Disorders, and Ethics & Client Diversity); Expectations in Supervision; Case Consultations; CPR & First Aide, Naloxone/Overdose, Understanding the Experience of Homelessness; Important Timelines for Effective Outcomes; and Review of Staff Handbooks.

Staff will participate in weekly supervision with the Project Director. During supervision, the Project Director will assist in reviewing participant cases, with focus being placed on crisis intervention, de-escalation techniques, and follow-up services. The Project Director will also review TIME's Work Plan, which outlines objectives, tasks, outcomes, and evaluation of TIME's ability to meet the major goals of the proposed project. TIME staff will also participate in weekly Case Consultations which will be facilitated by TIME's Medical Director where they will discuss effective interventions and appropriate follow up procedures for use with individuals with behavioral health disorders.

TIME will continue to meet the professional competencies outlined in the RFP, by supporting the professional development of staff through clinical supervision and empirically-based trainings. TIME administration and staff will make necessary provisions to participate in implementation planning, project evaluation, and sustainability planning throughout the lifespan of the project, and will work closely with agency partners and Baltimore City to ensure adherence and fidelity to the Housing First model.

3. Describe your agency's internal systems, including your fiscal management system, case/client record management system and recordkeeping procedures. Describe any audit findings or concerns during the last 24 months as well as the resolution of each.

TIME Organization's CPA, LNAbrams and Company completed an audit in 2016 and found no concerns. An audit of TIME's 2017 fiscal record is currently underway and will be completed by September 30, 2019 (see official statement from CPA in addendum). A CARF audit was also performed in 2017 and found no areas of concern, and TIME received full accreditation. As mentioned in Item 1, TIME's Vice-President of Operations, Lauren Herron, will continue to work

alongside TIME's Certified Public Accountant (CPA) to ensure fiscal and regulatory compliance. Ms. Herron has worked with in TIME for nearly 10 years and is responsible for overseeing the fiscal and regulatory compliance of several TIME initiatives and is also responsible for developing budgets and accounting for funds spent. Financial statements are reviewed bi-weekly with TIME's CPA to ensure that fiscal compliance is maintained. TIME's CPA oversees all fiscal management and ensures that all regulatory stipulations are followed, as well as conducts and oversees yearly fiscal audits. TIME also utilizes an independent lawyer to ensure that all actions performed by TIME staff are done in accordance with the law.

TIME agrees to engage in monitoring activities that will evaluate the quality of various aspects of service delivery. TIME understands that these activities may include: site visits, review of data reports, review of general administrative compliance documents, and review of policy and procedures. TIME agrees to participate in all monitoring and evaluation activities. TIME uses the software ICANotes to keep accurate records of consumer-level data and other identified indicators. ICANotes is ONC-certified and ensures that TIME's records are accurate and highly accessible, enhancing participant care. TIME's ICANotes system maintains four categories of records: initial assessments, progress notes, treatment plans and discharge summaries. In accordance with SAMHSA's principles for trauma-informed care, TIME clients participate in satisfaction surveys to provide feedback and insight on how to improve services and linkages provided. Satisfaction surveys are administered every six (6) months through Survey Monkey and, using a Likert Scale rating assess: Satisfaction with TIME staff; Type(s) and quality of services received; Feelings of participant empowerment, voice, and choice; and Compliance with program requirements (from TIME and partner agencies). In order to produce the required client data from our current EHR, TIME will identify key data/tracking points and have reports generated.

Community Partnerships & Leveraging

Please describe your commitment to and participation in the Continuum of Care, including current level of participation in committees and initiatives.

TIME is committed to supporting the efforts of Baltimore City's Journey to End Homelessness and has been a general member of the Continuum of Care since 2019. TIME has assigned its current Clinical Supervisor and proposed Project Director, Hsin Saft-Lun to attend the remaining Continuum of Care meetings for 2019. If selected for the proposed project, Ms. Saft-Lun will meet all meeting requirements as outlined in the RFP.

Describe how your agency is collaborating with other homeless service providers and mainstream service providers. How do these collaborative efforts help minimize or avoid the duplication of services and effort? How do you include leveraged services and resources available in Baltimore City in your service plan?

TIME is proud of our partnership with providers within Baltimore City who share our mission of improving the lives of children and families. We currently partner with the West Side Men's Shelter on a weekly basis to provide substance abuse service, mental health services and case management. Once the men have reached their time limit in the shelter, TIME Organization transitions them into our Transitional Housing program for continued supportive services. TIME also has a partnership with Baltimore City Public Schools and currently provides mental health, social work support, and parent and child substance abuse support to over 60 schools. Other partnerships include Healthcare for the Homeless, where many residents in our transitional housing program are referred for physical health care needs, Bon Secours Medical Center, Baltimore Crisis Response Intervention, and JARCC in Park Heights for job readiness.

These partnerships allow for a streamlined process of services received by clients. It avoids duplication of services, as TIME is able to refer clients to matched service providers and receive updates and feedback from both clients and our community partners. Accessing partner services also allows TIME clients to increase their supportive network, both professionally by having access to trained professionals, and personally by being involved in peer supportive opportunities with other individuals.

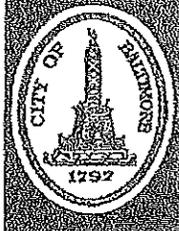
Describe the extent to which you leverage in-kind donations and volunteers for the project.

