

**MINUTES****REGULAR MEETING**

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

President: "Good morning and Happy New Year. The January 8, 2020 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 January 6, 2020, 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 of those in favor say Aye. All 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:

Donald Excavating, Inc.	\$1,500,000.00
M & E Sales, Inc.	\$1,310,000.00
S & J Service, Inc.	\$1,500,000.00
S & L Trucking, LLC	\$1,500,000.00

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 recommends the approval of the prequalification for the following firms:

Gale Associates, Inc.	Architect Engineer
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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**Baltimore Police Department - Project Agreements

The Board is requested to approve and authorize acceptance of the various Project Agreements from the Maryland Highway Safety Office. The period of the agreement is October 10, 2019 through September 30, 2020.

1. **BALTIMORE CITY AGGRESSIVE DRIVING** **\$10,000.00**

Account: 4000-404920-2032-803401-607004

This grant provides funding to the Baltimore City Police Department to conduct traffic enforcement initiatives. The Department will also utilize the funds to educate the public about the danger points associated with violating traffic laws through literature distributions at checkpoints.

2. **BALTIMORE CITY DISTRACTED DRIVING** **\$10,000.00**

Account: 4000-404920-2032-803402-607004

This grant provides funding to the Baltimore City Police Department to conduct traffic enforcement initiatives. The Department will also utilize the funds to educate the public about the danger points associated with violating traffic laws through literature distributions at checkpoints.

3. **CITY PEDESTRIAN SAFETY** **\$10,000.00**

Account: 4000-404920-2032-803405-607004

This grant provides funding to the Baltimore City Police Department to conduct pedestrian and bicycle traffic enforcement initiatives throughout the City. The Department will also utilize the funds to educate the public about the danger points associated with violating traffic laws through literature distributions at checkpoints.

**MINUTES**

Baltimore Police Department - cont'd

4. **CITY IMPAIRED DRIVING** **\$15,000.00**

Account: 4000-404920-2032-803403-607004

This grant provides funding to the Baltimore City Police Department to conduct traffic enforcement initiatives which will aid in decreasing DUI related offenses and crashes. The Department will also utilize funding to educate the public about the danger points associated with violating traffic laws through literature distributions at checkpoints.

5. **BALTIMORE CITY OCCUPANT PROTECTION** **\$10,000.00**

Account: 4000-404920-2032-803404-607004

This grant provides funding to the Baltimore City Police Department to conduct traffic enforcement initiatives. The Department will also utilize the funds to educate the public about the danger points associated with violating traffic laws through literature distributions at checkpoints.

The agreements are late due to administrative delays.

**APPROVED FOR FUNDS BY FINANCE**

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

**MINUTES**

Baltimore Police Department - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the foregoing Project Agreements from the Maryland Highway Safety Office.

**MINUTES**

Department of Housing and - Lien Release  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Lien Release on the property located at 1602 Gorsuch Avenue.

**AMOUNT OF MONEY AND SOURCE:**

\$21,018.80 - lien release

**BACKGROUND/EXPLANATION:**

This is a request for release of liens pursuant to the Annotated Code of Maryland, Tax Property 14-806, which gives the Board the authority to release liens against real property under certain circumstances. In this case, the property in question complies with all requirements of the lien release law.

The property is a vacant building and the liens of \$23,018.80 exceed its appraised value of \$2,000.00. The buyer/developer, Gorsuch Group, LLC/Lydia Conway, Authorized Member, will rehab the building as a single-family rental unit at market rate. The property will be returned to productive use within a reasonable time, thus eliminating blighting conditions and returning it to the tax rolls of Baltimore City. The release of liens on the property will make it financially feasible for redevelopment and prevent tax abandonment.

At the settlement, the transferee will pay the City the amount of \$2,000.00 (the appraised value), which is higher than the combination of the flat tax and water charges of \$1,517.37. The amount paid will be applied to satisfy the water bill, real estate taxes and flat tax first, then any other liens, including a purchase money mortgage that have accrued prior to the date of this Lien Release.

**MINUTES**

Department of Housing and - cont'd  
Community Development

Any additional property tax assessments, water charges, and liens that accrue from the date of this Lien Release will be the responsibility of the transferee to pay prior to settlement.

Failure to record the deed and pay the purchase price listed in the Agreement of Sale in the amount of \$2,000.00 within 120 days from the date of approval by the Board will void this Lien Release.

UPON MOTION duly made and seconded, the Board approved the Lien Release on the property located at 1602 Gorsuch Avenue.

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Housing and Community Development (DHCD) - Options</u>			
1. George E. Footman	2010 E. Biddle Street	G/R \$ 54.00	\$ 450.00
Funds are available in account no. 9910-907079-9588-900000-704040, Ground Rent Acquisition, Hoen Parking.			
2. HMN, Inc.	2723 Fenwick Avenue	G/R \$ 90.00	\$ 825.00
3. Gary Berman	2729 Fenwick Avenue	G/R \$120.00	\$ 1,100.00
4. Lee and Joyce, Inc.	2733 Fenwick Avenue	G/R \$ 90.00	\$ 825.00
5. Ground Rents, LLC.	2735 Fenwick Avenue	G/R \$ 84.00	\$ 770.00

Funds are available in account no. 9910-904326-9588-900000-704040, Coldstream Homestead Montebello.

6. Lee and Joyce, Inc.	1032 N. Milton Avenue	G/R \$ 90.00	\$ 825.00
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Funds are available in account no. 9910-905640-9588-900000-704040, Ground Rent Acquisition, FY17 Core.

In the event that the option agreement/s fails and settlement cannot be achieved, the Department requests the Board's approval to purchase the interest in the above property/ies by condemnation proceedings for an amount equal to or lesser than the option amount/s.

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

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Housing and Community Development - Condemnations</u>			
7. Curtis M. Eaddy and Sonia G. Eaddy	319 N. Carrollton Avenue	L/H	\$63,167.00
	321 N. Carrollton Avenue	L/H	\$47,250.00

Funds are available in account no. 9910-914135-9588-900000-704040, Poppleton Project.

DHCD - Condemnation or Redemption

8. Frederick R. Speed	534 N. Mount Street	G/R	\$ 533.00
			\$80.00

Funds are available in account no. 9910-904177-9588-900000-704040, Citywide Acquisition, Mount Street Project.

9. Estate of Virginia Mercer McComas	829 N. Gilmore Street	G/R	\$ 750.00
			\$90.00

Funds are available in account no. 9910-9588-905640-900000-704040, FY 17 CORE Funded, FY 17 CORE Demolition.

10. Robert J. Young, Jr.	1811 E. Biddle Street	G/R	\$ 280.00
			\$42.00

11. John William Plitt, II	1814 E. Biddle Street	G/R	\$ 280.00
			\$42.00

Funds are available in account no. 9910-910427-9588-900000-704040, EBDI.

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnation or Redemption - cont'd</u>			

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 these properties.

Department of Law - Payment of Settlement

<u>Previous Owner</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
12. Douglas Properties, LLC.	2201 Booth Street	F/S	\$ 2,500.00

On July 11, 2018, the City filed a condemnation action to acquire the Fee Simple interest in the real property located at 2201 Booth Street, Baltimore, Maryland. The Board previously approved \$25,000.00 to acquire the Fee Simple interest in the subject property based upon the highest of two independent appraisals. The Defendant filed an answer contesting the fair market value of the property. The parties attended a Pre-Trial Conference and settled on a fair market value of \$27,500.00. Thus, the Board is requested to approve an additional \$2,500.00 (\$27,500.00 less the previous approval amount of \$25,000.00).

