

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 - **ABSENT**
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 November 27, 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 a charge of trespassing. I will direct the Board Members attention to the Memorandum from my office dated November 25, 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 Mr. President."

Comptroller: "I Second."

President: "All those in favor say Aye. All those opposed say Nay.

The motion carries. The routine agenda items have been adopted."

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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:

Bosley Construction, Inc.	\$ 1,500,000.00
Controlled Demolition, Inc.	\$ 4,320,000.00
Economic International Construction Company, Inc.	\$ 7,560,000.00
Fox Tapping, Inc.	\$ 1,500,000.00
Horton Mechanical Contractors, Inc.	\$23,890,000.00
Industrial Power Solutions, LLC	\$ 1,500,000.00
Subsurface Technologies, Inc.	\$ 3,430,000.00

2. 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 request the approval of the prequalification for the following firms:

Engineering Design Technologies, Inc.	Engineer
Hanover Land Services, Inc.	Engineer Land Survey
Infrastructure Technologies, LLC	Engineer
O'Brien & Gere Engineers, Inc.	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.

MINUTES

PERSONNEL MATTERS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following pages:

5554 - 5571

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 item no. 3.

The Comptroller **ABSTAINED** on items no. 2 and 3.

MINUTES**PERSONNEL**Baltimore City Office of Information Technology

	<u>Hourly Rate</u>	<u>Amount</u>
1. DANTEH SEMA	\$35.20	\$77,440.00

Account: 1001-000000-1474-743500-601009

Mr. Sema will continue to work as a Contract Services Specialist II. He will be responsible for coordinating with business analysts and customers to develop business requirements and specification documents, developing standard reports and functional dashboards based on business requirements, and maintaining business intelligence models to design, develop and generate both standard and ad-hoc reports. He will also be responsible for generating reports for internal and external customers for business performance monitoring and business decision-making, managing new report generation and report enhancement based on change requests, identifying and resolving data reporting issues, and performing quality assurance checks on new or enhanced reports. This is a 10% increase from the previous contract. The period of the agreement is effective upon Board approval for one year.

Department of Real Estate

2. GUY THOMAS JACOBS	\$32.88	\$ 9,864.00
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Account: 1001-000000-1320-158100-601009

Mr. Jacobs, retiree, will continue to work as a Contract Services Specialist I. He will be responsible for preparing appraisal reports, reviewing and evaluating appraisals of independent appraisers, and preparing financial models such as cash flow projections, and anticipated returns on investment. He will also be responsible for performing analysis on income and expense projections for City financed development projects, determining fair market value for sales and rental rates, analyzing and evaluating Tax Increment Financing, Payment in Lieu of Taxes, Low Income Housing Tax Credits, and other typical financing methods. The period of the agreement is effective upon Board approval for three months.

MINUTES**PERSONNEL**Employees' & Elected Officials Retirement System3. Reclassify the following filled position:Position No.: 33348

From: Accounting Assistant III
 Job Code: 34133
 Grade: 084 (\$37,741.00 - \$45,044.00)

To: Fiscal Technician
 Job Code: 34421
 Grade: 088 (\$43,855.00 - \$53,134.00)

Cost: \$3,266.00 - 6000-604020-1520-168600-601001

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 Fire Department4. Create the following position:

Classification: Operations Officer II
 Job Code: 00087
 Grade: 927 (\$66,118.00 - \$105,778.00)
 Position No.: To be determined by BBMR

Cost: \$147,474.00 - 1001-000000-3191-231900-601001

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**Baltimore City Health Department

	<u>Hourly Rate</u>	<u>Amount</u>
5. FLORA CALDWELL-DAUGHTRY	\$16.00	\$19,200.00

Account: 6000-607620-3110-306800-601009

Ms. Caldwell-Daughtry, retiree, will continue to work as a Contract Services Specialist I. She will be responsible for providing administrative assistance to the Director of Adult Evaluation and Review Services (AERS), designing and maintaining the AERS database and the billing information database, tracking and recording incoming revenue, collecting and compiling data for statistical reports, assisting with the identification of funding sources to support program initiatives and assisting with the development of grant applications. The period of the agreement is effective upon Board approval through June 30, 2020.

6. KELLIE RICE	\$20.00	\$ 2,500.00
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Account: 4000-427120-3080-294300-603051

Ms. Rice will work as a Contract Services Specialist II. She will be responsible for attending Interagency Coordinating Council meetings, setting-up, planning and scheduling monthly parent Advisory Board meetings, participating and assisting with increasing attendance at Baltimore Infants and Toddlers Parent (BIPT) family activities, meeting monthly with BITP's Health Administrator to report on verbal and written parental programming concerns and coordinating parent council activities. The period of the agreement is effective upon Board approval through June 30, 2020.

MINUTES**PERSONNEL**

Health Department - cont'd

7. Reclassify the following filled position:

Position No.: 48240

From: Community Health Educator II
Job Code: 61252
Grade: 085 (\$38,926.00 - \$46,904.00)

To: Community Health Educator III
Job Code: 61253
Grade: 088 (\$43,855.00 - \$53,134.00)

Cost: \$6,220.67 - 5000-569720-3023-273310-601001

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

8. Create the following position:

Classification: Social Program Administrator I
Job Code: 81151
Grade: 088 (\$43,855.00 - \$53,134.00)
Position No.: To be determined by BBMR

Cost: \$66,813.50 - 4000-433520-3024-768400-601001

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

	<u>Hourly Rate</u>	<u>Amount</u>
9. MARY T. HERTZMAN	\$26.00	\$18,720.00

Account: 5000-535420-3254-768000-601009

Ms. Hertzman will work as a Contract Services Specialist II. She will be responsible for providing on-going case management services, identifying, exploring and assisting with resources to address the needs identified by client and/or caregiver, developing case management assessment and care plans, submitting Gap-filing paperwork, financial and age verifications, adhering to local and state guidelines, providing home visits and routine monitoring, updating financial eligibility annually and initiating long-range plans and completing bi-annual assessments. The period of the agreement is effective upon Board approval through June 30, 2020.

	<u>Hourly Rate</u>	<u>Amount</u>
10. JASMINE A. SMITH	\$20.00	\$15,600.00

Account: 4000-403320-3001-568000-601009

Ms. Smith will work as a Contract Services Specialist II. She will be responsible for coordinating data including entering data into the technology tools as well as providing quality assurance to the existing technology platforms, ensuring compliance with federal grant requirements and playing an integral role in the Baltimore Accountable Health Community model. The period of the agreement is effective upon Board approval through June 30, 2020.

MINUTES**PERSONNEL**

Health Department - cont'd

11. Create the following new position:

Classification: Environmental Sanitarian I
 Job Code: 42511
 Grade: 088 (\$43,855.00 - \$53,134.00)
 Position No.: To be determined by BBMR

Cost: \$66,813.50 - 4000-426020-3031-579200-601001

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 Housing and Community Development

12. Reclassify the following vacant position:

Position No.: 14915

From: Office Support Specialist III
 Job Code: 33213
 Grade: 078 (\$34,488.00 - \$36,312.00)

To: Special Assistant
 Job Code: 10063
 Grade: 089 (\$45,660.00 - \$55,436.00)

Cost: \$18,234.77 - 1001-000000-1773-179600-601001

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**Mayor's Office of Homeless Services13. Create the following two position:

Classification: Homeless Program Coordinator

Job Code: 00419

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

Position Nos.: To be determined by BBMR

Cost: \$61,397.00 - 4000-490820-3573-763200-601001

\$61,397.00 - 5000-569720-3574-327200-601001

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

Mayor's Office of Employment Development14. Position No.: 16217

From: Executive Assistant

Job Code: 00087

Grade: 904 (\$49,057.00 - \$78,487.00)

To: Office Manager

Job Code: 00021

Grade: 906 (\$53,001.00 - \$84,673.00)

Cost: \$8,072.00 - 1001-000000-6301-454211-601001

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 Planning

	<u>Hourly Rate</u>	<u>Amount</u>
15. TENA REID	\$18.00	\$17,136.00

Account: 1001-000000-1877-187400-601009

Ms. Reid will continue to work as a contract Services Specialist II. She will be responsible for answering phones, responding to emails from external clients and other City agencies, and serving as a liaison for the staff and the public. She will also greet visitors, assist with customer complaints, assign permits to planners, assist with Commission for Historical and Architectural Preservation tax credits, and preparation for the Planning Commission. The period of the agreement is effective upon Board approval for one year.

Department of Recreation and Parks

16. STEPHANIE PARHAM-BROWN	\$37.86	\$19,687.20
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Account: 5000-577720-4711-361800-601009

Ms. Parham-Brown, retiree, will continue to work as a Contract Services Specialist I. She will be responsible for providing oversight and financial management of the Department's capital accounts, technical assistance and support in the areas of budget preparation and accounting operations, ensuring that the agency capital expenses are properly accounted for and reimbursed; preparing and reviewing fiscal reports, monitoring capital expenditures, and auditing accounting and financial records. She will also act as a liaison to the Department of Finance, Office of Capital Accounting, Risk Management, and various State agencies. The period of the agreement is November 25, 2019, pending Board approval for one year.

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

	<u>Hourly Rate</u>	<u>Amount</u>
17. ASHLEY A. STEWART	\$25.50	\$48,603.00

Account: 5000-577720-4711-361800-601009

Ms. Stewart will continue to work as a contract Services Specialist II. She will be responsible for the improvement of the Department's playground safety program, and managing the Playground Maintenance Program, which includes performing regular safety audits and repairs of playground equipment. Ms. Stewart will also schedule and track playground repairs and related costs, maintain records of City playground inventory and provide workforce training in playground equipment repairs. This is a 2% increase in the hourly rate from the previous contract period. The period of the agreement is effective upon Board approval for one year.

18. Create the following position:

Classification: Recreation Center Director II

Job Code: 83212

Grade: 084 (\$37,741.00 - \$45,044.00)

Position No.: To be determined by BBMR

Cost: \$59,864.00 - 1001-000000-4803-371400-601001

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 Recreation and Parks - cont'd

19. Create the following position:

Classification: Recreation Center Director II
Job Code: 83212
Grade: 084 (\$37,741.00 - \$45,044.00)
Position No.: To be determined by BBMR

Cost: \$59,864.00 - 1001-000000-4803-371400-601001

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

20. Create the following position:

Classification: Recreation Center Director I
Job Code: 83211
Grade: 082 (\$35,168.00 - \$41,598.00)
Position No.: To be determined by BBMR

Cost: \$56,314.00 - 1001-000000-4803-371400-601001

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

21. Create the following position:

Classification: Public Works Inspector III
Job Code: 42213
Grade: 092 (\$51,800.00 - \$63,075.00)
Position No: To be assigned by BBMR

Cost: \$77,570.00 - 5000-577720-4711-361800-601001

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 Recreation and Parks - cont'd

22. Create the following position:

Classification: Construction Building Inspector II

Job Code: 42262

Grade: 091 (\$49,651.00 - \$60,411.00)

Position No: To be assigned by BBMR

Cost: \$74,824.00 - 5000-577720-4711-361800-601001

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

23. Reclassify the following filled position:

Position Nos.: 49604

From: Aquatic Center Leader

Job Code: 83115

Grade: 080 (\$33,048.00 - \$38,876.00)

Department of Recreation and Parks - cont'd

To: Aquatic Center Director

Job Code: 83215

Grade: 085(\$38,926.00 - \$46,904.00)

Cost: \$2,301.00 - 1001-000000-4801-717000-601001

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 Recreation and Parks - cont'd

24. Reclassify the following filled Position:

Position Nos.: 49607

From: Aquatic Center Leader
 Job Code: 00021
 Grade: 080 (\$33,048.00 - \$38,876.00)

To: Aquatic Center Director
 Job Code: 83215
 Grade: 085(\$38,926.00 - \$46,904.00)

Cost: \$2,301.00 - 1001-000000-4801-717000-601001

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

25. Reclassify the following vacant Position:

Position Nos.: 24341

From: Recreation Program Assistant
 Job Code: 83120
 Grade: 080 (\$33,048.00 - \$38,876.00)

To: Administrative Coordinator
 Job Code: 31100
 Grade: 087(\$42,131.00 - \$50,927.00)

Cost: \$5,611.00 - 6000-680520-4792-369900-601001

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 Recreation and Parks - cont'd

	<u>Rate of Pay</u>	<u>Amount</u>
26. MONICA FRENCH	\$24.00	\$32,400.00

Account: 6000-680520-4792-656200-601009

Ms. French will work as a Contract Services Specialist II. She will be responsible for directing a nature-based full-day childcare program for children ages 18 months to 5 years old, a nature-based half day preschool program for children ages 3-5 years old, a caregiver-child program for children ages 18 months - 3 years old and their caregivers and the Mother Nature Story time program.