TIME works with local universities within Baltimore City and the surrounding community who send students to volunteer and work with our organization. All volunteers are screened for criminal background checks before being permitted to volunteer, and all participate in a Volunteer Orientation. TIME currently hosts clothing and food drives to ensure that we are able to maintain food and clothing pantries for our clients in need.

EXHIBIT 2

CITY OF BALTIMORE

Bernard C. "Jack" Young, Mayor



Mayor's Office of Homeless Services
Director Jearianne Anthony
7 E. Redwood Street, 5th Floor
Baltimore, MD 21202

September 11, 2019

Lamont Ellis
TIME Organization, Inc.
300 E. Lombard Street
Suite 1700
Baltimore, Maryland 21202

Subject: Emergency Shelter Request for Proposal (RFP)

Dear Mr. Ellis,

Thank you for submitting an application for the Emergency Shelter Request for Proposal. Unfortunately, your proposal was not selected for operation of the shelter located at 1200 North Fremont Avenue.

We appreciate the hard work and effort that your organization put into preparing a competitive application, and we encourage you to consider applying again in the future. If we can support your agency's work or mission in other ways, we are open to discussion and eager to collaborate.

You have a right to appeal this decision in writing within (5) business days of receipt of this letter.

Requests for appeals should be sent to:

angela.mccauley@baltimorecity.gov

wade.carver@baltimorecity.gov.

MOHS will respond to all requests for appeals within five (5) business days of receipt.

Thank you for your organization's commitment to making homelessness rare and brief in the city of Baltimore. We wish you well in your future endeavors.

Sincerely,

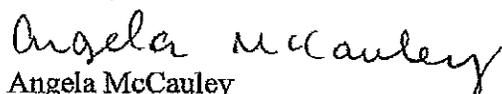

Angela McCauley
Emergency Services Coordinator
Mayor's Office of Homeless Services

EXHIBIT 3

SCHULMAN, HERSHFIELD & GILDEN, P.A.

ATTORNEYS AT LAW
ONE EAST PRATT STREET
SUITE 904
BALTIMORE, MARYLAND 21202
(410) 332-0850
(410) 669-0111
FAX (410) 332-0866

September 19, 2019

Angela McCauley
Emergency Services Coordinator
Mayor's Office of Homeless Services
7 East Redwood Street, 5th Floor
Baltimore, MD 21202
Attention: angela.mccauley@baltimorecity.gov
wade.carver@baltimorecity.gov

Re: Appeal by Time Organization, Inc. of the selection of an emergency shelter operator at 620 Fallsway

Dear Ms. McCauley and Mr. Carver:

This office represents Time Organization, Inc. ("TIME INC.") in connection with the award of a proposal to operate an emergency shelter at 620 Fallsway. TIME INC. hereby appeals the decision of the Mayor's Office of Homeless Services not to select TIME INC. pursuant to the RFP to operate the Emergency Shelter located at 620 Fallsway. The reasons for the appeal are as follows:

1. **TIME INC. IS AN EXPERIENCED TRANSITIONAL HOUSING PROVIDER.**

TIME INC. is a **not-for-profit**, Baltimore City minority-operated and -owned company that specializes in the provision of healthcare and transitional housing for the homeless. It firmly believes in the proposition that transitional care for the homeless must lead to a "rare and brief" stay at the transitional housing facility. TIME INC.'s reputation for excellence is exemplary. Its record for keeping the homeless off the streets is unparalleled once they matriculate through the transitional housing program of TIME INC. One of the reasons for the success of TIME INC.'s program is the wrap-around services provided by TIME INC. through its in-house consultants and programs, which clearly enhance the success rate of the participants.

SCHULMAN, HERSHFIELD & GILDEN, P.A.

2. **TIME INC. PROVIDES A WIDE ARRAY OF SUCCESSFUL WRAP-AROUND SERVICES.**

TIME INC. is an experienced recovery housing program designed to significantly reduce the number of homeless that end up back on the streets because of the full slate of the company's wrap-around services provided by TIME INC.'s in-house team and curriculums which include:

- (i) Trauma Informed Cognizant Behavioral Therapy;
- (ii) Medication Management, Psychiatric and Community-based services;
- (iii) Substance Abuse Treatment/Prevention/Medication-Assisted Treatment ("MAT");
- (iv) Psychiatric Rehabilitation Programming ("PRP") Services;
- (v) Recovery Housing; and
- (vi) Vocational Educational Training and Job Readiness.

3. **EXPERIENCED OPERATOR OF A CERTIFIED RECOVERY HOME.**

TIME INC. has operated, with great success, a certified recovery home with a mission designed to ensure that each resident's stay is "rare and brief" and, respectfully, TIME INC. must be given the opportunity, due to its exemplary experience, to operate this recovery housing facility with its enormous and successful wrap-around services.

4. TIME INC. will provide additional reasons for the appeal at the time of the hearing.

Sincerely,

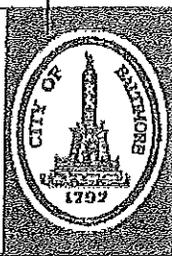


Robert B. Schulman, Esquire
for Time Organization, Inc.

EXHIBIT 4

CITY OF BALTIMORE

Bernard C. "Jack" Young, Mayor



Mayor's Office of Homeless Services
Director Jerriane Anthony
7 E. Redwood Street, 5th Floor
Baltimore, MD 21202

September 20, 2019

Robert B. Schulman, Esquire
For TIME Organization, Inc.
One East Pratt Street
Suite 904
Baltimore, Maryland 21202

Subject: Appeal of Denial for Weinberg Housing and Resource Center Shelter

Good afternoon Mr. Schulman.