Funds are available in Account No. 9910-906126-9588-900000-704040, FY17 Core Demo Project Area.

UPON MOTION duly made and seconded, the Board approved and authorized the foregoing options, condemnations, condemnations or redemptions, and payment of settlement.

## MINUTES

Mayor's Office of Homeless Services - Provider Agreements

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

1. **ASSOCIATED CATHOLIC CHARITIES, INC.** **\$ 753,783.00**

Account: 4000-407018-3573-757700-603051

The City received a U.S. Department of Housing and Urban Development grant to undertake the Continuum of Care Program. As a sub-recipient, Associated Catholic Charities, Inc. will utilize the funds to provide rental assistance and supportive services to 24 individuals and/or families in Baltimore City experiencing homelessness. The Provider will offer services under their REACH Combined Program. The goal of the project is to increase housing stability and enhance self-sufficiency so clients do not return to a homelessness status. The period of the agreement is January 1, 2020 through December 31, 2020.

**MWBOO GRANTED A WAIVER ON SEPTEMBER 27, 2019.**

2. **COMMUNITY HOUSING ASSOCIATES, INC.** **\$ 26,440.00**

Account: 5000-529120-3573-765550-603051

The City received a Maryland Department of Housing and Community Development grant to undertake the Homelessness Solutions Program. As a sub-recipient, Community Housing Associates, Inc. will utilize the funds to provide supportive services to 122 individuals and/or families experiencing homelessness in the city of Baltimore. The Provider will offer services under their Resident Advocate Program. The period of the agreement is July 1, 2019 through June 30, 2020.

## MINUTES

MOHS - cont'd

3. **BALTIMORE COUNTY, MARYLAND** **\$1,381,912.00**

Account: 4000-490820-3573-763202-603051

The City received a U.S. Department of Housing and Urban Development Grant to undertake the Housing Opportunities for Persons with AIDS program. The City is the grantee for Baltimore Eligible Metropolitan Statistical Area, which includes Baltimore County. As a sub-recipient, Baltimore County, Maryland will utilize the funds to provide rental assistance to 105 low-income HIV positive individuals in Baltimore County. The period of the agreement is July 1, 2019 through June 30, 2022.

**MWBOO GRANTED A WAIVER ON AUGUST 22, 2019.**

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

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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



## MINUTES

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 September 17, 2014, it was determined that no goals would be set because there is no opportunity to segment the contract.

## 3. BEECHER EMISSION SOLUTION

TECHNOLOGIES, LLC	\$ 0.00	Renewal
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Contract No. 08000 - Ward Diesel Filter Systems - Department of General Services - Fleet Management - P.O. No. P534359

On January 20, 2016, the Board approved the initial award in the amount of \$120,000.00. The award contained two renewal options. On February 27, 2019, the Board approved the first renewal in the amount of \$40,000.00. This final renewal in the amount of \$0.00 is for the period March 1, 2020 through February 28, 2021. 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.

DIGICON CORPORATION	\$ 38,250.48	Renewal
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Contract No. 06000 - YouthWorks System Software Enhancement and Hosting Agreement - Mayor's Office of Employment Development - P.O. No.: P527034

## 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 August 13, 2014, the Board approved the initial award in the amount of \$41,214.10. The award contained four 2-year renewal options. Subsequent actions have been approved. This third renewal in the amount of \$38,250.48 is necessary to ensure functionality of the YouthWorks application system required by the Mayor's Office of Employment Development. The contract expires on November 30, 2021 with one, 2-year renewal option remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

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

5. GRAPHIC COMPUTER SOLUTIONS,  
 INC. d/b/a JUDICIAL DIALOG Ratification  
SYSTEMS \$ 44,000.00 and Renewal  
 Contract No. 08000 - MDEC District Court Data Integration and  
 Maryland Traffic Module, Merging of Court Databases and Annual  
 Maintenance and Support - State's Attorney's Office - P.O.  
 No.: P535128

On July 27, 2016, the Board approved the initial award in the amount of \$57,560.00. The award contained five 1-year renewal options. This award is for the deployment of the District Courts Data Integration and the Maryland Traffic Module to work with the District Court's database currently in use by the State's Attorney's Office. The period of the ratification is July 27, 2018 through January 8, 2019. The period of the renewal is January 8, 2020 through July 26, 2020 with two 1-year renewal options 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:**

Not applicable. This vendor is the sole source for the integration services.

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|---|--------------|----------|
| 6. JAY'S RESTAURANT<br>GROUP, INC.  | \$300,000.00 | Increase |
| Contract No. B50005230 - Supply Food during Inclement Weather<br>- Department of Transportation - P.O. No.: P542348 |              |          |

On January 17, 2018, the Board approved the initial award in the amount of \$48,500.00. This increase in the amount of \$300,000.00 will provide funding for the current season. The contract expires on January 16, 2021.

**MBE/WBE PARTICIPATION:**

On January 26, 2018, MWBOO approved a waiver. It was determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER ON JANUARY 26, 2018.**

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| 7. DESIGN AND INTEGRATION<br>INC.   | \$ 11,033.00 | Increase |
| Contract No. 06000 - Replacement Equipment for Vollmer Center<br>248" Projection Screen - Department of Recreation and Parks -<br>Req. No.: R825999 |              |          |

On December 13, 2019, the City Purchasing Agent approved the initial award in the amount of \$21,239.00 to replace certain audio-visual equipment at the Vollmer Center for Recreation and Parks. This increase in the amount of \$11,033.00 is

## 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

necessary to replace the existing damaged 248" HGTV Projection Screen at the Vollmer Center. Quotes were requested and received, but were substantially more than the original provider and installers of the screen, Design and Integration Inc. It is recommended that the Vendor, Design and Integration Inc. provide the replacement equipment. This increase will make the award amount \$32,272.00. This is a one-time procurement.

**MBE/WBE PARTICIPATION:**

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

## 8. LIFE TECHNOLOGIES

CORPORATION	\$ 32,117.70	Increase
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Contract No. B50005579 - Preventative Maintenance Plan for DNA Equipment - Baltimore Police Department - P.O. No.: P545995

On November 21, 2018, the Board approved the initial award in the amount of \$27,199.98. This increase in the amount of \$32,117.70 is necessary as the Police Department recently upgraded technology and requires preventative maintenance services for the additional equipment purchased. This increase will make the award amount \$89,317.68. The contract expires on November 20, 2020. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

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

## 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

9. VECTOR MEDIA HOLDING CORPORATION	\$ 36,435.00	Sole Source
Contract No. 08000 - Ending the HIV Epidemic Bus Campaign - Department of Health - Req. No.: R837905		

This 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 sole source for the State's transit marketing. The Health Department will use transit bus advertising to engage the community as part of the Ending the HIV Epidemic, "People Who Look Like Me Campaign." The advertising campaign range will target 354,000 daily riders.

The above amount is the City's estimated requirement. The period of the award is January 9, 2020 through January 30, 2020.

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

## 10. COMCAST CABLE

COMMUNICATIONS

MANAGEMENT, LLC d/b/a

COMCAST SPOTLIGHT	\$200,000.00	Sole Source
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Contract No. 08000 - 2019 HIV and PREP "People Who Look Like Me Advertising Campaign" - Department of Health - Req. No.: R835580

This 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 sole source for media spots for Comcast advertising to include cable network and Video-On-Demand for the Baltimore Maryland Designated Market Area. For the 2019 HIV and PREP "People Who Look Like Me Advertising Campaign", Comcast Spotlight will focus all efforts directly to Baltimore City through their TV Everywhere Program to reach the desired target audience on 25 cable networks via TV, desktops, laptops and smartphone devices. The period of the award is January 9, 2020 through December 31, 2020.