In addition, she will be responsible for mentoring for support staff including teachers, interns and volunteers in understanding and implementing nature-based practices; leading trainings for other educators on nature-based practices; spreading the mission of Wild Haven at Recreations and Parks into the teaching community throughout the East Coast; communicating with prospective and current families via telephone, email and in person. Other duties include enrolling new families, creating invoices, and managing enrollment through RecPro; designing classroom spaces that reflect developmentally appropriate learning for children ages 3-5; updating developmentally appropriate curriculum for children ages 3 to 5 years old; facilitating teachers to lead groups of 10 to 12 preschoolers for hikes, ensuring their safety and fostering respect for the natural landscape, etc. The period of the agreement is December 12, 2019 through December 11, 2020.

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

	<u>Rate of Pay</u>	<u>Amount</u>
27. KATHLEEN A. SACK	\$32.00	\$16,640.00

Account: 6000-680520-4792-369900-601009

Ms. Sack will continue to work as a Contract Services Specialist II. This position is responsible for providing figure skating instructions for the Learn to Skate Program, summer camp and the preparation for the US Figure Skating National Proficiency testing. The period of the agreement is effective upon Board approval for one year.

28. AMANDA G. KOCH	\$32.00	\$16,640.00
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Account: 6000-680520-4792-369900-601009

Ms. Koch will continue to work as a Contract Services Specialist II. This position is responsible for providing figure skating instructions for the Learn to Skate Program, summer camp, and the preparation for the US Figure Skating National Proficiency testing. The period of the agreement is effective upon Board approval for one year.

29. RACHEL S. COX	\$32.00	\$ 8,320.00
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Account: 6000-680520-4792-369900-601009

Ms. Cox will continue to work as a Contract Services Specialist II. She will provide instructions in figure skating skills for participants in the Learn to Skate Program, summer camp program, and teaching basic skills for the US Figure Skating National Proficiency Tests. She will also evaluate student

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

performance to determine mastery of specific skills and advancement to the next level; assist students in planning an individual presentation to music and provide skating instructions to all levels of the Adult Skating Seminar. The period of the agreement is effective upon Board approval for one year.

Department of Transportation

	<u>Rate of Pay</u>	<u>Amount</u>
30. BRIAN SEEL	\$37.90	\$72,010.00

Account: 1001-000000-2301-248700-601009

Mr. Seel will work as a Contract Services Specialist II. This position is responsible for performing quality assurance and quality control to ensure data accuracy, to analyze aggregated and individualized data sets, and to prepare written reports and recommendations; developing performance metrics, data collection systems, and data reporting requirements for the Department; reviewing, compiling, and analyzing data to advise decision makers about opportunities to improve the quality and effectiveness of municipal services; extracting and summarizing financial, operational and other relevant data; conducting field investigations, site visits, and community outreach in support of enhancing knowledge of municipal services. He is also responsible for conducting policy research and seeking best practices that can be adopted in support of furthering the goals of the Department and identifying historical data trends; and evaluating effectiveness of programs, systems, procedures and modifying/adapting them to fit Department goals. The period of the agreement is effective upon Board approval for one year.

MINUTES**PERSONNEL**Mayor's Office of Criminal Justice

	<u>Hourly Rate</u>	<u>Amount</u>
31. DARNELL PENN	\$20.00	\$ 4,000.00
32. WANDA ASHLEY	\$20.00	\$ 4,000.00
33. ANN MYERS	\$20.00	\$ 3,000.00
34. CHERYLE FRALING	\$20.00	\$ 6,500.00
35. WANDA CARTER	\$20.00	\$ 6,500.00

The above-listed individuals will each continue to work as a Contract Services Specialist II. They will act as Monitors to observe visitation sessions between visiting parents and children for several families simultaneously, intervene as necessary during visits or exchanges to address any concerns that arise with parents and/or children, and keep accurate and complete records of any safety concerns or potential problems that come up during a visitation session. They will meet with parents and/or children before and after visits to check in with them and refer them to needed services or programs, maintain clear and consistent communication with the on-site supervisor, on-site police, other monitors, and volunteers by phone, email or in person, and coordinate the safety of visits by being available to accompany individuals wherever needed in and around the building. In addition, they will maintain client files, maintain personal timesheets and invoices, discuss case progress and concerns with supervisors as well as attend occasional meetings about case status and other center operational issues, and comply with all Visitation Center policies and procedures, including confidentiality, safety, mandated reporting procedures, administrative and operational duties, as needed. The period of these agreements is effective upon Board approval for one year.

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

	<u>Hourly Rate</u>	<u>Amount</u>
36. ANN TINDALL	\$30.00	\$ 8,100.00

Ms. Tindall will also work as a Shift Supervisor.

37. ERIN CUNNINGHAM	\$30.00	\$ 6,000.00
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Ms. Cunningham will also work as a Shift Supervisor.

Account: 4000-401418-2254-785400-6000000

The above-listed individuals will each continue to work as Contract Services Specialists II. As Shift Supervisors, they will oversee the coordination of operations including the supervision of the Visitation Center and Exchange Monitors, ensure the completion of the safety assessment at the Visitation Center before services are rendered each day, and know the daily schedule of families served and pertinent information regarding visitation and exchange circumstances for each day. They will prepare the Monitors for daily visitations and exchanges and provide all information regarding the specific services for that day, facilitate the arrival and departures of all clients, and ensure the proper coverage at entrances, waiting areas, and visitation areas.

These positions will also communicate with on-site police, Monitors, and volunteers, provide guidance to staff to assist them in properly and effectively providing services, make decisions regarding any concerns about or changes in the provision of services as they arise, and keep accurate and complete records of any safety concerns or potential problems arising during a visitation session. In addition, they will each act as the Custodian of Records while at the Visitation Center, facilitate the supervision of Monitors outside of service hours, prepare spaces for use by the Visitation Center, and restore the spaces

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

for use by others. They will attend preliminary trainings once hired, as well as some continued trainings as they arise. They will maintain any records or documents pertaining to work covered under these agreements in their possession, and solely retain and store them at the Visitation Center and comply with the Visitation Center's policies and procedures. The period of the agreement is effective upon Board approval for one year.

MINUTES

TRANSFER OF FUNDS

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UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following page:

5573

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>Department of Housing and Community Development (DHCD)</u>			
1.	\$2,175,000.00	9910-914983-9587	9910-908262-9588
	3 rd Comm. & Eco.	Demo of Blighted	Demo Blighted
	Dev. Funds	Structures	Structures
		(Reserve)	(Active)

This transfer will move appropriations to demolish buildings identified in partnership with City and State partners as part of Project CORE or as selected by the DHCD.

Department of Public Works

2.	\$ 57,735.50	9960-906133-9588	
	(County Revenue)	Constr. Res.	
		Meter Replacement	
	2,481,274.30	9960-936001-9558	
	<u>(County Revenue)</u>	Constr. Res.	
	\$2,539,009.80	-----	9960-902598-9557-6
			(Construction)

This transfer will cover the county portion of costs of WC 1307R, AMI/R Urgent Need Large Meters.

MINUTES

Mayor's Office of Criminal - Ratification of Grant Adjustment
Justice Notices (GAN) Nos. 1, 2, 3, 4, 5,
 and approve GAN No. 6

ACTION REQUESTED OF B/E:

The Board is requested to ratify the Grant Adjustment Notices Nos. 1, 2, 3, 4, and 5 from the Governor's Office of Crime Control and Prevention (GOCCP).

The Board is also requested to approve the GAN No. 6 from the GOCCP. The GAN No. 6 will extend the period of the grant through June 30, 2020.

AMOUNT OF MONEY AND SOURCE:

Original GAN Award: \$2,554,421.00; City Match: \$1,342,412.00

Revised GAN Amount: \$2,553,877.10; City Match: \$1,342,412.00

BACKGROUND/EXPLANATION:

On December 12, 2018, the Board approved acceptance of a grant from the GOCCP entitled Violence Intervention Prevention Program in the amount of \$2,554,421.00 and City match of \$1,342,412.00 for a total amount of \$3,896,833.00, for the period ending June 30, 2019.

On November 27, 2018, the GAN No. 1 changed the Fiscal Officer from Jacob Knapp to Liban Jama.

On June 25, 2019, the GAN No. 2 provided a six-month extension to attempt to expend funds to support the expansion of the Safe Streets program by extending the expiration date from June 30, 2019 to December 31, 2019.

MINUTES

Mayor's Office of Criminal - cont'd
Justice

On July 12, 2019, the GAN No. 3 provided a 6-month budget modification of all Safe Streets programs. The award was reduced by \$414,186.00. The GAN No. 3 resulted in the revised award of \$2,140,235.00 due to the projected amount of funds expected to be expended by the end of December 31, 2019.

On August 6, 2019, GAN No. 4 changed the Project Director from Kenya Asli to Tyrone Roper and changed the Fiscal Officer from Jama Liban to Tyrone Roper.

On October 9, 2019, GAN No. 5 provided a 6-month extension of the Hospital Responders that are part of the Safe Streets program. Funding was increased by \$413,642.00. This GAN No. 5 resulted in the revised award of \$2,553,877.10 to support the Safe Streets Hospital Responder Program.

The GAN No. 6 will provide an extension of the grant to support the expansion of the Safe Streets program through June 30, 2020.

The Notice of Grant Award and GANs were late because of the administrative process.

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

UPON MOTION duly made and seconded, the Board ratified the GAN Nos. 1, 2, 3, 4, and 5 from the Governor's Office of Crime Control and Prevention. The Board also approved the GAN No. 6 from the GOCCP.

MINUTES

Department of General Services - On-Call Consultant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the On-Call Civil/Structural Engineering Services Agreement for Project 1306-1906 with KCI Technologies, Inc., Consultant. The period of the agreement is effective upon Board approval for four years.

AMOUNT OF MONEY AND SOURCE:

\$2,000,000.00 - Upset limit
Funds will be identified as Tasks are processed.

BACKGROUND/EXPLANATION:

Various City agencies, on a continuing basis, require Civil/Structural Design services to modify, upgrade, or repair their facilities. Typically, the work involved is limited in scope and/or an urgent nature which in either case should not be postponed until the customary Civil/Structural Design selection process can be executed. Under these contracts, the call for these services will be made as needs are identified. The cost of services rendered will be negotiated not-to-exceed price for each task assigned. Fees will be based on actual payroll rates, not including overhead and burden, times a set multiplier. The payroll rate and the multiplier have been reviewed by the Department of Audits.