The Mayor's Office of Homeless Services (MOHS) received the TIME Organization's letter of appeal dated September 19, 2019. After further review, MOHS has determined that the award denial for the TIME Organization Inc. will be upheld. Please consider the following:

1. All proposals that passed the threshold review for eligibility were reviewed by an evaluation panel consisting of Baltimore City government and community representatives. Panel evaluators reviewed each eligible proposal and utilized a scoring tool to rate and rank. Awardees for each of the three emergency shelters were decided through unanimous consensus.
2. This proposal clearly illustrated that TIME Organization Inc. is a strong organization providing valuable services to the community. Their wealth of experience and resources would be an asset to our Continuum of Care (CoC). However, their lack of experience and familiarity with operating emergency shelters proved to be a critical factor during the evaluation process.
 - a. We would encourage TIME Organization Inc. to identify opportunities to work collaboratively with the emergency shelters to provide much needed supportive services to the shelter clients. MOHS is working with providers to enhance and expand the services available to persons staying in our shelters in an effort to ensure that their episodes of homelessness are as rare and brief as possible.
 - b. TIME Organization Inc. should also become familiar with the CoC efforts and strategies for ending homelessness in Baltimore City. There are various opportunities for the TIME Organization to engage with the broader homeless service community. More information on CoC activities can be found by visiting www.journeyhomebaltimore.org.

As stated in our previous communication, we encourage TIME Organization Inc. to apply for future award opportunities. Once again, we thank the TIME Organization for their commitment to making homelessness rare and brief in Baltimore City.

Sincerely,

A handwritten signature in black ink that reads "Angela O. McCauley".

Angela McCauley
Emergency Services Coordinator
Mayor's Office of Homeless Services

MINUTES

President: "Thank you. The third item on the non-routine agenda can be found on page 111 item three, Mayor's office of Human Services Provider agreement. Will the parties please come forward."

Jerriane Anthony, Director of the Mayor Office of Homeless Services: "Good morning honorable members of the Board of Estimates my name is Jerriane Anthony and I'm the Director of the Mayor's Office of Homeless Services. Um - I'm here today to speak to you regarding ah -- solicitation for emergency shelters ah -- specifically a protest of Bridge Haven emergency shelter ah -- protesting are members ah -- of the Time Organization. Um -- in April of this year I briefed the City Council during a breakfast on ah -- transformations that were needed to the City of Baltimore's Office of Homeless Services, during that time I spoke about a number -- of items that were of concern to me and needed to be addressed in order to improve services and provide ah -- provide services appropriate for moving individuals out of shelters and off of the streets into permanent housing. At that time um -- I was very clear in stating that we would be soliciting ah -- contracts this year that were different in the past. This year's contracts would contain performance out-comes which is different than we have done so in the past and in the history of the City of Baltimore, excuse me. So in July of this year the

MINUTES

Mayor's Office of Homeless Services ah -- issued a solicitation for the contracting of three emergency shelters two single adult shelters, one family shelter. Ah -- this year's contracts contained performance outcomes capable of ah -- ensuring the city's return on our investment meaning we're moving from a state of warehousing homeless individuals in our emergency shelter ah -- and providing them with the support that's needed to transition households into permanent housing. Ah -- today I'm here to answer any questions or concerns that you guys may have as it pertains to the awarding of these contracts. The contracts were-- the RFPs were reviewed by an independent panel um -- selected by the Mayor's Office of Homeless Services ah -- contractors or respondents were ranked on the basis of the criteria set forth in those contracts. It should be noted that those contracts contain no previous performance measures or because previous contracts were not, did not have any performance measures within them, so that could not be a part of the ranking process in this solicitation. Ah -- contractors were asked to provide um -- a narrative to show that they had the ability to deliver upon the performance outcomes outlined in those contracts which included lowering the length of stay in emergency shelter ah-- increasing ah -- exits to permanent housing and decreasing recidivism and increasing income while they were in shelter.

MINUTES

Um - I'm happy to be able to answer any questions or concerns that the Board may have as it pertains to these emergency shelter contracts."

President: "Thank you. Thank you. Sir good morning."

Mr. Robert Schulman: "Good morning my name is Robert Schulman on behalf of Time Organization and Lamont Ellis is the president of the Time Organization and thank you for the time. Ah -- with all due respect and I heard what ah -- the Board was told. They did not pick the correct company. They could pick the company that is more of the same because it's operated by a woman who operated a shelter more of the same. Here the Time Organization is a huge company. It employs over 240 employees in Baltimore City alone; it does over \$20,000,000.00 a year. Its job and it can take over immediately is to do the emergency shelter. They have the in-house wraparound services that can do immediately the assessment, provide all of the support needed for the individual that's brought into the emergency shelter and begin immediately to treat their needs. The company that was awarded the contract has no such ability to do that. They contract that out but the Time Company

MINUTES

can do it themselves. They're doing it for \$240,000.00 less than the current awardee that's doing it. How the City with all due respect and I mean that can turn their back on a much bigger more robust, more significant company that has provided these services for a very long time I simply do not understand. They can walk in tomorrow and take it over and immediately do the assessments necessary and immediately begin the treatment with respect to whatever is required pursuant to the assessment. That's why the Time Organization should be awarded the contract."

President: "Ah -- thank you ah -- Thank you. Ah -- I will entertain a motion."