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.

## 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:

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.

## 11. THERMO SCIENTIFIC

PORTABLE ANALYTICAL INSTRUMENTS, INC.	\$ 42,990.00	Sole Source
Contract No. 08000 - XRF Analyzers for Lead Inspections - Department of Health - Req. No.: R834567		

This 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 sole manufacturer and source for the handheld Niton XLp 300 and XL3t 700S Series analyzers, which provide industry leading performance. The Health Department Childhood Lead Poisoning Prevention Program currently utilizes four Niton Lead Paint Analyzers and requires a fifth instrument to meet workload demands. The Health Department also requires the Niton XL3t 700S Gold Technology XRF Analyzer for the identification of metal alloys. The period of the contract is effective upon Board approval for one year.

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.

## 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:**

Not applicable. See above certification.

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|--|--------------|-----------------|
| 12. LORENZ, INC.   | \$ 40,000.00 | Selected Source |
| Contract No. 06000 - Invasive Plant Removal for Druid Lake and Ashburton Reservoirs - Department of Public Works - Req. No.: R839088 |              |                 |

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

**STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:**

This award is recommended to the Contractor as a selected source contract for the immediate availability to fulfill the required service request. Both locations are currently overgrown with invasive plants, resulting in numerous community complaints about the appearance. Other local vendors were asked to submit price quotes for this job but none chose to do so. 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. The award is below MBE/WBE subcontracting threshold. Certified vendors were contacted directly for quotes.

**A PROTEST WAS RECEIVED FROM MS. KIM TRUEHEART.**

Kim A. Trueheart

January 7, 2020

Board of Estimates  
Attn: Clerk  
City Hall, Room 204  
100 N. Holliday Street,  
Baltimore, Maryland 21202

Dear Ms. Taylor:

Herein is my written protest on behalf of the underserved and disparately treated citizens of the Baltimore City who appear to be victims of a lack of vision, poor fiscal planning and management and failure to capitalize on strategic investment opportunities in our youth by the Mayor of Baltimore City and the various Departments and Agencies under the mayor's leadership and direction.

The following details are provided to initiate this action as required by the Board of Estimates:

1. Whom you represent: Self as Director of the Liberty Village Project of Baltimore City.
2. What the issues are:
  - a. Page 19, Item 12. Bureau of Procurement Contract No. 06000, – Invasive Plant Removal for Druid Lake and Ashburton Reservoirs – Department of Public Works – Req. No.: R839088, if approved:
    - i. Fails to provide youth workforce development opportunities for Squeegee Kids, YouthWorks participants, disengaged youth and/or returning citizens;
    - ii. Fails to acknowledge and facilitate taxpayer funded, low-skill level jobs that can and should be targeted to employ persistently and chronically unemployed and underemployed city residents, when feasible;
    - iii. Fails to allow BMore Clean and Green Team the opportunity to submit a bid.
3. How the protestant will be harmed by the proposed Board of Estimates' action: The expenditures approved by this board if strategically organized, could lead the City in transforming our workforce. Specifically, by reducing the taxpayer burden of unemployed and underemployed residents, which are at their highest levels in decades. Retarding these burdens could be of significant savings to taxpayers like myself.
4. The remedy I seek and respectfully request is that this action be delayed until:
  - a. The contract is NOT awarded and the work is set aside for Youth Workforce Development that continues to fund a pilot workforce development program that funds low-skilled youth (ages 18 to 24) to perform select functions outlined in this procurement;
  - b. The Mayor and City Council immediately enact legislation to establish a pilot workforce development program for low-skilled city residents that provides training, equipment, uniforms and salaries for Mowing, Maintenance and Landscaping of City-owned properties.

I look forward to the opportunity to address this matter in person at your upcoming meeting of the Board of Estimates on January 8, 2019.

5519 Belleville Ave  
Baltimore, MD 21207

*Protest: DPW – Lorenz O – Invasive Plant Removal for Druid Lake and Ashburton Reservoirs – page 19 BOE  
Agenda 1/8/2020*

If you have any questions regarding this request, please telephone me at (443) 255-9413.

Sincerely,  
Kim Trueheart, Citizen & Resident

*5519 Belleville Ave  
Baltimore, MD 21207*

## 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

President: "Ah -- the first item on the non-routine agenda can be found on pages 18 through 19, Informal Awards, Renewal, Increases to Contract and Extensions. Item 12, Contract No. 06000, Invasive Plant Removal for Druid Lake and Ashburton Reservoirs. Will the parties please come forward. Good morning."

Ms. Erin Sher-Smyth: "Good morning. Erin Sher-Smyth, City Purchasing Agent for the Department of Finance. Ah -- I'm asking that the Board reject ah -- this protest and award to Lorenz as requested. Um -- I do appreciate the concerns that Ms. Trueheart has brought up regarding um -- availability of jobs for youth and low skilled ah -- citizens of Baltimore. However, this is a rather difficult and complicated job. It's a one-time clean out of invasive species of ah -- two of our -- our drinking water reservoirs. And DPW can speak more to the technical details. But

## 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

I do feel that this is not an appropriate project to um -- set aside for -- for youth work. Thank you very much. Introduce yourself first."

Travis Minott: "Yes hi. Travis Minott, Assistant --."

President: "You can pull the mic up. Pull it up, there you go."

Travis Minott: "Travis Minott, Assistant Manager with ah -- Department of Public Works. Ah -- the job at hand is to clear out the invasive species that surround Druid Lake and Ashburton Lake. Those are two drinking water reservoirs. What we would like to do is to have all of the ah -- vines, small trees, um -- and other invasive species that are in that area removed completely by the roots. It's going to involve chain saws, it's going to involve cutting, it's going to involve a lot of um -- walking on sloped hills. Ah -- we would like to get everything out so that we're

## 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

only dealing with grass and having ah -- just regular lawn service done, and our concern is ah -- safety um -- it should be done in the winter, before the items have grown back, and we would like to have it done before the spring. Um -- and we're also looking at getting everything out, so that all we have to do is cut grass around those. We also have to make sure none of the vegetation gets into the water, because it is drinking water. Thank you."

President: "Thank you. Ms. Trueheart."