The initial contract duration will be four years; however, projects that are started within the initial four-year period may continue or beyond the four year time frame until completion. The total fee for this consultant's contract will not exceed \$2,000,000.00 for the four-year period. The consultant was selected pursuant to the Architectural and Engineering Awards Commission (AEAC) procedures.

MINUTES

Department of General Services - cont'd

MBE/WBE PARTICIPATION:

MWBOO set goals of:

MBE: 13%

WBE: 6%

MWBOO APPROVED ON SEPTEMBER 11, 2019

MBE: Kumi Construction Management Corporation	\$ 0-60,000.00	0-3%
Findling, Inc.	\$ 0-60,000.00	0-3%
C.C Johnson & Malhotra, P.C.	<u>\$0-140,000.00</u>	<u>0-7%</u>
	Total	\$0-260,000.00
	(in the aggregate)	13%

WBE: Carroll Engineering, Inc.	\$0-60,000.00	0-3%
Constellation Design Group, Inc.	<u>\$0-60,000.00</u>	<u>0-3%</u>
	Total	\$0-120,000.00
	(in the aggregate)	6%

AUDITS NOTED THIS ON-CALL AGREEMENT AND WILL REVIEW TASK ASSIGNMENTS.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the On-Call Civil/Structural Engineering Services Agreement for Project 1306-1906 with KCI Technologies, Inc., Consultant.

MINUTES

Department of General Services - Partial Release of Retainage Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Partial Release of Retainage Agreement with Thomas Construction Group, LLC, contractor for GS 16815, Mitchell Courthouse Jury Assembly Room 320 Renovations.

AMOUNT OF MONEY AND SOURCE:

\$50,771.71 - 9916-902966-9197-000000-200001

BACKGROUND/EXPLANATION:

As of July 30, 2018, the Contractor has completed 100% of all work for GS 16815. The Contractor has requested a partial release of retainage in the amount of \$50,771.71. Currently, the City is holding \$51,771.71 in retainage for the referenced project and the contractor is requesting to reduce the amount of retainage to \$1,000.00. The remaining amount of \$1,000.00 is sufficient to protect the interest of the City.

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 Partial Release of Retainage Agreement with Thomas Construction Group, LLC, contractor for GS 16815, Mitchell Courthouse Jury Assembly Room 320 Renovations.

MINUTES

Employee's Retirement System (ERS) - Subscription Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Subscription Agreement for participation in Lombard Odier by Funds IV-Alternative Risk Premia.

AMOUNT OF MONEY AND SOURCE:

No General Fund monies are involved in this transaction.

BACKGROUND/EXPLANATION:

The Board of Trustees of the ERS acting as fiduciary for the Retiree Benefits Trust of Baltimore of the City of Baltimore unanimously voted to select Lombard Odier Asset Management Corp. for an alternative risk premia fund manager who is presently an investment manager for ERS funds. The selection was made with the assistance and advice of OPEB Trust's investment advisor, Meketa Investment Group to improve the investment.

MWBOO GRANTED A WAIVER ON OCTOBER 22, 2019.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Subscription Agreement for participation in Lombard Odier by Funds IV-Alternative Risk Premia. The Comptroller **ABSTAINED**.

MINUTES

EXTRA WORK ORDERS AND TRANSFER OF FUNDS

* * * * *

UPON MOTION duly made and seconded,
the Board approved the
Extra Work Orders and Transfers of Funds
listed on the following pages:

5581 - 5583

All of the EWOs had been reviewed and approved
by the Department of Audits, CORC,
and MWBOO, unless otherwise indicated.

The Transfer of Funds was approved
SUBJECT to receipt of a favorable report
from the Planning Commission,
the Director of Finance having reported favorably
thereon, as required by the provisions
of the City Charter.

MINUTES**EXTRA WORK ORDERS**

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

Department of Transportation

1. EWO #001, (\$197,457.33)	-	TR 14310, Haven Street		
Resurfacing/Rehabilitation from Eastern Avenue to Boston Street				
\$996,660.00	\$0.00	Machado Construction Co.	-	-

As a result of reaching the project close-out audit, this final EWO represents a net credit in the amount of (\$197,457.33). This final EWO reconciles contract bid items, including overrun and underrun adjustments for items used during the project.

DBE PARTICIPATION:**DBE SET GOALS OF 12%**

The Contractor achieved the 12% goal.

2. EWO #003, \$53,368.47	-	TR 11318, Key Highway at Light Street		
Intersection Improvements				
\$6,325,113.50	\$50,824.13	Manuel Luis Construction Co., Inc.	-	49%

This authorization is requested on behalf of the Department for three new items required to complete work on the contract. These items include additional trenching required to install test trenching due to a conflict with an unknown obstacle and a repair to a sinkhole that developed on Key Highway.

DBE PARTICIPATION:**DBE SET GOALS OF 26%**

MINUTES**EXTRA WORK ORDERS**

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

Department of Transportation - cont'd

- | | | | | |
|---|-------------|-----------------------------|---|-----|
| 3. EWO #002, \$221,233.76 - TR 03319, Replacement of Bridge No. BC3212 Harford Road Bridge over Herring Run | | | | |
| \$18,997,069.00 | \$38,866.91 | Technopref Industries, Inc. | - | 27% |

This authorization is requested on behalf of the Department to perform the work that was deemed necessary due to differing site conditions. The additional item includes the removal of lead paint that was discovered during an MDE site inspection.

DBE PARTICIPATION:**DBE SET GOALS OF 18%**

- | | | | | |
|--|--------------|------------------------|---|---|
| 4. EWO #007, (\$482,136.08) - TR 05309, Reisterstown Road Streetscape: Northern Parkway to City Line | | | | |
| \$9,041,628.00 | \$137,863.89 | Concrete General, Inc. | - | - |

As a result of reaching the project close-out audit, this final EWO represents a net credit in the amount of (\$482,136.08). This final EWO reconciles contract bid items, including overrun and underrun adjustments for items used during the project.

DBE PARTICIPATION:**DBE SET GOALS OF 24%**

The Contractor achieved the 24% goal.

MINUTES**EXTRA WORK ORDERS**

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

Department of Recreation and Parks

- | | | | | |
|---|-------------|---------------------------|---|-----|
| 5. EWO #002, \$47,068.41 - RP 17806, Cahill Fitness and Wellness Center | | | | |
| \$17,698,000.00 | \$30,160.00 | Dustin Construction, Inc. | - | 18% |

This authorization request is necessary for removal and disposal of asbestos containing floor tile and mastic in the existing Cahill Recreation Center. This work must take place prior to demolition of the existing center to ensure the public's health and safety and that of the citizens living in the surrounding neighborhood. The work will be performed by Asbestos Specialists, Inc. and Bowen & Kron Enterprises, Inc. as directed by Dustin Construction, Inc. The Department, the engineer, Rummel, Klepper & Kahl, LLC reviewed the Dustin Construction, Inc. proposal and found the cost to be reasonable and acceptable for this type of work.

MBE/WBE PARTICIPATION:

The Contractor will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals established in the original agreement.

MBE: 18%

WBE: 4%

MINUTES**EXTRA WORK ORDERS**

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

Department of Recreation and Parks - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
6. \$60,000.00	9938-916022-9475	9938-917022-9474
General	Community Center	Community Center
Fund	Master Plan	Master Plan
	(Reserve)	(Active)

This transfer will provide funds to cover the costs associated with authorized change orders for RP 17806, Cahill Fitness and Wellness Center.

MINUTESDepartment of Transportation (DOT) - Developers' Agreements

The Board is requested to approve and authorize execution of the various Developers' Agreements.

	<u>DEVELOPER</u>	<u>NO.</u>	<u>AMOUNT</u>
1.	1234 McELDERRY LLC	1632	\$ 656,857.40

1234 McElderry LLC would like to install various utilities and make road improvements to its property located at 500 N. Central Avenue. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$656,857.40 has been issued to 1234 McElderry LLC which assumes 100% of the financial responsibility.

2.	REFINERY CANTON, LLC	1662	\$1,064,317.99
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Refinery Canton, LLC would like to install new water service to its proposed new building located at 1200 South Haven Street. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$1,064,317.99 has been issued to Refinery Canton, LLC which assumes 100% of the financial responsibility.

MBE/WBE PARTICIPATION:

City funds will not be utilized for the projects. Therefore, MBE/WBE participation is not applicable.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Developers' Agreements.

MINUTES

Department of Transportation/Office - Task Assignment
of Engineering & Construction

ACTION REQUESTED OF B/E:

The Board is requested approve the assignment of Task No. 8 to STV, Inc. under On-Call Design Consultant Services for Federal Aid Projects for Bridges Project No. 1135. The period of the Task No. 8 is approximately 12 months.

AMOUNT OF MONEY AND SOURCE:

\$200,000.00 - 9904-931020-9127-900000-703032

BACKGROUND/EXPLANATION:

This authorization provides engineering design services for the rehabilitation of the B&O Railroad Museum prior to their 200th Anniversary Celebration. The project consists of the following three parts: restoration of the North and South Car Shops; upgrading existing railroad track, including switches and crossing gates; and inspection of the railroad bridge over Carey Street with preservation recommendation.

DBE PARTICIPATION:

The Consultant will comply with Title 49 of the Federal regulations parts 26 and the DBE goals established in the original agreement.

DBE: 25%

The Consultant has met 30% of the DBE goals at this time.

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

MINUTES

Department of Planning

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$100,000.00 1 st Cultural Institution	9904-914035-9129 B&O Rail Infrastructure	
200,000.00 1 st and 2 nd Comm. <u>Eco. Dev. Loan</u>	9904-925020-9129 B&O Restoring First Mile	
\$300,000.00	-----	9904-931020-9127 B&O Museum/Restoring 1 st Mile

The Department of Transportation is partnering on a project to make substantial improvements to the B&O Railroad Museum in anticipation of a major international celebration of the 200th anniversary of American railroading in 2027. This will include the following: restoration measures on the North Passenger Carshop and the Railroad Bridge over S. Carey Street; the installation of a crossing gate at S. Arlington Street and the replacement of outdated rail and switches on a 700 yard section of the B&O Railroad Museum's right-of-way. This transfer will make funds available for an evaluation of facilities, recommendations, and detailed cost estimates.

MINUTESDepartment of Planning

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 8 to STV, Inc. under On-Call Design Consultant Services for Federal Aid Projects for Bridges Project No. 1135. The Transfer of Funds was approved SUBJECT to receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the Provisions of the City Charter.

MINUTES

Department of Transportation - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 19, to McCormick Taylor, Inc. under Project 1183, On-Call Traffic Signals ITS and Traffic Engineering. The period of Task No. 19 is approximately 36 months.

AMOUNT OF MONEY AND SOURCE:

\$151,335.12 - 9950-9010 46-9512-900020-705032

BACKGROUND/EXPLANATION:

This authorization provides for pre and post award services for Baltimore City Department of Transportation Traffic Signals as part of the City's Advance Traffic Management System upgrade at the Transportation Management Center. The current system is 15 years old and is in dire need of replacement.

DBE PARTICIPATION:

The Consultant will comply with Title 49 of the Federal Regulations parts 26 (CFR26) and the DBE goal established in the original agreement.