City Solicitor: "Mr. President I move ah -- that the Board reject the protest and approve the recommendation of the Mayor's Office of Homeless Services."

Mr. Chow: "Second."

President: "All those in favor say aye. All opposed say nay."

Comptroller: "I **ABSTAIN** [on item no. 3.]"

President: "The motion carries -- the motion carries. Thank you."

* * * * *

MINUTES

Department of Audits - Audit Reports

The Board is requested to **NOTE** receipt of the following Audit Reports:

1. Bureau of Treasury and Debt Management Audit of Negotiated Bid Bond Process Fiscal Years 2014 through 2018.
2. Performance Audit Report Mayor's Office of Human Services Fiscal Years Ended June 30, 2018 and 2017.

President: "The fourth item on the non-routine agenda can be found on page 112, Department of Audits. Audits Reports Item 1, Bureau of Treasury and Debt Management Audit of Negotiated Bid Bond Process Fiscal years 2014 through 2018. Will the parties please come forward. Good morning gentlemen."

Josh Pasch, Baltimore City Auditor: "Good morning Mr. President, Good morning Mr. Mayor, good morning Madam Comptroller, Board members. My name is Josh Pasch I'm the Baltimore City Auditor."

President: "Mr. Auditor pull the mic this one's a little funky today so pull it a little closer."

Mr. Pasch: "We are here to present the audit report of the Treasury negotiated bid bond process um -- I just want to give a little bit of background information on the process since it's a rather

MINUTES

complicated process. Ah -- part of the Department of Finance is the Treasury Section, and the treasury manages the investments portfolio for the City's investments and also issues new debt bonds which is used to fund City operations. There are -- these Bonds fall into two categories, Revenue bonds or General obligation bonds and they are either secured by specific revenue sources or they are backed by the full faith and credit of the City. We looked at the negotiated bid bond process and there is two processes that they use. One is a competitive bid process where they just put it out into the open market and have different underwriters bid on servicing the city and issuing the bonds and then there's a negotiated bid process which they work with there's - that's broken up into two sections. One is they have a subset of pre-approved Underwriters and they will put out their proposal to them request proposals and then they will um -- Pro -- um send in proposals. And the other one is underwriters that are on the market who are doing analysis of typically government um-bonds, if they find a way to refinance and get the government a better deal they will propose that and the city and the Treasury has the authorization to um -- identify if that is beneficial to the city and to go

MINUTES

ahead and do that refinancing. While doing our audit we used as our primary criteria the Government Finance Officers Association, Officers Association, the GFOA which is an association of state and local government officers and they had put together a best practices for a bid um -- bond issuances and that's what we use as our primary criteria. I just want to um -- go through the Findings now and um -- and see if you have any questions. The First Finding we have was policies and procedures related to -- to the negotiated bid bond issuance are not formalized. So formal policies identify who's responsible for what roles and what should be documented and what should be retained. The Treasury Department relies on the I would say this um - SEC um -- procedures and requirements for issuing public bonds and relies on those but doesn't have their own internal policies and procedures and that had um -- led into some other findings that we had. So the recommendation there would be to formalize policy and procedures and that would give authority responsibility and accountability to the different members this - - of the city involved in the process. Finding Two um -- the Treasury has used the same two financial advisors for 15 or more

MINUTES

years. So the Treasury Department uses Municap for um - uses Municap for TIF bond issuances because they're specialized in that and PFM um -- for across the board. And the Treasury Department uses these financial advisors as subject matter experts to help them make the best decision and choosing an underwriter and issuing bonds and we noticed that for Municap in 2015 they did not get -- there was no request for proposal they were um -- just they were asked the Board to renew them and they were rolled over and that for PFM, they did go out for bids and request proposals and PFM was reselected and the Board of Estimates was requested to amend their contract for to update their contract and move forward. The recommendation there would be to open up and add more competitors - and look for different options um -- the basis for this was a study that um -- study that was done by Daniel Bergstresser and Martin Looby who are professors and work for the Brookings Institute in this area and they found that when you have the same underwriters and the same financial advisors working on the same governmental entity for a long period of time they had they did a study that found that the cost of the bond issuances goes up over time and so having a more competitive and kind of rotating

MINUTES

different advisors and underwriters tends to lead to better pricing for the government. So our recommendation there is to look into that it's not to go against city policy and procedures and not to go with the lowest bid but to consider that in their new issuance of RFP for the financial advisors which they have informed us they're planning to do. Ok Finding three. This is basically a documentation retention we noted that when we are looking we selected a number of um -- bond issuances and we were looking for the proposals that were that did not win to do an analysis and the Treasury Department doesn't retain those. They only retain their proposals for the winning underwriter and um -- based on that there, was there was no assessment to kind of see how different things were analyzed compared against each other and then we also noted that there was um -- a practice which was when bids come in that they're date stamped so that they could see that they made it in within the requirements because if you're late with your proposal you can be invalidated. We tested three awarded or awards proposed and the date stamps were missing so there was no way to verify that they were received on time. Um -- our recommendations there are basically document retention and in those areas which

MINUTES

goes back to the First Finding of policies and procedures and hashing that out. The Fourth Finding was we looked at the Board of Finance. So the Board of Finance gives the review the final review and approval of issuing a bond or issuing it to an underwriter, and we looked -- that really kind of was the back end control which is similar to the Board of Estimates which is kind of like this final approval this final review and to ask those questions and what we did is we looked at their financial disclosures they're required to have financial disclosures and we noted that three Board of finance members did not file Financial disclosures with the City Board of Ethics for all of the years which they were serving. And we had considering the process and considering the concerns of conflict of interest and just appearance ah -- we noted it as a finding. The recommendation there would be to put some kind of oversight or review over the Board of Finance members and their Financial disclosure. We had discussions with Treasury of who's responsible for that and there um -- was talks about the Ethics Board and there was talks of Treasury and the response from Finance is they're going to do some procedures but then we're going

MINUTES

to have a conversation with the Ethics Board to see if we can get um -- what their role is and that's a summary of the Findings. Do you have any questions?"