Ms. Trueheart.: "Good morning. My name is Kim Trueheart. I love this City. Born and raised here almost 63 years ago. Um -- as you know in October, I started a pilot program called the BMore Clean and Green Pilot. Thankfully it was funded by the Mayor of Baltimore City. It allowed me to take ten young men off the corners who were squeegeeing, to enroll them in a five-week program where we taught them to mow, cut, and clean City property. They received OSHA

## 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

safety certification to ensure that they were operating within the safety confines -- confines of the Federal Regulation. They additionally got certified. The program also, provided them with CPR, First Aid, and AED Training, and they got certified. Safety is a definite, important aspect of this work. I am sort of offended when we are told that the work is complex. Um -- our young men can do complex work, if given the opportunity. There are training options that are available to them. One of the things that um -- I harken to throw out is, of my 30 years of Federal Government employment, I managed programs and one of things that was consistently coming up was the lack of credible vendors and sources for the services that the Government wanted. And we, in the Navy, developed a business development program, where in instances where there was only one or no sources for what the Government wanted, we cultivated new businesses. In particular, minority businesses

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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

to engage the work that the Federal Government needed done. I don't see Baltimore City doing that. There's a strong need for that. A few years ago, I participated in as a citizen in the re-write of the Minority Business Law here in Baltimore. One of the elements that I insisted go in the re-write of that Law was when there was only one or limited sources available to provide the service the City needed, the small business office needed to engage. The small business office needed to help, develop new business sources to do this work. I don't see us doing that. I am offended by this -- th -- th -- th -- this contract just going to one vendor who is not necessarily going to hire the young men who I am most passionate about right now. I have graduated from my Pilot Program eight young men. We started off with ten. Two of them I could not continue in the program because of their behavior. But I haven't given up on them. They are still engaging with me. As of this moment, the eight young men who graduated, who have the OSHA

## 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

Safety Certification and their CPR certification are applying for low level entry jobs across this government. I have every expectation in the next couple of weeks, that we will be able to come back and tell you that they have full-time jobs right. I am begging them not go back on the corners. But I don't have any more money in my program to pay them, right. But they are motivated. They need jobs. They need these kinds of opportunities, and I am begging you, you hear me, begging you at 63 years of age to allow me to help these young men get off the corners. The amazing thing is the background and rationale for this procurement says, because of the overwhelming citizen complaints about the overgrown conditions at both reservoirs; you feel this contract is needed. What about the overwhelming number of complaints about squeegee workers on the corners. When are you going to put money, money, sustainable money behind helping those young men find work. There are employers in this City, there's a University --."

## 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

President: "Ms. Trueheart, I'm going to ask you to wrap up, because I know we have questions."

Ms. Trueheart: "The University of Maryland Master Gardeners are available. I engage with an organization called the American Landscape Institute, to teach these young men about landscaping, right. There is a college curriculum set up for that -- that these young men are in some instances applying to. There are opportunities here that this procurement just misses completely. And I think the City needs to set up a Development Training Workforce program. Every agency in this City has come to me and said, Ms. Trueheart, we want to see if we can hire these young men. Help us."

President: "Thank you."

Comptroller: "I have a question."

President: "Alright."

## 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

Ms. Letke: "My name is Kim Letke, I own a company Letke Security Contractors. His complaint of concern is tim -- is of essence to get this done as quickly as possible. Letke will donate \$5,000.00 to Kim's group to come out and ah - weed wack. I have a landscaping company I'm planting 314,000 trees. We do all the State full service contracts. We'll donate \$5,000.00 to pay Kim's people to come out and weed wack. In addition, since he cannot find other people, that's simply not acceptable to say that you cannot find minority young men to work. That's simply unacceptable to hear from you or any other government agency. It's just not right. So, at the end of the day, you need to sit down and work with me and Kim and we will donate the money to pay the employ -- the guys to work and we will give them the tools and facilities and a foreman to manage these eight guys that Kim has. So, we would like to have -- you postpone this and give us at least two or three days to work this out."

## 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

President: "Thank you. I have a couple of questions and then both the Mayor and Comptroller have questions too. So ah -- for DPW -- ah because you guys do a lot these kind of contracts."

Mr. Minott: "Yes."

President: "Can you tell me how you guys are pro-actively because we talked about this over the summer time with you. How you're proactively looking for opportunities in contracts to award organizations who are doing work like Ms. Trueheart is doing. So that we are making sure that young people in the City where the opportunities arise that they are benefiting and organizations who are hiring them are benefiting from the contracts instead of the contracts continuously going to the same individuals."

Mr. Minott: "Um -- the Lorenz, Lorenz's contract that we have used for I would say the last six years. They've been mowing and ah -- cutting all of our water facilities. Um - we just renewed a contract with them for another three years, because of the work we got from them. We did ask other vendors to ah - to submit a

## 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

bid on this particular job because it's not in the scope of Lorenz's current contract. Ah -- none of -- the vendors that I met with refused to give a quote."

President: "I hear you. But that's not the question that I'm asking. I'm asking how is DPW proactively seeking out when you're putting out your contracts, seeking out organizations that are hiring young people, young men from Baltimore City. Young women from Baltimore City in their work. Right. When you -- when you were talking to Lorenz about this contract or any other contract or any other contractor that DPW is hiring for this kind of work, right. Landscaping work. Are you asking them how many people our young people from the City are you employing? Is there a way for you to hire young people to do this? Are these -- are these the kind of questions that you're asking the organization when they come forward?"

## 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

Mr. Minott: "I don't as a -- as a member of DPW I don't ask those questions. Those are asked by Procurement. Those are -- and I've see that language in all of the contracts that we um -- put out. Um -- we in DPW don't necessarily, we don't solicit the business, we usually get recommendations from Procurement. But every contract that I've seen has that language written in it."

President: "So for this one then, do you know how many Lorenz employs?"

Mr. Minott: "How many Lorenz employs."

President: "Yeah. How many they employ. If it's in the contract ah -- do you know?"

Mr. Minott: "No. I don't -- I don't know how many --."

President: "Ms. Sher do you want to talk about that and how you guys are doing that?"

Ms. Sher: "Well what I'd like to talk about is how when this one-time issue came up. Ah -- as I said."

## 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

President: "That's not the question. The question is, how you guys are acti -- proactively seeking out organizations. We talked about that this summer. The three of us talked about this summer, when we had another issue with Ms. Trueheart and some other folks about how we want you guys to proactively look out and look for organizations, businesses in Baltimore that are hiring young people."

Ms. Sher: "So I think my answer will address that. So in this case, you know I looked at the scope and I didn't think it was appropriate for -- for youth. And I still don't feel that it's appropriate. And I understand that they -- they -- ah -- the company may be able to hire one or two and train them, but the job is complex and what we did is, DPW had identified local contractors that could do landscaping, so that when we look at the abandoned lot programs, the cleaning and the mowing, that we are more proactively going for those landscapers that is in those neighborhoods and that's the list that I pulled from to ah -- recommend to DPW that these are the landscapers in the neighbor-

## 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

hood around Druid Hill and Ashburton and to reach out to them and none of them were interested, and in fact, ah -- the one that showed up to look at it said they were unable to do it because of the complexities and they recommended bringing a much larger contractor in, so that was our -- that was the effort to identify those that were actually neighborhood landscapers that would be able to work on these projects in the neighborhood and we were unable to get any."

President: "So I want I want to push back a little bit. So is there anything in Law that says you know in Baltimore. We say youth right up to 21 or 24 and some in some instances that precludes them from working on this project. For example ah -- when I was 14 years old as a HVAC apprentice, I worked on it on helping to put air conditioners in the new Lexington Terrance project, had to wear a hardhat every day. No one said that that work was to unsafe for me to do. Right. Because by Law I could be there. Is there anything by Law that says that young people can't be on this, on

## 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

this project, or this job, or this kind of work?"

Ms. Sher: "Not to my knowledge. No."

President: "Thank you. Madam Comptroller."

Ms. Trueheart: "And our young men --."

President: "Ms. Kim."

Ms. Trueheart: "Are up to 24

President: "Hold on. Yep. Ms. Kim."

Comptroller: "Right I got -- I got an email from you that says, that this project will require equipment. What type of equipment that it require that Ms. Trueheart's youth --."

Ms. Sher: "There will be um -- excavating required to dig out the roots. These you know these invasive species have roots that need to be removed. It is not merely like weedwacking or lawn cutting, it requires chain saws, um and additional equipment, and I can actually let DPW answer that more of it. This is -- this is much more of a it's a more difficult job than would other landscaping jobs in the City would be."