DBE SET GOAL OF 15%

THE TRANSFER OF FUNDS WAS APPROVED ON OCTOBER 30, 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. 19, to McCormick Taylor, Inc. under Project 1183, On-Call Traffic Signals ITS and Traffic Engineering.

MINUTES

Department of Recreation and Park - Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Grant Agreement with South Baltimore Gateway Partnership Community Impact District Management Authority doing business as South Baltimore Gateway Partnership (SBGP). The period of the grant is effective upon Board approval through June 30, 2021 unless terminated earlier.

AMOUNT OF MONEY AND SOURCE:

\$2,200,000.00 - 9938-908784-9474-0000000-490375

BACKGROUND/EXPLANATION:

The City and the Baltimore Casino Local Development Council manage the allocation of Casino Local Impact Grant (LIG) funds designated for community and economic development and infrastructure improvements in neighborhoods, parks and industrial areas in the vicinity of the Horseshoe Casino, known since 2014 as the South Baltimore Gateway. The City established the SBGP as a district management authority to represent residents in the South Baltimore Gateway Community Impact District, a geographic territory in Baltimore City.

The City designated a portion of the LIG funds in FY18 for the use of the future District Management Authority, once established, and has since made these funds available to SBGP. Pursuant to the availability of the LIG funds, SBGP agrees to grant such funds to the City in an amount not to exceed this grant award to build the Middle Branch Wellness & Fitness Center at Cherry Hill, which will include a gymnasium, open fitness center, raised walking track, multipurpose rooms, site utilities, storm water management etc. The grant funds will be reimbursed to the City upon submission of an invoice to SBGP verifying the total amount expended for the Project, a report documenting the successful completion of an

MINUTES

Department of Recreation and Parks - cont'd

expenditure, all evidence of payments to contractors, and photo documentation of the completed work. The grant funds will be paid to the City within thirty (30) days of receipt of the invoices and reports and will be used along with City, State and Federal funds.

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 Grant Agreement with South Baltimore Gateway Partnership Community Impact District Management Authority doing business as South Baltimore Gateway Partnership. The Mayor

ABSTAINED.

MINUTES

Mayor's Office of Homeless Services - Ratification of Renewal
Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to ratify a Renewal Grant Agreement with the U.S. Department of Housing and Urban Development (HUD). The period of the Renewal Grant Agreement was April 1, 2016 through March 31, 2019.

AMOUNT OF MONEY AND SOURCE:

\$1,405,950.00 - 4000-490816-3571-762400-404001

BACKGROUND/EXPLANATION:

On April 21, 2016, HUD awarded and signed an agreement with the Mayor's Office of Human Services for the Housing Opportunity with Person with AIDS Grant (HOPWA) grant. Through HOPWA, low income persons living with HIV/AIDS and their families are provided with housing assistance and related supportive services to prevent clients from becoming homeless. The Board is requested to ratify the acceptance of the Grant Agreement.

The Agreement is late because of delay caused by clerical oversight and subsequent personnel change at the time of the initial grant award.

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 Renewal Grant Agreement with the U.S. Department of Housing and Urban Development.

MINUTES

Department of Public Works - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize an Expenditure of Funds to pay membership dues in the US Water Alliance. The period covered by the dues is January 1, 2020 through December 31, 2020.

AMOUNT OF MONEY AND SOURCE:

\$18,500.00 - 2071-000000-5541-398600-603022

BACKGROUND/EXPLANATION:

The US Water Alliance is an organization dedicated to the sustainable future of water. This organization's approach is that all water is a resource that should be managed. US Water Alliance's theory is to build stronger economics, vibrant communities, and healthier environments. The US Water Alliance is focused on the water innovation and shining a light on the ONE WATER concept.

The US Water Alliance educates the nation about the value of water and the advancement of policies of water management.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized the Expenditure of Funds to pay membership dues in the US Water Alliance.

MINUTES

Department of Public Works/Office - Amendment to Agreement
of Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Amendment to Agreement with Hazen & Sawyer PC for Project No. 1196R (Sanitary Contract No. 947R), Engineering Services for Inspection and Analysis of Baltimore City Wastewater Collection System.

AMOUNT OF MONEY AND SOURCE:

\$204,367.93 - 9956-906657-9551-900020-703032

BACKGROUND/EXPLANATION:

The Office of Engineering & Construction is requesting approval of additional funding for Hazen & Sawyer PC to provide additional engineering services under Project 1196R.

The scope of the original agreement included preparing contract drawings that mark deficient assets in the wastewater collection system, such as manholes and sewer pipes. The consultant recommended rehabilitation techniques to bring the assets back into compliance, or complete replacement of the asset. Additionally, the consultant was to review historical hydrologic data and determine whether sewer pipes should remain their original size, or should be upsized to increase the sewer's capacity, and prevent overflows. To accompany this scope, the consultant also prepared guidance on project execution, such as maintenance of traffic, restoration, access roads for various locations, and erosion and sediment control.

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 SEPTEMBER 25, 2019.

MINUTES

Department of Public Works - cont'd

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$220,717.36	9956-918042-9549	9956-906657-9551-3
Revenue Bonds	SC 947R Gwynns Falls/ Patapsco	Design

The transfer will cover expenses for Project 1162R-Engineering Services for Inspection and Analysis of Baltimore City Wastewater Collection System.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment to Agreement with Hazen & Sawyer PC for Project No. 1196R Sanitary Contract No. 947R, Engineering Services for Inspection and Analysis of Baltimore City Wastewater Collection System. The Transfer of Funds was approved SUBJECT to receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the Provisions of the City Charter.

MINUTES

Mayor's Office of Employee - Interagency Agreement
Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Interagency Agreement with the Maryland Department of Juvenile Services. The period of the Interagency Agreement is July 1, 2019 through June 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$302,519.00 - 4000-809520-6331-456000-404001

BACKGROUND/EXPLANATION:

The Interagency Agreement will provide targeted services for pre-adjudicated Youth through the Pre-Adjudicated Coordinated and Training (PACT) Evening Reporting Center. The Interagency Agreement authorizes a cooperative effort utilizing funding to provide youth with connections to targeted services to meet their personal, mental health, academic, and career goals. Additionally the PACT Center will integrate evening reporting/supervision with assessments, service planning, and transition to community-based placements for youth as an alternative to detention.

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 Interagency Agreement with the Maryland Department of Juvenile Services.

MINUTES

Health Department - Ratification of Amendment to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to ratify the Amendment to Agreement with Meals on Wheels of Central Maryland, Inc.

AMOUNT OF MONEY AND SOURCE:

\$20,000.00 - 5000-508019-3024-268400-405001

BACKGROUND/EXPLANATION:

On March 20, 2019, the Board approved the original Agreement in the amount of \$1,301,434.70 for the period October 1, 2018 through September 30, 2019.

Because of the additional need for meal services to homebound seniors, the Department increased the agreement by \$20,000.00. This made the total agreement amount \$1,321,434.70.

Meals on Wheels of Central Maryland, Inc. provides nutritionally balanced meals to the projected number of homebound and/or frail elderly residents of Baltimore City. The Meals on Wheels of Central Maryland, Inc. provides unique professional services in the Maryland area as required by the State of Maryland Department of Aging. The Meals on Wheels of Central Maryland, Inc. will have an in house nutritionist to address individualized nutritional needs, provide screenings and menu planning. The organization will also coordinate, train and monitor volunteers, as well as provide case management and referral for all registered clients, conduct health assessments, and provide the ability to address food security/insecurity, which is available from no other vendor.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Health - cont'd

UPON MOTION duly made and seconded, the Board ratified the Amendment to Agreement with Meals on Wheels of Central Maryland, Inc.

MINUTES

Health Department - Ratification of Third Notification
of Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to ratify the Third Notification of Grant Award (NGA) from Maryland Department of Aging (MDoA). The period of the grant award is October 1, 2017 through September 30, 2018.

AMOUNT OF MONEY AND SOURCE:

\$175,007.00	- 4000-433518-3024-268400-404001	Title III B: Access to Senior Services
230,148.00	- 4000-432918-3255-761200-404001	Title III C: Congregate Meals
118,788.00	- 4000-434318-3255-761600-404001	Title III C2: Home Delivered Meals
7,277.00	- 4000-436218-3255-761800-404001	Title III D: Health Promotion & Education
76,908.00	- 4000-436118-3255-761700-404001	Title III E: National Family Caregivers
1,635.00	- 4000-433918-3044-761500-404001	Title VII; Elder Abuse Prevention
5,698.00	- 4000-433918-3044-761500-404001	Title VII; Ombudsman
54,937.00	- 6000-633518-3255-771700-406001	
\$670,398.00		Nutrition Services Incentive Program (NSIP)

BACKGROUND/EXPLANATION:

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

On October 30, 2019, the Board approved the Second NGA which increased the grant award by \$449,011.00, making the total award amount \$1,170,465.00. The Second NGA also extended the period through September 30, 2018.

MINUTES

Health Department - cont'd

The Third NGA in the amount of \$670,398.00 made the new total amount for FY 2018 \$1,840,863.00. Ratification of this NGA will allow the Department to comply with grant reporting requirements.

By accepting these grants, the grantee agrees to abide by the terms of the following documents, including amendments thereto its approved Area Plan; grant applications; grant agreements; Aging Program Directives; and all applicable Federal and State laws, regulations, policies, and procedures.

The NGA is late because of administrative delays.

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 Third Notification of Grant Award from Maryland Department of Aging.

MINUTES

Health Department - Two-Month Advance of Funding

ACTION REQUESTED OF B/E:

The Board is requested to approve a Two-Month Advance of Funding for Baltimore Crisis Response, Inc.

AMOUNT OF MONEY AND SOURCE:

\$33,333.33 - 5000-569720-3023-273301-603051

BACKGROUND/EXPLANATION:

On September 11, 2019, the Board approved the Fiscal Year 2020 Unified Funding Document in the amount of \$61,059,717.00.

The two-month advance amount is based on current Fiscal Year 2020 program year and provides for the continuation of program services while the scope of work and budgets are being reviewed and approved for the FY 2020 program year. The agreement is for the period of the two-month advance is July 1, 2019 through June 30, 2020 and will be submitted for Board approval after this review.

Baltimore Crisis Response, Inc., agrees that all expenditures are to be made in accordance with the terms and conditions of the funding source. Any funds advanced to Baltimore Crisis Response, Inc., prior to the execution of the agreement are subject to the terms and conditions of the agreement.

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

UPON MOTION duly made and seconded, the Board approved the Two-Month Advance of Funding for Baltimore Crisis Response, Inc.

MINUTES

Health Department - Notification of Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of the Notification of Grant Award (NGA) from the Maryland Department of Aging. The period of the NGA is April 1, 2019 through March 31, 2020.

AMOUNT OF MONEY AND SOURCE:

\$57,959.00 - 4000-433420-3255-761600-404001

BACKGROUND/EXPLANATION:

This NGA will provide funds to support public education about health insurance plan options to Baltimore City senior residents and their families.

The NGA is late because of administrative delays.

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 acceptance of the Notification of Grant Award from the Maryland Department of Aging.

MINUTES

Health Department - Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Grant Agreement with the Maryland Department of Transportation (MDOT) and the Maryland Transit Administration (MTA). The period of the Grant Agreement is July 1, 2019 to June 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$379,335.00	-	5000-532720-3255-767200-405001
126,445.00	-	1001-000000-3255-750700-603041
18,731.00	-	1001-000000-3255-750700-603041
\$524,511.00		

BACKGROUND/EXPLANATION:

This Agreement is provided by the MDOT and MTA to the Department to provide subsidy assistance for taxi rides for elderly persons with disabilities in the City.