President: "Thank You. Mr. Raymond."

Mr. Henry Raymond: "Good morning Mr. President, Mr. Mayor, Madam Comptroller, Honorable members of the Board I'm Henry Raymond Director of Finance. We acknowledge receipt of the audit of the debt management negotiated bid bond process conducted by the department of audits for Fiscal Years 2014 through 2018. I'll walk through each of the items one by one. So as it relates to finding Number One, the Department of Finance ah -- concurs with part of the recommendation. So the First Finding and audit recommendation had two parts, one related to documentation and the second part related to independent verification of financial advisers. The Department presently fully discloses all of the competitive procurement process to the Board of Finance when those decisions are made we do it in writing. However, we do agree that we will formalize certain of the GFO recommendations related to documentation and we will implement that. The part of the recommendation we disagree with has to do with the independent

MINUTES

verification of the financial advisors and underwriters ah -- independence disclosures. The Municipal Securities Rulemaking Board MSRB has Rule 17 and 43 already in place that address potential financial advisor and underwriter independence and conflict of interest issues. So we don't believe that we need to perform an independent verification because it's already governed by federal rules. Also in terms of enforcement authority and compliance authority you have the ah -- Financial Industry Regulatory Administration (FINRA) and the Securities Exchange Commission that have federal authority over failure ah - to um -- disclose conflicts of interest. So we don't believe that there's anything that we need to do at the local level because it's governed by federal rule. Now moving the -- the second recommendation, we disagree with the finding in its entirety. As a professional service contract, the selection of our advisors was fully compliant with all City policies and regulations and for PFM we did indeed have a competitive bid process. We sent out ah -- the response to at least nine national firms. The reason PFM was selected again, was the fact that PFM provided the lowest bid responsive bid amount. That's why they were selected. Now the

MINUTES

Finding related to number two has to do with is the city obtaining the lowest bid prices on these transactions. We believe the City is. Every time we go forward we have the advisors do a survey nationally to determine what the market rate is and we believe that we are getting ah -- the best rates and the audit did not disclose any direct evidence that we are not obtaining the best prices on these transactions. Now moving to items three ah -- we concur with the recommendation and for item 4 ah -- we also agree or concur. So item 4 was ah -- financial disclosure so what we've agreed to do was create a policy regarding the ethics disclosure informing the Board members when it's time to file, following up with the Board of Ethics to ensure or verify did they file or not, if they did not file then inform the um - the Board members that they -- they should do so."

President: "Thank You Mr. Auditor. A question uh-- currently does the Ethics Code speak to the Board of Finance and who exactly has to file today before any of the things are put in place that Mr. Raymond was talking about?"

Mr. Pasch: "It does. All the Board is required to file have disclosures on file with the Board of Ethics."

MINUTES

President: "So Mr. Raymond do you guys know how if everyone knows that they were required to file how did folks go years without filing?"

Mr. Raymond: "Some of the individuals did not comply with the policy and we have agreed to do going forward is we will go to the Board of Ethics to verify whether those individuals filed or not and if they have not filed advise them of the need to file."

President: "And then I guess my question is I can understand you know maybe one time but consistently not filing that seems to me that it would raise a red flag and how the Auditor had to catch it and no one else either not just from you but from Ethics didn't catch this in the first place. Thank you thank you the report has been noted."

Mr. Pasch: "May I respond?"

President: "Yes".

Mr. Pasch: "To the Department of Finance on Finding One and Two? But so Finding One we had discussion with Finance and Treasury about the regulatory controls and oversight and we were happy, we accepted that they have oversight and -- and controls that and require and enforce independence. What we wanted to do is we wanted

MINUTES

to request-- we recommended that the Department of Finance do a I'd say a cursory check and so when people made their proposals to do some background check to see if there was any filings with regulatory boards against this particular one, to go online and check out their license certification was still valid and up-to-date and then once they did that step and they said okay we've checked that um-- they are um-- certified and regulated and up-to-date with theirs and then they could rely on those regulations and MSRB. Um-- the other thing would be for accountants there is a Peer Review which we have an independent assessment and to see if there is an independent assessment or a Peer Review for the underwriters and financial advisors and to see if any issues came up in there. So that if something came up that's it wouldn't be we get a proposal. We'd you know accept it and then if there was a flaw in it we didn't-- we missed it because they just said they were certified. And then for Finding Two, that was that was more of a red flag than anything else, um--the concern with having the same people for so long. Then we also noticed with one financial advisor, PFM, they did in 2015 bid out and look for new proposals

MINUTES

but then they didn't actually they didn't look for proposals for the TIF bid um-provider. And so there was a bit of inconsistency in there and we did note that they planned going forward in the near future to go um -- have proposals for new financial advisors so we believe that they're addressing that even though they disagreed with it."

President: "Thank you."