## 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

Comptroller: "Can I hear from Kim, because --."

Ms. Letke: "Certainly. So we're we have I am doing a 113 acres right now and we remove invasive species. In order to get to the tree, we could give these youth a job, ah -- a skill set. We can teach them a skill set to use a weed wacker to get to the root. They can get around the chain. The guy -- we can make a compromise here where you have Lorenz do a section of the heavy-duty work. You know in every construction site, you have different skill sets, and in the skill set that these guys can do, they can do the weed wacking and access to that stump, but they can't you can't just eliminate them and say they have nothing that they can do. It's simply not acceptable. It's they can weed whack they can help the excavator. The excavator can come in. Lorenz can do their section, but you've got to give these guys a skill set. You have to give them access and availability and you can't lock them out."

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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

It's simply unacceptable. But the deal is, we can teach them something. We can give them something to do."

President: "Mr. Mayor."

Mayor: "Thank you ah -- Mr. President. Um -- I'm of the opinion looking at these guys um -- in the back of us that they probably can do this work. Um -- the President talked about when he was young. I can talk about when I was doing extermination and I had no certification working for at the time they call it um -- Neighborhood Youth Works. Which is now you now just Youth Works, and there was no stipulation that I could not go in and do that job. And I have asked since I've been sitting in this seat and long before, I've been sitting in this seat that we look at our contracts and as many contracts as we can have young people, um -- participating on, that's what we want. And we talk about how youth um -- out here doing all these ah -- bad things, but yet when opportunities come where we can help by employing them ah --

## 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

we shut the door down and talk about heavy equipment and all this kind of stuff. Looking at them guys back there, I'm quite sure they can do that work."

Mr. Letke: "Thank you."

Mayor: "So wh -- I would recommend is that we ah -- postpone passing this until you guys can get together and come up with some kind of solution. Because I believe that on this contract there is some things that they can do."

President: "Mr. Mayor, the Comptroller and I were just discussing that. So we would ah -- move to defer this item."

City Solicitor: "I -- I so move Mr. President."

Comptroller: "Second."

President: "All in favor Aye. None opposed. The item will be deferred."

Ms. Trueheart: "Thank you."

President: "As there is no more -- oh for two weeks. Two week deferral."

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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

13. EREVIVAL, LLC	\$1,000,000.00	Master Service Agreement
Northwest Maryland Waste Disposal Authority Control Number 00611-Electronic Materials Collection and Recycling Services - DPW, BCIT, BOP, etc. - Req. No.: To be determined.		

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

**STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:**

The Board is requested to approve and authorize execution of a Master Service Agreement with eRevival, LLC. The period of the agreement is January 8, 2020 through January 7, 2021.

Vendors were solicited by posting through the Maryland State Northeast Maryland Waste Disposal Authority of which the City is a member jurisdiction. Five bids were received by the lead agency on July 12, 2019, which agency subsequently awarded the contract to the lowest responsive and responsible bidder. Authority is requested to award a contract to the successful vendor.

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 was competitively bid by the Northeast Maryland Waste Disposal Authority. Pursuant to Baltimore City

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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

Code Article V, Subtitle 28, the contract requires the Vendor to make every good faith effort to utilize Minority and Women's Business Enterprises as subcontractors and suppliers, whenever possible, if subcontractors are used.

14. INTERNEER, INC.	\$106,910.00	Non-Competitive Procurement/ Ratification/ Selected Source/ Agreement
Contract No. 06000 - Workflow Digitization System - Department of Health - Req. No.: R839094		

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

**STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:**

The Board is requested to ratify the award and approve and authorize execution of an Agreement with Interneer, Inc. The period of the agreement is June 1, 2019 through May 31, 2022.

This Vendor is a selected source contractor for an on-site business process management software that will be used for automation and integration of critical health department processes. The workflow digitization system called Intellect will allow the Health Department to make digital forms and workflows for collection of sensitive data and HIPAA information. The Contractor will work with lead, asthma and tobacco cessation program heads to analyze the existing

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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

processes, map them onto the technology platform, optimize as needed, and test the updated processes with the end-users.

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:**

On December 10, 2019, MWBOO waived the goals after determining there are no feasible subcontracting opportunities.

**MWBOO GRANTED A WAIVER ON DECEMBER 10, 2019.**

15. COGENT COMMUNICATIONS,  
 INC. \$ 40,000.00 Ratification  
 Contract No. 06000 - Cogent Internet Access - Baltimore City  
 Office of Information Technology - Req. No.: R827319

This Vendor has been supplying Internet access to the City on an annual basis. Due to an administrative error, the annual award was not submitted for Board approval prior to next service period, which began on September 1, 2019. The period covered is September 1, 2019 through August 31, 2020.

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.

## MINUTES

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

MBE/WBE PARTICIPATION:

Not applicable. There are no MBE/WBE contractors that provide fiber connectivity internet service providers that are currently integrated with the City's existing fiber network.

16. EXCEL STAFFING AND  
PERSONNEL SERVICES,  
INC. \$1,500,000.00 Extension  
Contract No. B50002453 - Provide Temporary Nursing Services -  
Baltimore City Health Department - P.O. No.: P522287

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

On December 5, 2012, the Board approved the initial award in the amount of \$1,500,000.00. The award contained one renewal option. Subsequent actions including extensions have been approved. This request is for the third extension. This extension makes the total contract value \$18,947,500.00. An extension is necessary to continue services in the Baltimore City Public Schools to coincide with the end of the school year while a new solicitation is advertised and awarded. The contract expires on May 29, 2020, with no renewal options available. The period of the extension is May 30, 2020 through June 30, 2020. The above amount is the City's estimated requirement.

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<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 June 6, 2012, MWBOO set goals of 15% MBE and 8% WBE. On July 29, 2019, MWBOO found Vendor in compliance.

	<u>Commitment</u>	<u>Performed</u>	
<b>MBE:</b> Dependable Nursing Services	15%	\$301,245.50	17.6%
<b>WBE:</b> Trustworthy Staffing Solutions, LLC	8%	\$223,992.29	13.1%

**MWBOO FOUND VENDOR IN COMPLIANCE ON JULY 29, 2019.**

UPON MOTION duly made and seconded, the Board approved the foregoing Informal Awards, Renewals, Increases to Contracts and Extensions. The Board further approved and authorized execution of the Master Service Agreement with eRevival, LLC (item no. 13) and the Agreement with Interneer, Inc. (item no. 14). Item no. 12 was **DEFERRED** for two weeks.

MINUTES

TRANSFERS OF FUNDS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

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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****TRANSFERS OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Baltimore City Office of Information and Technology (BCIT)</u>		
1. <b>\$575,300.00</b>	9903-921029-9116	9903-912049-9116
3 <sup>rd</sup> Parks & Public Facilities	Upgrade City Firewall	Enhance Vulnerability Management

This transfer will fund the project that will review and develop policies, controls, and procedures, and determine short-term outsourcing or an in-house security operations center designed to ensure potential security incidents are correctly identified, analyzed, defended, investigated, and reported.

2. <b>\$878,500.00</b>	9903-923038-9116	9903-912048-9116
3 <sup>rd</sup> Parks & Public Facilities	BCIT Email Upgrade	Office 365 Rollout

This transfer will fund the City's email system that was implemented on a 6 year enterprise agreement contract that expired November 2019. The current email system (Microsoft Exchange 2010) will soon no longer be supported, as such BCIT will replace it with Office 365.