The NGA is late because of administrative delays.

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 Grant Agreement with the Maryland Department of Transportation and the Maryland Transit Administration.

MINUTESHealth Department - Agreements

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

1. **COPPIN STATE UNIVERSITY** **\$ 27,000.00**

Account: 4000-494420-3080-292300-603051

Coppin State University (CSU) School of Social Work will utilize the funds to implement a health education curriculum titled "CARESS Project" for adolescents ages 18-24. The goal of this program is to increase awareness of Sexually Transmitted Infections (STIs), Sexually Transmitted Disease (STD) and unplanned pregnancy within this population and decrease the potential for risk-taking behaviors often associated with STIs, STDs and unplanned pregnancy. The CSU will select peer educators to implement goals associated with this project, including providing educational settings on campus for students and parents.

The agreement is late because revisions delayed processing.

2. **UNIVERSITY OF MARYLAND, BALTIMORE** **\$ 95,000.00**

Account: 5000-513020-3080-292300-603051

The University of Maryland, Baltimore - Institute for Innovation and Implementation: Parent, Infant, Early Childhood (PIEC) supports trauma-informed, family-focused infant and early childhood mental health competencies through collaborative partnerships and projects supporting workforce development and implementation of evidence-based and promising practices and service delivery models. In the Map to Success: Supporting Expectant and Parenting Teens project, PIEC will serve as the lead evaluator and will develop tracking systems, assess progress, recommend course corrections and evaluate impact of training and implementation activities through the entirety of the project.

MWBOO GRANTED A WAIVER ON OCTOBER 10, 2019.

MINUTES

Health Department - cont'd

3. **TOTAL HEALTH CARE, INC.** **\$142,800.00**

Account: 4000-424520-3023-273372-603051

Total Health Care, Inc. will conduct Minority AIDS Initiative (MAI) targeted outreach to racial and ethnic minority communities. The goals of MAI Outreach is to identify persons who are HIV positive and out of care and increase minority participation in AIDS Drug Assistance Program and other medication assistance programs.

Total Health Care, Inc. is modifying its scope to focus efforts on engagement of two sub-populations, transgender persons and youth ages 18 - 29. Two Linkage to Care specialists will provide outreach and intensive linkage services to two sub-populations.

MWBOO GRANTED A WAIVER ON SEPTEMBER 12, 2019.

4. **BALTIMORE HEALTHY START, INC.** **\$337,534.00**
(BHS)

Account: 5000-530020-3080-595800-603051

The BHS will utilize the funds to provide home support and comprehensive case management/care coordination to pregnant and newly delivered women, children and fathers with the goal of improving the health of infants through early childhood. Services will also include home visiting to eligible Baltimore City residents utilizing the Federal Healthy Start Model Service Delivery focusing on the achievement of seven overarching goals addressing outreach recruitment, referrals and care coordination for the effective tackling of social determinants of health that impact birth outcomes.

MWBOO GRANTED A WAIVER ON OCTOBER 4, 2019.

The agreements are late because of a delay in the administrative review process.

MINUTES

Health Department - cont'd

RYAN WHITE PART B SPECIAL FUNDING

5. **PARK WEST HEALTH SYSTEMS, INCORPORATED** **\$ 14,000.00**

Account: 5000-569720-3023-273352-603051

Park West Health Systems, Incorporated will utilize the funds to provide medical non-emergency transportation services that enable an eligible client to access or be retained in core medical or support services. Medical transportation may be provided through use of company vehicle to provide transportation service; contracts with providers of transportation services; and purchase and distribution of MTA tokens or monthly bus passes to clients as needed.

6. **LIGHT HEALTH AND WELLNESS COMPREHENSIVE SERVICES, INC.** **\$ 6,000.00**

Account: 5000-569720-3023-273346-603051

Light Health and Wellness Comprehensive Services, Inc. will utilize the funds to provide medical transportation service that enable an eligible client to access or be retained in core medical or support services. Medical transportation may be provided through: use of a company vehicle to provide transportation services; contracts with providers of transportation services; purchase and distribution of MTA tokens to clients as needed; purchase and distribution of parking vouchers to clients as needed to attend medical appointments; and purchase of gas vouchers to reimburse mileage to clients to attend medical appointments.

MINUTES

Health Department - cont'd

7. **LIGHT HEALTH AND WELLNESS COMPREHENSIVE SERVICES, INC.** \$ 73,000.00

Account: 5000-569720-3023-273349-603051

The incidence of HIV/AIDS continues to increase for Baltimore City's Eligible Metropolitan Area. As a result, families continue to have greater challenges that require psychosocial support services. Light Health and Wellness Comprehensive Services, Inc. will utilize the funds to enhance collaborative relationships with HIV primary care agencies, medical case management agencies, HIV support services organizations, and other community/faith based organizations in order to coordinate a network of comprehensive services for HIV infected/affected individuals.

MWBOO GRANTED A WAIVER ON OCTOBER 2, 2019.

8. **LIGHT HEALTH AND WELLNESS COMPREHENSIVE SERVICES, INC.** \$ 78,950.00

Account: 5000-569720-3023-273347-603051

Light Health and Wellness Comprehensive Services, Inc. will utilize the funds to provide a range of client-centered Non-Medical Case Management activities focused on providing guidance and assistance in accessing medical, social, community, legal, financial, public and private programs and other needed services.

MWBOO GRANTED A WAIVER ON SEPTEMBER 30, 2019.

MINUTES

Health Department - cont'd

9. **LIGHT HEALTH AND WELLNESS COMPREHENSIVE SERVICES, INC.** **\$ 60,000.00**

Account: 5000-569720-3023-273345-603051

Light Health and Wellness Comprehensive Services, Inc. will utilize the funds to provide Housing Support Service to assist eligible people living with HIV.

MWBOO GRANTED A WAIVER ON SEPTEMBER 30, 2019.

10. **HEALTH CARE FOR THE HOMELESS, INC. (HCH)** **\$255,570.00**

Account: 5000-569720-3023-273326-603051

Health Care for the Homeless, Inc., Outreach Team works with providers and stakeholders to identify clients in needs of outreach. For clients already connected to the clinic, HCH providers are able to refer those who have missed appointments or need assistance making it to appointments to outreach. The HCH outreach team also partners with the community to identify, outreach, and seek to connect to services those who are not linked to care. Traditional outreach services will include the identification of undiagnosed individuals, information, and education on health care access, linkage to care for persons who know their HIV status but were "never in care" or more than six months has elapsed since they last kept an HIV medical appointment.

MWBOO GRANTED A WAIVER ON SEPTEMBER 30, 2019.

11. **LIGHT HEALTH AND WELLNESS COMPREHENSIVE SERVICES, INC. (LHW)** **\$ 72,950.00**

Account: 5000-569720-3023-273348-603051

Light Health and Wellness Comprehensive Services, Inc. outreach team works with providers and stakeholders to identify clients in need of outreach. For clients already connected to the clinic LHW providers are able to refer those

MINUTESHealth Department - cont'd

who have missed appointments or need assistance making it to appointments to outreach. The LHW outreach team also partners with the community to identify, outreach, and seek to connect to service those who are not linked to care. Traditional outreach services will include the identification of undiagnosed individuals, information, and education on health care access, linkage to care for persons who know their HIV status but were "never in care" or more than six months has elapsed since they last kept an HIV medical appointment.

MWBOO GRANTED A WAIVER ON OCTOBER 4, 2019.

12. **LIGHT HEALTH AND WELLNESS COMPREHENSIVE SERVICES, INC.** **\$ 46,900.00**

Account: 5000-569720-3023-273344-603051

Light Health and Wellness Comprehensive Services, Inc. will provide Health Education Risk Reduction services for clients living with HIV. Education services will consist of Choosing Life: Empowerment! Action! Results, a Center for Disease Control evidence based curriculum that works with women and men 16 years of age or older living with HIV/AIDS or at risk. The curriculum focuses on sexual risk, secondary prevention and safe sex negotiations, adherence, substance use risk, stigma, and disclosure. Light Health and Wellness Comprehensive Services, Inc. will also provide group education, health literacy, and supportive services to 15 unduplicated women age 18 and older living with HIV.

The agreements are late because the State of Maryland Department of Health and Mental Hygiene's Prevention and Health Promotion Administration programmatically manages Ryan White Part B HIV/AIDS State Special Services. The providers are asked to submit a budget, budget narrative, and scope of services. The Department thoroughly reviews the entire package before preparing a contract and submitting it to the Board. These budgets are many times revised because of inadequate information from the providers. The review is to comply with the grant requirements.

MINUTES

Health Department - cont'd

13. **IMAGINE ME MINISTRIES, INC.** **\$ 13,000.00**

Account: 4000-431120-3080-292300-603051

Imagine Me Ministries, Inc. will utilize the funds to implement a sexual risk avoidance education program to youth ages 9 through 13 years old. The Adapted Making a Difference has been identified as the curriculum for this project. The curriculum includes eight one-hour modules. The program will be offered to youth through the Imagine Me Ministries, Inc. summer programming and their fall after-school programming. They will recruit 100 youth to participate in the program and also provide parenting sessions to 20 parents.

The agreement is late because of administrative delays.

14. **THE UNIVERSITY OF MARYLAND, BALTIMORE** **\$ 74,999.76**

Account: 4000-494420-3080-292300-603051

The University of Maryland, Baltimore School of Social Work will provide a process and outcome evaluation for the Personal Responsibility Education (PREP) program. In order to conduct the evaluation, the School of Social Work will serve as a member of the Project Work Team, develop and/or renew Institutional Review Board applications with The University of Maryland, Baltimore, Maryland Department of Human Resources, Maryland Department of Health and Mental Hygiene, Maryland Department of Juvenile Services and the Department's Public Health Review for the project including the research plan, consent procedures and documents and all data collection instruments.

The agreement is late because of administrative delays.

MWBOO GRANTED A WAIVER ON NOVEMBER 13, 2019.

MINUTES

Health Department - cont'd

15. **THE UNIVERSITY OF MARYLAND, BALTIMORE** **\$ 55,000.00**

Account: 5000-520120-3080-288900-603051

The University of Maryland, Baltimore, Adolescent, and Young Adult Center will provide the clinical services for Title X Family Planning. Services will include clinical reproductive health care services which allow the client to choose from a broad range of contraceptive options, culturally competent counseling, and education for each individual, preconception health care fertility regulation, basic infertility counseling, and referrals.

The agreement is late because of delays at the administrative level.

MWBOO GRANTED A WAIVER ON SEPTEMBER 26, 2019.

16. **A BLESSING AWAY FROM HOME, LLC** **\$ 15,600.00**

Account: 5000-534020-3254-767806-607001

A Blessing Away From Home, LLC., will provide assisted group home living services to individuals age 62 and over, residing at 3512 and 3514 Menlo Drive, Baltimore, Maryland and 4116 Fordleigh Road, Arlington, Maryland.

The agreement is late because of administrative delays.

17. **AMY'S COMPASSIONATE CARE, LLC** **\$ 23,400.00**

Account: 5000-534020-3254-767806-607001

Amy's Compassionate Care, LLC will provide services for assisted group home living to individuals age 62 and over, residing at 4415 Buchanan Avenue, Baltimore.

MINUTES

Health Department - cont'd

18. **OK FAMILY CARE, INC.** **\$ 15,600.00**

Account: 5000-534020-3254-767800-607001

OK Family Care, Inc. will provide services for an assisted living group home at 6650 Belair Road, Baltimore.