Mr. Raymond: "Yeah I'd like to follow up on that in reference to the ah-- comments regarding the First Finding I stand by my original comments that we believe with MSRB in place, SEC oversight, FINRA oversight ah -- we're doing what needs to be done. As it relates to the Second Finding um -- we plan to bid out the vendor that has the specialized expertise with TIFs. We'll be doing that in the next year. In reference to PFM again, we bid it out. There were nine national firms that received the RFP and PFM was the low bidder. We will always go with the lowest responsive bidder."

President: "Thank you. Any other questions? Thank you the report has been Noted. The fifth item on the non-routine agenda can be found on page 112 Department of Audits Auditor's Report Item 2:

MINUTES

Performance Audit Report, Mayor's Office of Human Services, Fiscal years ended 20 -- June 30th 2018 and 2017. Will the parties please come forward."

City Auditor: "Good morning Mr. President, Mr. Mayor, Madam Comptroller, Board members. My name is Josh Pasch I'm the City Auditor. We're here to present the biennial performance audit of the Mayor's Office of Human Services. Our scope was fiscal years 18 and Fiscal year 17 and the service centers that were selected for the performance measures Service 741 number of participants engaged in Baltimore Energy Initiative, service 893 number of clients enrolled in homeless prevention and services, and service 894 number of persons engaged by street outreach projects. Per the budget book, all three selected performance measures met their targets. We do have a number of findings, which I would like to present. Finding One: MOHS did not retain supporting documentation for service center -- service center 741 umm-- for Fiscal years 18 and 17. During our audit, we found that there was a system upgrade that happened in Fiscal year 19 in which the data was lost. So we weren't able to validate the target numbers and the actual numbers

MINUTES

that were provided in the budget book. The recommendation there is for them to create record retention policies and procedures and to retain support for the performance measures. Finding Two was for service center 893, so that is number of clients enrolled in homeless prevention and services. So the not -- there are contracted Program and non-contracted programs providers. The non-contracted program providers they receive private or other funding sources and they are not required to use ClientTrack which is the system that's the city uses to track the services that are provided. Um - and because of that the - the numbers that were provided we couldn't support them um - totally for that portion of those non-contracted providers who don't actually use ClientTrack because they're not required to unless you're using state or federal funding um - and that is basically data retention to validate the numbers and the recommendation there is that since the metric does include both federally and state-funded and also these private Um - funded programs that they come up with a process and a procedure in a way to track those also um - so that we can see how well the programs are doing. Finding three service

MINUTES

centers 893 and 894, MOHS has a quality assurance team which goes out to providers and reconciles a sample of the paper files to the ClientTrack and um - we found this as - as a very positive um - however, there was no documentation retained of these reviews. So we're not able to see that they were completed and we're hoping to use them as part of our audit procedures to see that they are doing a self-review and check, the recommendation there would be just to maintain that documentation so that we can use that in the control process and also um - see how effective that is. Finding 4 um -- MOHS outreach services provided cannot be effective - effectively validated um - the way the program is set up where we have people going out into the city providing services there's not an effective way to track which services were provided to validate to monitor that and the recommendation there is to develop a tracking method um - an independent monitoring of those services provided. There are also two prior Findings which we um - reviewed and the first prior Finding was MOHS was unable to provide support for Fiscal Year 16 and 17 for an eviction protection um - grant that was partially implemented um - there was not enough implemented for

MINUTES

us to test that so we didn't test that but we put that on um - our schedule for the next biennial, and then the second prior finding was the Fiscal year 16 and 15 targets were not met for the percentage of persons moving from temporary to permanent housing and that was also partially um - implemented there was not enough implemented for us to do additional procedures to validate that and so we put that on our schedule for the next biannual audit."

President: "Thank you."

Mr. John Turner, Deputy Director for the Mayor's Office of Homeless

Services: "Good morning Honorable members of the Board of Estimates. I'm John Turner, Deputy Director for the Mayor's office of Homeless Services. Um - the first Finding actually relates to the CAP Centers which are now under another agency so first I'd like to speak to ah - audit Finding Number Two, the Mayor's Office of Homeless Services received the - the Finding from the auditors and we concur um - in response to that finding we have agreed that - we have agreed to work with the vendor who supports the ClientTrack ah -- database that houses the data from all of the providers whether they are funded through city funds, local, state, or federal funding um - The goal from that exercise will be for

MINUTES

us to work with the vendor to install a partition to segregate data between funded and non-funded providers so that the data reported out going forward would indicate whether or not these funders are required to utilize this system or whether they're not. Also moving forward the numbers that we report out to BBMR for our projections will only include providers who are funded and who are required to use the system and that is in agreement with the recommendation from the auditors. For finding Number three the Mayor's Office of Homeless Services received the funding and we concur. Ah-While the auditors were unable to find documentation of the compliance monitoring that took place in 17 and 18 it was not that the documentation is not retained. The issue is that all of the programs from the agency were not audited annually so there was a select based on a risk assessment, certain providers or programs were selected and they received compliance monitoring ah - the corrective action has already been implemented. In July 1st of this year the Mayor's Office of Homeless Services revised our policy to mandate that all programs funded through the agency receive an annual compliance monitoring.

MINUTES

For Finding Number Four, MOHS received the funding and we concur
ah - pursuant to the recommendation from the auditors we will
assign an independent staff person who does not work with the
street outreach team to perform a reconciliation in coordination
with our fiscal team to ensure that what resources are assigned um
- to clients have actually been distributed and those that were
not distributed have been returned to inventory. For the FY 15 and
16, Findings, concurrence of what the auditor stated there just
was no data we were unable to retrieve the historical data to
respond to those Findings."