3. <b>\$209,440.00</b>	9903-917036-9116	9903-910051-9116
General Funds	Update Planimetric Data	Cyber Risk/Metrics/ Reporting

This transfer will fund the project that will identify and take ownership of the City data assets, remedy application and system inventory coordination, and implementation of cyber assessment and audit capabilities.

MINUTES

TRANSFERS OF FUNDS

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>BCIT</u> - cont'd			
4.	\$424,700.00	9903-921029-9116	
	3 <sup>rd</sup> Parks & Public Facilities	Upgrade City Firewall	
	200,000.00	9903-924032-9116	
	3 <sup>rd</sup> Parks & Public Facilities	BCIT Fiber Project	
	54,074.00	9903-917036-9116	
	<u>General Fund</u>	Update Planimetric Data	
	<b>\$678,774.00</b>		
	\$624,700.00	-----	9903-908050-9116
	3 <sup>rd</sup> Parks & Public Facilities		Enhance Cyber Security/Monitor
	54,074.00	-----	" "
	<u>General Fund</u>		
	<b>\$678,774.00</b>		
<p>This transfer will fund the project that will enhance cyber security capabilities to detect, respond and remediate Cyber issues 24x7, including monitoring and identifying attack attempts and actual attacks.</p>			
5.	\$1,293,015.00	9903-919040-9116	
	3 <sup>rd</sup> Parks & Public Facilities	Disaster Recovery Plan	
	121,500.00	9903-923038-9116	
	3 <sup>rd</sup> Parks & Public Facilities	BCIT Email Upgrade	

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>BCIT</u> - cont'd		
2,409,175.00	9903-922042-9116	
3 <sup>rd</sup> Park & Public Facilities	Cloud Hybrid Upgrade	
<b>\$3,823,690.00</b>	-----	9903-913047-9116
3 <sup>rd</sup> Park & Public Facilities		VM Backup Consolidation

This transfer will fund the project that will deploy a hybrid-cloud datacenter architecture enabling the City to maintain or quickly resume mission-critical functions following a disaster.

6.	\$124,314.00	9903-922042-9116	9903-920052-9116
	3 <sup>rd</sup> Parks & Public Facilities	Cloud Hybrid Upgrade	Application Rationalization
	86,486.00	9903-917036-9116	9903-920052-9116
	<u>General Funds</u>	Update Planimetric Data	Application Rationalization
	<b>\$210,800.00</b>		

This transfer will fund the project that will draft an application migration/modernization plan, implement a pilot of application modernization and create an application inventory practice for BCIT.

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>BCIT</u> - cont'd		
7. \$166,511.00	9903-922042-9116	
3 <sup>rd</sup> Parks & Public Facilities	Cloud Hybrid Upgrade	
250,000.00	9903-930020-9116	
3 <sup>rd</sup> Parks & Public Facilities	Virtual Desktop Infrastructure	
89,889.00	9903-917041-9116	
3 <sup>rd</sup> Parks & <u>Facilities</u>	Network Cabling/ Wiring Upgrade	
<b>\$506,400.00</b>	-----	9903-912053-9116
3 <sup>rd</sup> Parks & Public Facilities		End of Support System Remediation

This transfer will fund the project that will upgrade end-of-support systems while remediating the consequences of incompatibility and explore solutions alternatives. Completing this project will mitigate operational and security concerns and cost risks as these servers are no longer supported by the vendors as well as incompatibility with security patches, and incremental cost to maintain legacy applications.

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation</u>		
8. \$25,000.00	9950-904100-9504	
State Construction	Construction Reserve	
Revenue Fiscal	Footway Paving	
Year 2020 Series		
25,000.00	" "	
<u>Others</u>		
<b>\$50,000.00</b>	-----	9950-909502-9504
		Reconstruction
		of Footways
		Citywide TR 20002

This transfer will cover the cost of prints and other related costs necessary to advertise Project TR 20002, Reconstruction of Footways Citywide.

9. \$25,000.00	9950-904100-9504	
State Construction	Construction Reserve	
Revenue Fiscal	Footway Paving	
Year 2020 Series		
25,000.00	" "	
<u>Others</u>		
<b>\$50,000.00</b>	-----	9950-901501-9504
		Reconstruction
		of Footways
		Citywide TR 20001

This transfer will cover the cost of prints and other related costs necessary to advertise Project TR 20001, Reconstruction of Footways Citywide.

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation - cont'd</u>		
10. \$25,000.00	9950-909200-9504	
State Construction	Construction Reserve	
Revenue Fiscal	Alleys	
Year 2020 Series		
25,000.00	" "	
<u>Others</u>		
<b>\$50,000.00</b>	-----	9950-902505-9504
		Reconstruction
		of Alleys
		Citywide TR 20005

This transfer will cover the cost of prints and other related costs necessary to advertise Project TR 20005, Reconstruction of Alleys Citywide.

11. <b>\$150,000.00</b>	9950-906766-9507	9950-908766-9506
Others	Construction	Sisson Street
	Reserve - Sisson	Over CSX
	Street Over CSX	

This transfer will cover the deficit and fund other costs related to the project, Sisson Street Over CSX.

**MINUTES**

Health Department - Reimbursement for Senior Care Services

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an Expenditure of Funds to reimburse the Providers in the Senior Care Services Program. The period of the reimbursement is July 1, 2019 through June 30, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$300,000.00 - 5000-535420-3254-768000-607001

**BACKGROUND/EXPLANATION:**

The Adult Day Care Providers provide medical day care services to ill, frail or disabled elderly persons age 65 and older. The City will pay the provider the set rate of \$82.24 per day for approved recipients based on the number of days of service.

The below-listed medical adult day care centers are to be reimbursed:

A. Providence Adult Day Care, Inc.  
 AAA Management, LLC/Raven's Medical Adult Day Care Center  
 Active Day, Inc.  
 Adult Medical Day Care of Overlea, Inc.  
 Alice Manor Adult Medical Daycare, Inc.  
 Associated Catholic Charities, Inc./St. Ann's Adult Day Care  
 Easter Seal Society for Disabled Children & Adults, Inc.  
 Extended Family Adult Day Care, Inc.  
 Payne Memorial Outreach, Inc./Golden Pond Adult Day Program  
 Happy Days of Maryland, LLC/Happy Days Adult Day Care  
 Happy Time Adult Daycare, Inc.  
 Harbor Hospital Adult Day Care, Inc.  
 Heritage Adult Day Care, Inc.  
 Keswick Multi-Care Center, Inc.  
 Levindale to LifeBridge Health Adult Day Services, Inc.  
 Paradise Adult Medical Day Care, Inc.  
 Team 2 Inc. d/b/a Phoenix Adult Medical Center  
 The League for People with Disabilities, Inc.  
 Today's Care & Family, Inc.

**MINUTES**Health Department - cont'd

The City will pay all Providers under the Adult Medical Day Care Program a collective amount not to exceed \$300,000.00 based upon the set rate and the approved number of days. The approved number of recipient and days may fluctuate based upon recipient preference and City approval, and payments will only be made upon approved invoices for approved recipients. Regardless of the amount of funding available for the program, the Provider will not receive payment in excess of the number of participants allowed by Provider's license, and days approved by the City.

Each Adult Day Care Provider will develop an appropriate care plan for each recipient in accordance with policies as specified in COMAR 10.12.04, Day Care for the Elderly and Medically Handicapped Adults, and COMAR 10.09.07, Medical Care Program.