These facilities are enrolled in the Senior Assisted Living Group Home Subsidy Program. The program provides subsidized senior assisted housing services for individuals age 62 and over, who have temporary or periodic difficulties with the activities of daily living. The Senior Assisted residents receive shelter, meals, housekeeping, personal care services, and 24-hour on-site supervision.

The agreements are late because of administrative delays.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

19. **STEVENSON UNIVERSITY, INC.** **\$ 0.00**

Stevenson University, Inc. will assign students in the Registered Nurse and Family Nurse Practitioner programs to the Department for on the job filed experience in clinical rotations. The nursing students will be supervised by a registered nurse and/or physician or nurse practitioner preceptor.

Stevenson University, Inc. will provide the Department with all necessary information regarding the participants and program faculty who participate under this agreement. All students are required to sign a Confidentiality Form prior to rotation. The period of the agreement is January 1, 2020 through December 31, 2025.

MINUTES

Health Department - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing agreements.

MINUTES

Baltimore City Fire Department - FY 2020 Marine Fire
Suppression Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the FY 2020 Marine Fire Suppression Agreement with the Maryland Department of Transportation. The period of the agreement is July 1, 2019 through June 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$1,399,940.00 - 1001-000000-2120-502000-401590

BACKGROUND/EXPLANATION:

This agreement is similar to those executed in previous years dating back to FY 1983. The contract is late due to waiting for MDOT to provide signed copies. The BCFD is now attempting to correct the lateness and is forwarding if for all parties to approve so that MDOT can pay the City for the services rendered.

MBE/WBE PARTICIPATION:

N/A

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 FY 2020 Marine Fire Suppression Agreement with the Maryland Department of Transportation.

MINUTES

Baltimore City Fire Department - Provider Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Provider Agreement with FACETS Consulting of Arizona Company.

AMOUNT OF MONEY AND SOURCE:

\$288,290.00 - 1001-000000-2101-225900-603026

BACKGROUND/EXPLANATION:

During the June 6, 2019 Budget Hearing for the Baltimore City Fire Department, the City Council requested that BCFD select a consultant, with input from the Department of Finance, to evaluate the Department's operational and management practices, and to delineate the scope of the study. BCFD with input from the Department of Finance, has selected FACETS consulting to conduct the study of its operational and management practices.

FACETS specializes in the public safety, emergency management and homeland security disciplines. Their principals and associates include current and former fire chiefs, city managers, technology specialists, law enforcement officials, emergency managers, military officers, project managers, and public policy experts. They come to the table with experience working with large metropolitan fire departments including on the East Coast which has unique challenges compared to other parts of the country.

Upon conclusion of the study of BCFD's operational and management practices FACETS will provide a report on this assessment in a written format. A presentation, as desired, will also be provided to Baltimore elected officials, City and Fire Department staff, labor and affinity organizations, community members and others, as appropriate.

MINUTES

Baltimore City Fire Department - cont'd

MBE/WBE PARTICIPATION:

N/A

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 Provider Agreement with FACETS Consulting of Arizona Company. The Mayor **ABSTAINED**.

MINUTES

Department of Housing and - Acquisition by Gift
Community Development (DHCD)

ACTION REQUESTED OF B/E:

The Board is requested to approve the acquisition of the leasehold interest in the property located at 1518 N. Port Street (Block 1485, Lot 038) by gift from Brok McFerron, Owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

AMOUNT OF MONEY AND SOURCE:

The Owner agrees to pay for any title work and all associated settlement costs, not to exceed \$600.00 total. Therefore, no City funds will be expended.

BACKGROUND/EXPLANATION:

The DHCD, Land Resources Division strategically acquires and manages vacant or abandoned properties, which enables these properties to be returned to productive use and improve neighborhoods in Baltimore City.

The Owner has offered to donate to the City, title to the property located at 1518 N. Port Street. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Owner will pay all current water bills up through the date of settlement. The DHCD will acquire the properties subject to all municipal liens, and all interest and penalties that may accrue prior to recording a deed. The water bills must be paid as part of the transaction. A list of open municipal liens accrued through November 21, 2019, other than water bills, is as follows:

MINUTES

DHCD - cont'd1518 N. Port Street

Real Property Tax	2019-2020	\$ 120.31
Real Property Tax	2018-2019	128.26
Real Property Tax	2017-2018	128.79
Real Property Tax	2016-2017	173.23
Tax Sale Fees	2016-2017	51.37
Miscellaneous Bills	7777998	149.06
Miscellaneous Bills	8190274	132.09
Miscellaneous Bills	8194391	287.15
Miscellaneous Bills	8278194	265.27
Miscellaneous Bills	8309478	178.63
Miscellaneous Bills	8326860	274.90
Miscellaneous Bills	8457335	209.03
Miscellaneous Bills	8523938	253.80
Miscellaneous Bills	8604324	266.51
Miscellaneous Bills	8707200	226.22
Miscellaneous Bills	8739849	214.34
Miscellaneous Bills	8803314	204.97
Environmental Fine	54104013	300.00
Property Registration	803376	636.60
Total Taxes Owed:		\$4,200.53

UPON MOTION duly made and seconded, the Board approved the acquisition of the leasehold interest in the property located at 1518 N. Port Street, Block 1485, Lot 038 by gift from Brok McFerron, Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

MINUTES

Department of Housing and - Acquisition by Gift
Community Development (DHCD)

ACTION REQUESTED OF B/E:

The Board is requested to approve the acquisition of the leasehold interest in the property located at 2437 Druid Hill Avenue (Block 3417, Lot 109) by gift from Chris Lyons and Randolph Allen, Owners, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

AMOUNT OF MONEY AND SOURCE:

The Owners agree to pay for any title work and all associated settlement costs, not to exceed \$600.00 total. Therefore, no City funds will be expended.

BACKGROUND/EXPLANATION:

The DHCD, Land Resources Division strategically acquires and manages vacant or abandoned properties, which enables these properties to be returned to productive use and improve neighborhoods in Baltimore City.

Chris Lyons and Randolph Allen have offered to donate to the City, title to the properties located at 2437 Druid Hill Avenue. With the Board's approval, the City will receive clear and marketable title to the properties, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Owner will pay all current water bills up through the date of settlement. The DHCD will acquire the properties subject to all municipal liens, and all interest and penalties that may accrue prior to recording a deed. The water bills must be paid as part of the transaction. A list of open municipal liens accrued through October 28, 2018, other than water bills, is as follows:

MINUTES

DHCD - cont'd2437 Druid Hill Avenue

Tax sale cert #329982	05/18/2018	\$26,332.60
Real Property Tax	2019/2020	678.52
Real Property Tax	2018/2019	834.52
Real Property Tax	2017/2018	Included in tax sale
Real Property Tax	2016/2017	Included in tax sale
Real Property Tax	2015/2016	Included in tax sale
Real Property Tax	2014/2015	Included in tax sale
Real Property Tax	2013/2014	Included in tax sale
Real Property Tax	2012/2013	Included in tax sale
Real Property Tax	2011/2012	Included in tax sale
Miscellaneous	6262422	Included in tax sale
Miscellaneous	6411839	Included in tax sale
Miscellaneous	6575880	Included in tax sale
Miscellaneous	6893895	Included in tax sale
Miscellaneous	6998744	Included in tax sale
Miscellaneous	8536104	Included in tax sale
Miscellaneous	8797417	\$196.20
Environmental fine	52736840	\$ 1,500.00
Registration	819185	\$ 2,579.00
	Total Taxes Owed:	\$ 32,110.84

UPON MOTION duly made and seconded, the Board approved the acquisition of the leasehold interest in the property located at 2437 Druid Hill Avenue (Block 3417, Lot 109) by gift from Chris Lyons and Randolph Allen, Owners, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

MINUTES

Department of Housing and - Community Development Block
Community Development Grant Agreements

The Board is requested to approve and authorize execution of the various agreements.

1. **GREEN & HEALTHY HOMES INITIATIVE, INC.** **\$185,400.00**

Account: 2089-208920-5930-436763-603051

Under the terms of this agreement, the funds will assist Green & Healthy Homes Initiative Inc., (GHHI) with prevention of Childhood lead poisoning through advocacy, outreach, and education. Working in partnership with the community, GHHI is committed to ensuring that all children grow up in affordable lead-safe housing and that community-based solutions for lead-safe housing are implemented which will result in healthier children and healthier communities. GHHI, through its Safe at Home, Green and Healthy Homes Program, will implement a comprehensive approach to reduce childhood lead poisoning. The period of the agreement is September 1, 2019 through August 31, 2020.

MWBOO GRANTED A WAIVER ON NOVEMBER 18, 2019.

2. **PEOPLE ENCOURAGING PEOPLE, INC.** **\$ 68,230.00**

Account: 2089-208920-5930-532361-603051

Under the terms of this agreement, the funds will subsidize the staff costs associated with acquiring, rehabilitating, and developing properties to create rental housing opportunities for low- and moderate-income non-elderly disabled and homeless persons. The period of the agreement is September 1, 2019 through August 31, 2020.

MWBOO GRANTED A WAIVER ON NOVEMBER 20, 2019.

MINUTES

DHCD - cont'd

3. **GARWYN OAKS/NORTHWEST HOUSING** **\$ 85,000.00**
RESOURCE CENTER, INC.

Account: 2089-208920-5930-437781-60305	\$ 20,000.00
2089-208920-5930-437791-603051	\$ 45,000.00
2089-208920-5930-437783-603015	\$ 20,000.00

Under the terms of the agreement, the funds will subsidize the operating costs of the Subgrantee. Subgrantee operates a housing resource center to provide housing counseling and activities to attract and retain homeowners in the Garwyn Oaks area by promoting the community as a viable place to live. The period of the agreement is August 1, 2019 through July 31, 2020.

MWBOO GRANTED A WAIVER ON OCTOBER 10, 2019.

4. **THE WOMEN'S HOUSING COALITION, INC.** **\$ 63,000.00**

Under the terms of this agreement, the funds will subsidize the operating costs of WHC for one year. WHC will provide permanent housing, case management, and other support services to low -to moderate-income persons and their children. WHC serves formerly homeless women, age 18 and older, a majority of which suffer from chronic disabilities. The period of the agreement is July 1, 2019 through June 30, 2020.

MWBOO GRANTED A WAIVER ON OCTOBER 11, 2019.

MINUTES

DHCD - cont'd

On July 17, 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 for the following formula programs:

1. Community Development Block Grant (CDBG)
2. HOME Investment Partnership Act (HOME)
3. Housing Opportunity for Persons with AIDS (HOPWA)

The DHCD began negotiating and processing the CDBG agreements effective July 1, 2019 and beyond, as outlined in the Plan, and upon approval of the Resolution. 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 foregoing agreements.

MINUTES**OPTIONS/CONDEMNATION/QUICK-TAKES:**

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnation or Redemption</u>			
1. Albert E. Sikorksy and Lorraine C. Sikorksy	1703 E. 28 th St.	G/R \$56.00	\$373.33

Funds are available in Account No. 9910-904326-9588-900000-704040, Fenwick CHM Project.

The Board is requested to approve acquisition of the ground rent interest by condemnation, or in the alternative may, SUBJECT to the prior approval of the Board, make application to the Maryland Department of Assessments and Taxation to redeem or extinguish the ground rent interest for this property.

UPON MOTION duly made and seconded, the Board approved the condemnation, or redemption to make application to the Maryland Department of Assessments and Taxation to redeem or extinguish the ground rent interest for this property.