President: "Mr. Mayor?"

Mayor: "Thank you, going back to the um - first one um - no it
would be the second one um - how can you track something from um
-- people we have no control over um - who are doing things
independent of the Mayor's Office of Homelessness, um - If we're
not funding them and they don't give us the information why should
you track it."

Mr. Turner: "Mr. Mayor what you've mentioned is a dilemma um -
it's a challenge that we have. The US housing um - The US

MINUTES

Department of Housing and Urban Development which provides about \$30,000,000.000 of our housing funding mandates that we keep the HMIS the homeless management information system database open to any providers that provide services to homeless in the community because their goal is to track all homeless needs in a continuum - in the continuum and that's how they make funding decisions based on what the need is of the community so it's a challenge that we have as well --."

Mr. Mayor: "Well do they - do they require that these um - entities that are not really controlled by the City, do they require them to put information in - in the city track I mean the ClientTrack."

Mr. Turner: "They require us to allow it. The providers who are not receiving money from HUD there's really no oversight so they can't be mandated to use it. We're required to allow providers who are not receiving federal funding but still want to utilize the system to ensure that the folks that they serve are captured in the total community number of services we allow them the opportunity. We provide training and they agree to ah - an annual data quality review but there's no true oversight to ensure that

MINUTES

they either utilize the system or do not."

Mayor: "So you really would not be able to get no accurate data anyway --".

Mr. Turner: "Well, that's --

Mr. Mayor: "That's just my question we should not be tracking anything that we don't control."

Mr. Turner: "So Mr. Mayor to that point um - in line with the recommendation from the auditors we're going to ask the vendor to put a partition in the system which will separate the data from those voluntary users which is data we really can't control we really can't validate and then the other data would be those who are funded who are required that data we can verify and we can validate and we would report out accordingly."

Mayor: "Okay."

President: "Thank you. Thank you the report has been Noted."

* * * * *

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Health Department</u>			
1. Mary Anne Brennan	2019 Consumer Voice Conference Alexandria, VA Nov. 3 - 6, 2019 (Reg. Fee \$495.00)	Federal Grant	\$1,394.19

The subsistence rate for this location is \$257.00 per night.

The cost of the hotel for November 3, 2019 is \$205.44, plus occupancy tax of \$37.39.

The cost of the hotel for November 4, 2019 is \$320.64, plus occupancy tax of \$37.39.

The cost of the hotel for November 5, 2019 is \$320.64, plus occupancy tax of \$37.39.

Ms. Brennan is sharing the hotel room with Ms. Lisa Jurist and Ms. Beah Zander. The registration cost of \$495.00 was prepaid using a City-issued credit card assigned to Mr. Malcolm Green-Hayes. Ms. Brennan is not requesting any additional subsistence and will cover any other costs of the travel. Therefore, the disbursement to Ms. Brennan is \$899.19.

2. Lisa Jurist	2019 Consumer Voice Conference Alexandria, VA Nov. 3 - 6, 2019 (Reg. Fee \$495.00)	Federal Grant	\$631.00
----------------	--	------------------	----------

Ms. Jurist will share a hotel room with Ms. Mary Anne Brennan. The registration fee of \$495.00 was prepaid using a City-issued procurement card assigned to Malcolm Green Hayes. Therefore, the disbursement to Ms. Jurist is \$136.00.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Health Department - cont'd</u>			
3. Beah Zander	2019 Consumer Voice Conference Alexandria, VA Nov. 3 - 6, 2019 (Reg. Fee \$495.00)	Federal Grant	\$631.00

Ms. Zander will share a hotel room with Ms. Mary Anne Brennan. The registration fee of \$495.00 was prepaid using a City-issued procurement card assigned to Malcolm Green Hayes. Therefore, the disbursement to Ms. Zander is \$136.00.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five work days or it involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

4. Shakia Hill	Alpha 2019 Annual Meeting and Expo. Philadelphia, PA Nov. 3 - 6, 2019 (Reg. Fee \$890.00)	State Special Early Inter- vention Services Funds	\$1,953.69
----------------	---	---	------------

The subsistence rate for this location is \$253.00 per night. The hotel cost is \$237.00 per night plus hotel taxes of \$38.51 per night. The Department is requesting additional subsistence of \$24.00 per day for meals and incidentals. The hotel cost of \$711.00 plus total hotel taxes of \$115.53 were prepaid on a City-issued procurement card assigned to Malcom Green-Haynes. Therefore, Ms. Hill will be disbursed \$237.16.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Health Department - cont'd</u>			

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five work days or it involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

5. Jennifer Thompson	Alpha 2019 Annual Meeting and Expo. Philadelphia, PA Nov. 3 - 6, 2019 (Reg. Fee \$890.00)	State Special Early Intervention Services Funds	\$1,925.79
----------------------	---	---	------------

The subsistence rate for this location is \$253.00 per night. The hotel cost is \$229.00 per night plus hotel taxes of \$37.21 per night. The Department is requesting additional subsistence of \$24.00 per day for meals and incidentals. The hotel cost of \$687.00 plus total hotel taxes of \$111.63 were prepaid on a City-issued procurement card assigned to Malcolm Haynes-Green. Therefore, Ms. Thompson will be disbursed \$237.16.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five work days or it involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Public Works</u>			
6. Maria Reed	American Water Works Association Water Quality Technology Conf. Dallas, TX Nov. 3 - 7, 2019 (Reg. Fee \$845.00)	Water Utility	\$2,217.36