This item is late because of administrative delays.

**MWBOO GRANTED A WAIVER ON DECEMBER 19, 2019.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved the Expenditure of Funds to reimburse the Providers in the Senior Care Services Program.

**MINUTES**

Health Department - Amendment No. 3 to Notice of Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of the Amendment No. 3 to Notice of Award (NoA) from the Department of Health and Human Services Centers for Medicare and Medicaid Services.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On May 29, 2019, the Board approved the original NoA in the amount of \$713,311.00 for the period of May 1, 2019 through April 30, 2020.

On October 16, 2019, the Board approved Amendment No. 1, which changed the Department's scope of work to add Johns Hopkins Hospital and Johns Hopkins Bayview as clinical delivery sites for the Accountable Health Communities Project.

On October 16, 2019, the Board further approved Amendment No. 2, which approved the Department's request to carryover funds in the amount of \$426,489.00. This made the total amount of available funding for the current budget period \$1,139,800.00.

Amendment No. 3 to the NoA was issued on September 17, 2019, by the Department of Health and Human Services to incorporate the revised Program Terms and Conditions - Alignment Track and removed the requirements for making up missed navigation milestones from Budget Year 2.

All prior terms and conditions remain in effect.

**MINUTES**

Health Department - cont'd

The NoA is late because a delay in the administrative process.

**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 Amendment No. 3 to Notice of Award from the Department of Health and Human Services Centers for Medicare and Medicaid Services. The Mayor **ABSTAINED**. The President **ABSTAINED**.

**MINUTES**

Health Department - Notice of Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of the Notice of Award (NoA) from the Department of Health and Human Services, Centers for Disease Control and Prevention.

**AMOUNT OF MONEY AND SOURCE:**

\$325,000.00 - 4000-483320-3160-308000-404001

**BACKGROUND/EXPLANATION:**

The NoA will provide funding for the Baltimore City Teen Dating Violence and Youth Prevention Addressing Shared Risk Factors Project. The project will provide services to reduce teen dating violence and other forms of youth-violence in Baltimore City.

The NoA is late because of a delay in the 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 Notice of Award from the Department of Health and Human Services, Centers for Disease Control and Prevention.

**MINUTES**

Health Department - Notification of Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve acceptance of the Notification of Grant Award (NGA). The period of the NGA is October 1, 2019 through September 30, 2021.

**AMOUNT OF MONEY AND SOURCE:**

\$170,020.00 - 5000-507720-3080-294300-405001

**BACKGROUND/EXPLANATION:**

This NGA will provide funding under the Individuals with Disabilities Education Act (IDEA) Part B for the State Fiscal Year 2020 IDEA Discretionary Grant for Early Childhood Local Implementation for Results Grant.

This NGA will continue funding to address systematic change priorities identified by local school systems/local lead agencies and public agencies serving children and youth with developmental delays and disabilities, from birth to 21, and their families.

The NGA is late because of the administrative review process.

**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 acceptance of the Notification of Grant Award.

**MINUTES**Health 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. **COMMUNITY MEDIATION PROGRAM, INC.** **\$ 25,000.00**

Account: 4000-483320-3160-308000-603051

The School-Based Violence Prevention Program's goal is to prevent incidence of teen dating violence and other forms of youth violence by addressing shared risk and protective factors among youth attending four Baltimore City Public High Schools in high-risk communities. The organization will utilize the funds to coordinate the project and work with the Department to develop implementation schedules, recruit students for specialized activities and administer surveys to access baseline knowledge and attitudes about violence. The period of the Agreement is September 1, 2019 through August 31, 2020.

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

2. **EPIC ART UNIVERSE, LLC.** **\$ 9,645.00**

Account: 4000-483320-3160-308000-603051

Epic Art Universe will utilize the funds to implement a multi-dimensional design course to teach students the fundamentals of using technology to create imagery that can be used for marketing, creative expression and digital purposes. The skillset developed during the course will teach students how to use both industry level design software and cutting edge apps to convey preventive based messages for anti-violence. The period of the agreement is October 1, 2019 through August 31, 2020.

## MINUTES

Health Department - cont'd

3. **HEALTHY TEEN NETWORK, INC.** **\$167,037.00**

Account: 4000-480620-3080-291900-603051

Healthy Teen Network, Inc. will utilize the funds to provide technical assistance to the project's core team in executing the Getting to Outcomes Teen Pregnancy Prevention curricula.

**MWBOO GRANTED A WAIVER ON OCTOBER 2, 2019.**

4. **THE UNITED WAY OF CENTRAL MARYLAND, INC.** **\$150,000.00**

Account: 5000-513020-3080-292300-603051

The United Way of Central Maryland, Inc. Benjamin Franklin Center (Ben Center) for Community Schools is committed to increasing rates of attendance, boosting student achievement and engaging families and community stakeholders in both the success of the school and the community. For the Map to Success: Supporting Expectant and Parenting Teens Project, the Ben Center will utilize the funds to provide or refer parenting youth to evidence-based case management, group-based interventions, and related social-support programs.

**MWBOO GRANTED A WAIVER ON SEPTEMBER 23, 2019.**

5. **MEALS ON WHEELS OF CENTRAL MARYLAND, INC.** **\$227,500.00**

Accounts: 5000-535420-3254-768000-604014	\$165,000.00
1001-000000-3255-750700-603051	\$ 62,500.00

Meals on Wheels of Central Maryland, Inc. will utilize the funds to provide on-going case management services and home delivered meals to Senior Care Program clients in Baltimore City. The organization will identify, explore and assist with available resources to address needs identified by clients and/or the caregiver.

**MWBOO GRANTED A WAIVER ON NOVEMBER 27, 2019.**

## MINUTES

Health Department - cont'd

6. **TOWSON UNIVERSITY** \$ 0.00

Towson University through its Physician Assistant Program will assign various physician assistant students to the Department to gain field experience in public health care. Students will be assigned to clinical rotations in the Department's Sexually Transmitted Disease Clinics located at 620 North Caroline Street and 1515 West North Avenue, Baltimore, Maryland. The period of the agreement is July 1, 2019 through June 30, 2021.

7. **NURSE-FAMILY PARTNERSHIP (NFP)** \$ 40,556.00

Account: 4000-499620-3080-294213-603051

The NFP will utilize the funds for the implementation of a Nurse Home Visiting Model. The NFP is a national evidence-based program developed on the basis of randomized controlled trial research to yield certain benefits for low-income, first-time mothers and their children. The organization will provide technical assistance, training, and a nurse consultant to ensure the Department is operating the model with fidelity.

The agreements are late because of administration delays.

8. **FAMILY HEALTH CENTERS OF BALTIMORE, INC.** \$ 10,700.00

Account: 5000-569720-3023-273321-603051

Family Health Centers of Baltimore, Inc. will utilize the funds to provide interpretation and translation services, oral and/or written, to Ryan White eligible clients. Clients will be referred from in-house primary care services and other local and community resources. The target areas for Spanish speaking patients will be Brooklyn and Curtis Bay

## MINUTES

Health Department - cont'd

communities. Services will be provided as needed to facilitate communication between the provider and client and/or support delivery of Ryan White HIV/AIDS Program eligible services.

9. **PROJECT PLASE, INC.** **\$ 25,000.00**

Account: 5000-569720-3023-273356-603051

Project PLASE, Inc. will utilize the funds to provide food items and/or gift cards that may be used to purchase food. The organization will also provide food services to homeless clients who are Ryan White eligible. This may include direct provision of hot meals to homebound and medically fragile HIV clients.