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

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Procurement

- | | | |
|--|---------------|---------|
| 1. RISKCONNECT CLEARLIGHT,
LLC f/k/a MARSH
CLEARLIGHT, LLC | \$ 547,866.00 | Renewal |
| Contract No. 06000 - Claims Administration Systems, Updates and Support - Finance Department - P.O. No.: P525865 | | |

On December 11, 2013, the Board approved the initial award in the amount of \$511,650.00. The award contained two three-year renewal options. On December 7, 2016, the Board approved the first renewal in the amount of \$510,000.00. This final renewal in the amount of \$547,866.00 is necessary to continue use of the claims administration system currently utilized by the City. The period of the renewal is December 1, 2019 through November 30, 2022. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On December 2, 2013, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

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| 2. <u>ITEMS 1,2,3,5,6,10,11,12</u>
BELAIR ROAD SUPPLY COMPANY,
INCORPORATED | | |
|--|--|--|

ITEMS 4,7,8,9,13,14,15,16

FERGUSON ENTERPRISES, INC.
dba FERGUSON WATERWORKS

	\$ 0.00	Renewal
Contract No. B50004809 - MJ Gate Valves - Department of Public Works - P.O. Nos.: P538147 and P538148		

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Procurement - cont'd

On January 11, 2017, the Board approved the initial award in the amount of \$500,000.00. The award contained two 1-year renewal options. This renewal allows the agency to purchase gate valves. The period of the renewal is January 11, 2020 through January 10, 2021, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On October 26, 2016, it was determined that no goals would be set because there was no opportunity to segment the contract. This contract is solely for the purchase of the following commodities: gate valves. No services are being provided under this contract.

MWBOO GRANTED A WAIVER ON OCTOBER 26, 2016.

3. ACME AUTO LEASING LLC
ALL CAR LEASING, INC.
d.b.a. NEXTCAR
ENTERPRISE RAC COMPANY

<u>OF BALTIMORE LLC</u>	<u>\$2,000,000.00</u>	<u>Increase</u>
Contract No. B50004568 - Provide Various Rental Vehicles - Police Department, Public Works, etc. - P.O. Nos.: P536011, P536012 and P536013		

On June 22, 2016, the Board approved the initial award in the amount of \$3,500,000.00. The award contained two 2-year renewal options. Subsequent actions have been approved. This increase in the amount of \$2,000,000.00 is necessary so that the Baltimore Police Department and other agencies can pay outstanding and upcoming invoices for rental fees, fines, and damages to various vehicles. This increase will make the total contract value \$10,500,000.00. The contract expires on July 1, 2020 with one 2-year renewal option remaining. The above amount is the City's estimated requirement.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Procurement - cont'd

MBE/WBE PARTICIPATION:

On March 31, 2016, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON MARCH 31, 2016.

- | | | |
|---|--------------|-------------|
| 4. NORTHROP GRUMMAN
CORPORATION | \$ 91,176/00 | Sole Source |
| Contract No. 08000 - F6A Bomb Robot - Baltimore Police
Department - Req. No. R833833 | | |

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

The Vendor is the manufacturer's sole authorized source of these products. This is fully funded by the Homeland Security Grant. The above amount is the City's estimated requirement.

It is hereby certified that the 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, § 11 (e) (i) of the City Charter, the procurement of the equipment and/or services is recommended.

MBE/WBE PARTICIPATION:

Not applicable. This meets the requirement for certification as a sole source procurement as these commodities are only available from the distributor, and are not available from subcontractors.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Procurement - cont'd

5. NATIONAL CAPITAL INDUSTRIES,
INC.
BELAIR ROAD SUPPLY COMPANY,
INC.

\$ 20,000.00

Extension

Contract No. B50002318 - Cement, Mortar and Concrete Mix -
Various - P.O. Nos.: P520116 and P520115

On March 28, 2012, the Board approved the initial award in the amount of \$150,000.00. The award contained two renewal options. Subsequent actions have been approved and both renewal options have been exercised. An extension is necessary to continue providing materials to various City agencies while a new solicitation is prepared for advertisement. The contract expires on November 30, 2019. The period of the extension is December 1, 2019 through April 30, 2020. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On February 6, 2012, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON FEBRUARY 6, 2012.

6. INTUITIVE CONTROL SYSTEMS,
LLC t/a ALL TRAFFIC
SOLUTIONS

\$ 50,000.00

Extension

Contract No. 08000 - Traffic Suite for Speed Sentry Units -
Department of Transportation - P.O. P535444

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Procurement - cont'd

On May 11, 2016, the City Purchasing Agent approved the initial award in the amount of \$21,815.00. The award contained two renewal options. Subsequent actions have been approved and both renewal options have been exercised. An extension is necessary to continue the procurement of message board software and proprietary products and services for the Department of Transportation Safety Division while the requirement is assessed for solicitation or new sole source contract. The contract expires on December 31, 2019. The period of the extension is January 1, 2020 through June 30, 2020. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. The initial award was below the MBE/WBE subcontracting threshold of \$50,000.00.

UPON MOTION duly made and seconded, the Board approved the foregoing Informal Awards, Renewals, Increases to Contracts, and Extensions.

MINUTES

Department of Audits - Audit Report

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

1. Department of Public Works Biennial Performance Audit Report Fiscal Years Ended June 30, 2018 and 2017.

President: "The first item on the non-routine agenda can be found on page 75 Department of Audits, audit reports Department of Public Works Biennial Performance Audit Report Fiscal years ended June 30, 2018 and 2017. Will the parties please come forward."

Mr. Josh Pasch, Baltimore City Auditor: "Good morning, Mr. President, Mr. Mayor, Madam Comptroller, Board members my name is Josh Pasch I am the City Auditor. I am here today to present the Biennial Performance Audit of the Department of Public Works for the Fiscal years ending June 30, 2018 and 2017. The scope of our audit was to determine if the agency met selected performance measures, has adequately designed internal controls related to those measures, and implemented corrective actions associated with findings and recommendations included in the previous performance audit dated March 5, 2018. The selected performance measures were

MINUTES

Service 661, percent of alley cleaning service request closed on time; Service 671 cost of water treatment per million gallons and service 673 cost of wastewater treatment per million gallons. According to the budget book all three selected performance measures met their targets for Fiscal Year 2018 and one of the three was met for 2017. Our audit indicated that for Fiscal Years 2018 and 2017, the performance measure for the Service 661 public right-of-way cleaning was not appropriately supported. The reason for that was in 2000 --in November 2018 they upgraded their tracking system to Salesforce and during that conversion all the before and after photos of the status of the alley were lost and therefore, we were not able to substantiate any of those um -- alley cleanings from that period. We did note that after the Salesforce was implemented that those photos are available but that was um -- not during our audit period. We also did looked at the follow up findings of the five follow up um -- findings that we looked at two were fully implemented, one was partially implemented, and one was not implemented. The partial implemented one was for Service 662 vacant abandoned property cleaning and boarding.

MINUTES

They had implemented standard operating procedures as agreed to in the previous audit to address the completion of inspection and follow-up checklist for detecting and preventing rac - rats. However, when we looked at the checklist to see if they were, if the design of the control was working they were not always completing parts two and part three of the checklist so that there was evidence that everything was done completely. This follow-up that was not implemented was for Service 663, waste removal and recycling. There were two aspects of that: one we requested truck tickets to validate the tonnage of waste collected and the Department was not able to provide us all of them to support the full numbers. And two, we noticed that a process to collect measurable data to support missed trash and recycling pickups does not currently exist and the background for that is they track um -- when they track the collection they combine refuse and recycling and they were not able to break those two apart, to -- for us to validate the performance metric. Thank you."

Ms. Yvonne Moore Jackson, Department of Public Works: "Good morning my name is Yvonne Moore Jackson, I'm here for um -- the Department of Public Works um -- Bureau of Solid Waste. Um -- we."

President: "Ms. Jackson, pull the mic up some yeah."

Ms. Jackson: "Yes um -- we agree with um -- what he said. We are -- we are working to remedy these ah -- situations and um --."

MINUTES

Mr. Troy Rogers, CFO: "Good morning Troy Rogers CFO um -- As Yvonne stated we are working with the Audit Department."

President: "Closer to the mic, sir."

Mr. Rogers: "Ah -- we agree with the recommendations and we are um - ah -- implementing with our IT department as far as Salesforce and the internal operating procedures we are retraining ah -- the people at the Quarantine Road landfill and throughout the department to adhere to the recommendations."

President: "Ah -- thank you. Just a couple of questions and I know Ms. Jackson just from the years that this actually predates you coming to DPW over from Housing but let's go back to the recommendations from the prior audit. Ah -- can someone explain to me how we have not, to me this seems to be something really simple ah -- that we have the checklist prepared so that we know ah -- what's happening with the -- with the cleaning and boarding ah -- and supervisors are signing off on things to make sure."

Ms. Moore: "Right."

President: "That they're done the correct way so for um -- the Auditor's office to say that this -- that the data is not always prepared and this lead schedule signed by management did not include all required data, that seems to me to be a simple thing. And can - we -- can someone explain to us what's - what's happening or why that wasn't there."

MINUTES

Ms. Moore: "Yeah so we um -- we revised the form that's used for the -- the rat this is the rat rub out up program we revised the form, the new form."

President: "Rat rub out."

Ms. Moore: "Has all the information that is on parts two and three so some of the pest control workers were just completing the new forms and some of the older people that were used to doing um - schedule -- sorry -- schedule two and three were continuing to do that. So we have all we have already talked to them every--we're revising the um -- SOP so that we're only using the new form."

President: "And then for the um -- missed trash and recycling for that -- for it -- for it not to be implemented and for the Auditor to say a process to collect measurable data to support the performance measures doesn't exist, to me I know that, you know, we get those calls every day all day. That's, to me that should be something that we should tracking because we know sometime today somebody in City Hall is going to get a call that someone trash and/or recycling hasn't been picked up and for DPW not to be able to have that data and be able to give it over to Audits and not be tracking it to me seems very troubling with the amount of trash that we see on the City Streets."

MINUTES

Ms. Moore: "Yes we are -- we are tracking that ah -- we have those tonnage receipts, we were able to give them to the auditors. Ah -- the information um -- from the previous Audit ah -- those items -- were we had some vandalism in one of the yards. Those items were stolen and/or missing and we were able to -- to provide a police report for that and going forward we are um -- we have secured those documents and we're able to um -- produce those when um -- when they are needed."

President: "This -- this is a follow up question. So in the Auditor report it says that although these SRS are used to report missed mixed refuse and missed recycle pick up, they are not exclusive to those concerns. Have me changed to make it a specific SR for missed trash or missed recycling?"

Ms. Moore: "So -- so we asked Salesforce um -- to put drop downs so that we can select why the trash was missed if it was a crew error or if um -- it was a late set out or some other thing, so we have three new items in Salesforce that drop down to allow us to ah -- specify why um -- the trash or recycling was missed and that has been implemented."

MINUTES

President: "Thank you -- any other questions from the Board, Madam Comptroller? Thank you as there is no more business - oh - the Audit has been noted. As there is no more business before the Board we will recess until bid opening at 12:00 noon. The Board will also be at recess December 4, 2019. We will reconvene December 11, 2019. Have a happy and thankful Thanksgiving everyone."

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MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

* * * * *

On the recommendations of the City agency
hereinafter named, the Board,
UPON MOTION duly made and seconded,
awarded the formally advertised contract
listed on the following page:

5639

to the low bidder meeting the
specifications, as indicated.