The subsistence rate for this location is \$223.00 per night. The hotel cost is \$179.00 per night, plus hotel taxes of \$26.85 per night. The registration fee of \$845.00 was prepaid on a City-issued procurement card assigned to Binta Gallman. Therefore, Ms. Reed will be disbursed \$1,372.36.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five work days or it involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

7. Deborah Pitts	American Water Works Association Water Quality Technology Conf. Dallas, TX Nov. 3 - 7, 2019 (Reg. Fee \$845.00)	Water Utility	\$2,335.36
------------------	---	------------------	------------

The subsistence rate for this location is \$223.00 per night. The hotel cost is \$179.00 per night, plus hotel taxes of \$26.85 per night. The airfare cost of \$430.96 and registration fee of \$845.00 were prepaid on a City-issued procurement card assigned to Binta Gallman. Therefore, Ms. Pitts will be disbursed \$1,059.40.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Public Works - cont'd</u>			

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five work days or it involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

RETROACTIVE TRAVEL APPROVALFire Department

8. Niles Ford	Metropolitan Chiefs Conference Edmonton, Canada June 9 - 13, 2019 (Reg. Fee \$350.00)	General Funds	\$2,724.56
---------------	---	------------------	------------

On June 9 - 13, 2019, Mr. Ford traveled to Edmonton, Canada to attend the Metropolitan Chiefs Conference. The allowed subsistence rate for this location is \$295.00 per day. The hotel rate was \$239.00 per night, the hotel tax was \$29.33 per night. Therefore, the reimbursement to Mr. Ford is \$1,382.91.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the trip will require travel outside the continental United States regardless of the source of funds, cost of trip, or length of absence.

This request is late because of administrative delays. The Department requests retroactive travel approval. The requested travel reimbursement is as follows:

\$1,032.91 - Transportation
<u>350.00 - Registration</u>
\$1,382.91

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
-------------	------------------	--------------------	---------------

RETROACTIVE TRAVEL APPROVALBaltimore City Office of Information of Technology

9. Ricky Williams	Workday HR Systems Training Atlanta, GA Sept. 30 - Oct. 4, 2019 (Reg. Fee \$0.00)		\$1,263.33
-------------------	---	--	------------

On September 30 - October 4, 2019, Mr. Williams traveled to Atlanta, Georgia to attend the Workday HR Systems Training. The allowed subsistence rate for this location is \$225.00 per day. The hotel rate was \$174.00 per night, the hotel tax was \$29.41 per night, plus the tourism fee of \$5.00 per day. The hotel cost, hotel tax, tourism fee, and airfare were prepaid using a City-issued credit card assigned to Charmaine Baker. The Office is requesting additional subsistence in the amount of \$151.73 to cover the cost of meals and incidentals. Therefore, the reimbursement to Mr. Williams is \$211.73.

This request is late because of administrative delays. The Department requests retroactive travel approval. The requested travel reimbursement is as follows:

\$151.73 - Meals
<u>60.00</u> - Ground Transportation
\$211.73

The Board, UPON MOTION duly made and seconded, approved the foregoing travel requests, retroactive travel, and travel reimbursements.

MINUTES

President: "As there is no more business before the Board we will recess until bid opening at 12:00 noon."

* * * * *

MINUTES

Comptroller: "The Board is now in session for the receiving and opening of bids."

BIDS, PROPOSALS AND CONTRACT AWARDS

Prior to the reading of bids received today and the opening of bids scheduled for today, the Comptroller announced that no Addenda had been received for today. The Comptroller announced that the Board was recalling Solicitation B50005795. Laboratory Analysis Service to pen the bid submitted by Air, Water and Sewer Laboratories, Inc. The bid was submitted timely but was not opened. There were no objections.

MINUTES

Thereafter, UPON MOTION duly made and seconded, the Board received, opened and referred the following bids to the respective departments for tabulation and report:

Department of General Services - GS 18833, Baltimore Visitor Center Renovations

C & N Associates, LLC
Engineers, General Contractors
Andrews Construction, Inc.
Boulevard Contractors Corp.
Trionfo Builders Inc.

Bureau of Procurement - B50005919, OEM Parts & Service for JCD & LeeBoy Equipment

Valley Supply & Co, Inc.

Bureau of Procurement - B50005888, OEM Parts and Service for General Motors Heavy Duty Trucks

Bob Bell Chevrolet

Bureau of Procurement - B50005924, Personal Care/Home Maker Chore Services for Senior Care Clients

Amazing Care Health Services, LLC
Trustworthy Staffing Solutions, LLC
Vitalis Healthcare Services, LLC
Dependable Services Group, LLC
Elizabeth Cooney Personal Care, LLC

MINUTES

Bureau of Procurement

- B50005894, Provide Inspection Services and Repairs for Fire Extinguishers

Fire Safety Co.

Department of Transportation -

- TR 19017, Conduit System reconstruction at Various Locations Citywide

Highlander Contracting Company,
LLC
Allied Contractors, Inc.
Spiniello Cos.

Bureau of Procurement

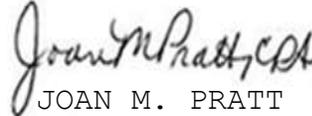
- B50005931, Victim & Witness Services Marketing Campaign

NO BIDS WERE RECEIVED

MINUTES

* * * * *

There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, November 6, 2019.



JOAN M. PRATT
Secretary