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

- | | | | |
|----|---|---------------------|--------------|
| 1. | B50005894, Provide
Inspection, Service
and Repair for Fire
Extinguishers | Fire Safety Company | \$258,585.75 |
|----|---|---------------------|--------------|

(Department of General Services)

MBE/WBE PARTICIPATION:

On August 14, 2019 it was determined that no goals would be set because of no opportunity to segment the contract. The awarded vendor is a City-certified MBE.

MWBOO GRANTED A WAIVER ON AUGUST 14, 2019.

MINUTES

Law Department - Settlement Agreement and Release

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Settlement Agreement and Release among Michelle K. Wilson, Plaintiff, and Baltimore Police Department and the Mayor and City Council of Baltimore.

AMOUNT OF MONEY AND SOURCE:

\$75,000.00 - 1001-000000-2041-716700-603070

BACKGROUND/EXPLANATION:

The Plaintiff alleges in a formal claim that the Baltimore Police Department conditionally offered her the position of Deputy Commissioner and that shortly thereafter the offer of employment was withdrawn in violation of her constitutional rights, including her First Amendment rights.

The Department explicitly denies that the withdrawal of the conditional offer of employment was intended to or in fact violated any such rights. Fully litigating the disputed contentions in court poses significant costs and risks.

Accordingly, to resolve the claim economically and to avoid the expense, time, and uncertainties of protracted litigation, the parties have agreed to a payment to Ms. Wilson of \$75,000.00, for complete settlement of the claim, including attorney's fees and costs. Ms. Wilson has executed a release in favor of the Baltimore Police Department and the Mayor and City Council of Baltimore.

Based on a review by the Settlement Committee of the Law Department, this recommendation for approval is made to the Board of Estimates.

APPROVED FOR FUNDS BY FINANCE

MINUTES

Law Department - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Settlement Agreement and Release among Michelle K. Wilson, Plaintiff, and Baltimore Police Department and the Mayor and City Council of Baltimore.

MINUTES

Department of Human Resources - Group Sales Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Group Sales Agreement with the Renaissance Baltimore Harborplace Hotel for the Annual Leadership Symposium. The event is scheduled for December 11, 2019.

AMOUNT OF MONEY AND SOURCE:

\$36,766.25 - 1001-000000-1604-172500-603026

BACKGROUND/EXPLANATION:

The Renaissance Baltimore Harborplace Hotel has been selected as the vendor of choice for the 2019 Leadership Symposium based on the following conditions:

1. An official bid process was conducted through the Bureau of Procurement in August 2019
 - Zero bids were received on contract B50005823 Venue for Annual Leadership Symposium
2. In September 2019, DHR Learning & Development conducted research and reached out to several local venues:
 - Oriole Park Warehouse – Insufficient space for needs
 - M&T Bank (Raven Stadium Catering)-Insufficient space needs
 - Springhill Suites - Insufficient space for needs
 - Reginald F. Lewis Museum - Insufficient space for needs
 - The Walter's Art Gallery - Insufficient space for needs
 - Sonesta – Insufficient space for needs
 - Baltimore Convention Center – Bid submitted
 - Baltimore Hilton – Bid submitted
 - Renaissance Baltimore Harborplace Hotel – Bid submitted

MINUTES

Department of Human Resources - cont'd

Price Reduction Strategy

To reduce costs, during the first week in November 2019, the DHR revised the meeting scope and negotiated the terms of the event with the three venues that responded to the request for bid. Out of the three venues the Renaissance Baltimore Harborplace Hotel was the only vendor to offer a price reduction based on the revisions.

The DHR has selected the Renaissance Baltimore Harborplace Hotel as the venue of choice for this event based on their ability to meet our event scope at the lowest price. It is our recommendation to secure the Renaissance Baltimore Harborplace Hotel for the event. The current price is \$36,766.25 inclusive (\$29,062.50 catering/\$7,703.75 AV/Space rental - No Charge).

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 Group Sales Agreement with the Renaissance Baltimore Harborplace Hotel for the Annual Leadership Symposium.

MINUTES

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Mayor's Office</u>			
1. Lester Davis	Maryland Association of Counties Annual Winter Meeting Cambridge, MD Dec. 4 - 6, 2019 (Reg. Fee \$305.00)	General Funds	\$ 820.24

The subsistence rate for this location is \$179.00 per night. The cost of the hotel is \$145.00 per night plus taxes of \$19.57 per night. The Mayor's Office is requesting additional subsistence of \$6.00 per day to cover the cost for meals and incidentals. The hotel cost of \$329.16 and registration cost of \$305.00 were prepaid using a City-issued credit card assigned to Hosea Chew. Therefore, the disbursement to Mr. Davis is \$186.08.

2. Nicholas Blendy	Maryland Association of Counties Annual Winter Meeting Cambridge, MD Dec. 4 - 6, 2019 (Reg. Fee \$305.00)	General Funds	\$ 820.24
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The subsistence rate for this location is \$179.00 per night. The cost of the hotel is \$145.00 per night plus taxes of \$19.57 per night. The Department is requesting additional subsistence of \$6.00 per day to cover the cost for meals and incidentals. The hotel cost of \$329.16 and registration cost of \$305.00 was prepaid using a City-issued credit card assigned to Hosea Chew. Therefore, the disbursement to Mr. Blendy is \$186.08.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore Police Department</u>			
3. Christophe Jones	Officer Recruitment Training, and Retention Miami, FL Dec. 4 - 6, 2019 (Reg. Fee \$995.00)	General Funds	\$1,708.54

The Department is requesting only the cost of the hotel which is \$129.00 and \$40.00 for meals and incidentals for subsistence which is less than \$258.00, the allowed subsistence rate.

The transportation cost of \$282.00, the hotel costs of \$291.54 and registration costs of \$995.00 were prepaid using a City-issued credit card assigned to Ms. Tribhuvan Thacker. Therefore, the disbursement to Mr. Jones is \$140.00.

Department of Public Works

4. Keenan Smith	Cityworks Conference Salt Lake, UT Dec. 4 - 6, 2019 (Reg. Fee \$0.00)	Waste- water Utilities	\$ 997.61
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The subsistence rate for this location is \$181.00 per night. The hotel cost is \$186.00 per night, plus hotel taxes of \$25.71 per night. The Department is requesting additional subsistence of \$5.00 per night to cover the cost of the hotel, \$25.71 per night for hotel taxes and \$40.00 per day for meals and incidentals. The registration for this event is free. The airfare cost of \$434.20 was prepaid on a City-issued procurement card assigned to Ms. Binta Gallman. Therefore, the disbursement to Keenan Smith is \$563.41.

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>			
5. Prajwol Bhattarai	Cityworks Conference Salt Lake, UT Dec. 4 - 6, 2019 (Reg. Fee \$0.00)	Waste- water Utilities	\$1,377.10

The subsistence rate for this location is \$181.00 per night. The hotel cost is \$186.00 per night, plus hotel taxes of \$25.71 per night. The Department is requesting additional subsistence of \$5.00 per night to cover the cost of the hotel, \$25.71 per night for hotel taxes and \$40.00 per day for meals and incidentals. The registration for this event is free. The airfare cost of \$561.98 was prepaid on a City-issued procurement card assigned to Ms. Binta Gallman. Therefore, the disbursement to Ms. Prajwol Bhattarai is \$815.12.

Health Department

6. Kinicki Hughes	Biomedical HIV Prevention Summit Houston, TX Dec. 2 - 5, 2019 (Reg. Fee \$285.00)	Federal HIV/STD Prevention	\$1,207.02
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The subsistence rate for this location is \$192.00 per night. The hotel cost is \$159.00 per night, plus hotel taxes of \$27.03 per night. The Department is requesting additional subsistence of \$7.00 per day for meals and incidentals. The registration fee of \$285.00, airfare cost of \$369.96, hotel cost of \$318.00, plus hotel taxes of \$27.13 were prepaid on a City-issued procurement card assigned to Mr. Malcolm Green-Haynes. Therefore, the disbursement to Ms. Kinicki Hughes is \$180.00.

MINUTES

RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Office of City Council President</u>			
7. Adam Abadir	Baltimore City Human Trafficking Collaborative Conference Las Vegas, NV Aug. 27 - 30, 2019 (Reg. Fee \$0.00)	General Funds	\$1,141.50

On August 27 - 30, 2019, Mr. Abadir traveled to Las Vegas, Nevada to attend the Baltimore City Human Trafficking Collaborative Conference.

The cost of the hotel for August 27 and 28, 2019 was \$69.00 per night and hotel tax was \$55.23 per night. The cost of the hotel for August 29, 2019 was \$75.00 and the hotel tax was \$55.23 per night. The total hotel cost of \$213.00, the hotel taxes, resort fee, and occupancy tax of \$165.69, and airfare cost of \$521.98 were prepaid using a City-issued credit card assigned to Leslie Carter. Therefore, the reimbursement to Mr. Abadir is \$240.83.

This request is late because of the administrative process. The Department requests retroactive travel approval and reimbursement. The requested travel reimbursement is as follows:

\$119.56 - Transportation
<u>121.27 - Meals</u>
\$240.83

MINUTES**TRAVEL REIMBURSEMENT**

The Board, UPON MOTION duly made and seconded, approved the foregoing Travel Requests and the Retroactive Travel Approval and Reimbursement. The Mayor **ABSTAINED** on item no. 1, 2, and 7. The President **ABSTAINED** on item no. 7.

MINUTES

PROPOSALS AND SPECIFICATIONS

1. Department of Transportation - TR 20004, Inspire Schools
Side-walk Reconstruction
BIDS TO BE RECV'D: 01/15/2020
BIDS TO BE OPENED: 01/15/2020

2. Department of Public Works/Office of Engineering and Construction - SDC 7778, Drainage Repairs
and Improvements at Various
Locations
BIDS TO BE RECV'D: 01/08/2020
BIDS TO BE OPENED: 01/08/2020

There being no objections, the Board, UPON MOTION duly made and seconded, approved the above-listed Proposals and Specifications to be advertised for receipt and opening of bids on the dates indicated.

MINUTES

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President: "As there is no more business before the Board, we will recess until bid opening at 12:00 noon. Thank you."

MINUTES

Comptroller: "Good afternoon, the Board of Estimates is now in session for the receiving and opening of bids. In the interest of promoting the order and efficiency of these proceedings persons who are disruptive to the meeting will be asked to leave the Board room. Meetings of the Board of estimates are open to the public for the duration of the meeting. The Board room must be vacated at the conclusion of the meeting. Failure to comply may result in a charge of trespassing."

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 WERE RECEIVED** extending the dates for receipt and opening of bids. There were no objections.

MINUTES

Thereafter, UPON MOTION duly made and seconded, the Board received, opened, and referred the following bids to the Bureau of Procurement for tabulation and report:

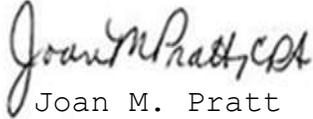
Bureau of Procurement - B50005878, Food Service for the Eating Together in Baltimore Program

Culinary Services Group, LLC*
Meals on Wheels of Central Maryland Inc.
St. Vincent De Paul Baltimore Enterprises

*UPON FURTHER MOTION, the Board found the bid of Culinary Services Group, LLC **NON-RESPONSIVE** because of the company's failure to proffer the bid guarantee as mandated by the provisions of the City Charter and as set forth in the specifications.

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There being no objections, the Board UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday December 11, 2019.


Joan M. Pratt
Secretary