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 required to comply with the grant requirements.

## MINUTES

Health Department - cont'd

10. **MARYLAND DEPARTMENT OF HEALTH (MDH)** \$ 0.00

This Agreement establishes the agreed roles and responsibilities of the Baltimore City Health Department (BCHD) to provide medical care, home- and community-based services and/or remedial care and services to eligible Maryland Medical Assistance recipients. The Baltimore City Health Department agreed to hold harmless, indemnify and defend MDH from all negligent or intentionally detrimental acts of BCHD, its agents and employees. As part of BCHD's submitted enrollment application to MDH in order to obtain reimbursement for services to eligible Maryland Medical Assistance recipients, MDH required BCHD's approval of this Standard Medicaid Contract Agreement (an adhesion contract). The BCHD's services under this agreement will be reimbursed in accordance with all Maryland Medical Assistance Program regulations and fee schedules as reflected in the Code of Maryland Regulations or other rules, action transmittals or guidance issued by MDH. The Standard Medicaid Contract Agreement is effective upon the date BCHD is enrolled into MDH's Medicaid Management Information System and will remain in effect until either party terminates the Agreement.

The Agreement is late because of administrative delays.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED (EXCEPT ITEM NOS. 6 AND 10) AND HAD NO OBJECTION.**

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

**MINUTES**Health Department - Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement with PACT: Helping Children with Special Needs, Inc., for health-related early intervention/case management services for the Baltimore Infants and Toddlers Program. The period of the Agreement is July 1, 2019 through June 30, 2020.

**AMOUNT OF MONEY AND SOURCE:**

<u>TOTAL</u>	<u>NO. OF VISITS</u>	<u>COST PER VISIT</u>
\$10,000.00 -	40	\$250.00 - Initial Case Management
10,312.50 -	75	\$137.50 - Individualized Family Service Plan Review (Annual)
<u>20,850.00</u> -	278	\$75.00 On-Going Case Management
\$41,162.50		
( 6,174.38) -		Less Administrative Fee @ 15%
<b>\$34,988.12</b> -		6000-622120-3080-292300-603051

Funds are provided by the Maryland State Department of Health and Mental Hygiene (DHMH), Medical Assistance Program, under Title XIX of the Social Security Act, U.S.C. 1396 et seq. and are channeled through the Health Department.

**BACKGROUND/EXPLANATION:**

The PACT will provide health-related early intervention/case management services of the Baltimore infants and Toddlers Program for eligible patients and will be reimbursed according to the Department of Health and Mental Hygiene policies for the Maryland Medical Assistance Program.

**MINUTES**

Health Department - cont'd

The agreement is late because of the delay in the budget revisions.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of an Agreement with PACT: Helping Children with Special Needs, Inc., for health-related early intervention/case management services for the Baltimore Infants and Toddlers Program.

**MINUTES**

Health Department - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an expenditure of funds to subsidize the transportation costs for various Senior Centers in Baltimore City. The period of the expenditure is July 1, 2019 through June 30, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$ 15,336.00	-	1001-000000-3024-268400-603041
46,119.00	-	1001-000000-3024-750200-603041
46,121.00	-	1001-000000-3024-750400-603041
<u>145,176.00</u>	-	<u>1001-000000-3255-750700-603041</u>
<b>\$252,752.00</b>		

**BACKGROUND/EXPLANATION:**

Approval of this request will allow the Department to support Senior Centers located in Baltimore City by subsidizing their transportation program services. This enables the Centers to transport their senior participants to and from the Centers and to special events and activities throughout the City.

The Department will subsidize transportation funding for the following Senior Centers: Action-in-Maturity, Department of Recreation & Parks, Edward A. Myerberg Senior Center, Inc., Forest Park Senior Center, Inc., Govans Ecumenical Development Corporation (GEDCO)/Harford Senior Center, and Greenmount Senior Center, Inc.

The Expenditure of Funds for Transportation Subsidy is late because of administrative delays.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**MINUTES**

Health Department - cont'd

UPON MOTION duly made and seconded, the Board approved the expenditure of funds to subsidize the transportation costs for various Senior Centers in Baltimore City.

**MINUTES**

Health Department - Ratification of Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to ratify an Agreement with the University of Maryland, Baltimore. The period of the Agreement was July 1, 2019 through December 31, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$93,938.00 - 4000-499019-3023-513200-603051

**BACKGROUND/EXPLANATION:**

The University of Maryland, Baltimore's JACQUES Initiative Journey Center, a safe and affirming community health drop-in center established by the JACQUES (Joint AIDS Community Quest for Unique and Effective Treatment Strategies) Initiative in October 2018, has made progress toward addressing stigma and increasing HIV testing and knowledge of HIV prevention methods among the target community.

The Expanding Community Health and Next Generation Education (EXCHANGE) Project was implemented with the primary goal to increase engagement in HIV prevention, care and treatment among key populations including black men who have sex with men (BMSM) and transgender persons under 24 years old, through diversified entry points for care made available during drop in programming at the JACQUES Journey Center.

The JACQUES Initiative will provide HIV testing, prevention, care and treatment services to young black men who have sex with men and transgender persons. They will also provide increased access to community support and peer network inclusive of trained BMSM peer mentors and BMSM program facilitators, access to vocational training and technology education, screen and refer all patients who are identified as HIV-negative and at an increased risk for exposure or partners of HIV positive person to Pre-Exposure Prophylaxis, build a network of youth ambassadors, and adhere and comply with any other requests, rules, regulations and requirements instituted by Baltimore City Health Department,

**MINUTES**

Health Department - cont'd

Maryland Department of Health, or Centers for Disease Control and Prevention.

The agreement is late because of administrative delays.

**MWBOO GRANTED A WAIVER ON NOVEMBER 15, 2019.**

**APPROVED FOR FUNDS BY FINANCE.**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved the ratification of the Agreement with the University of Maryland, Baltimore.

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:

70 - 72

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

Department of Transportation/Office  
of Engineering and Construction

1. EWO #002, (\$34,160.00) TR 18010, Urgent Need Contract Citywide  

<u>\$2,349,931.00</u>	<u>\$27,626.25</u>	<u>P. Flanigan &amp; Sons, Inc.</u>	<u>-</u>	<u>79.94%</u>
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This authorization will allow for pole relocation, curb widening, milling and paving of Janney Street from Fairmount Avenue to 60' towards the dead end. The work to be done requires asphalt placement, base repairs concrete backfill, pole relocation, and curb and gutter which is aligned with the advertised scope for this contract.

**MBE/WBE PARTICIPATION:**

The Contractor has achieved 3.43% of the MBE goal and 2.29% of the WBE goal.

**MBE:** 19%

**WBE:** 7%

**MWBOO APPROVED THE EAR ON OCTOBER 22, 2019.**

2. EWO #001, - TR 16301, Replacement of Bridge No. BC4202 Broening Highway over Colgate Creek & Associated Roadway Improvements  

<u>\$17,737,777.00</u>	<u>\$77,138.00</u>	<u>Allan Myers MD, Inc.</u>	<u>-</u>	<u>-</u>
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This authorization will allow for Red Line Revision No. 1 adding cathodic protection to the new waterline that is to be installed at the approaches to the bridge. The material consists of coating the pipe, adding adenoids, bends and



**MINUTES****EXTRA WORK ORDERS**

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

Department of Transportation/Office - cont'd  
of Engineering and Construction

**TRANSFERS OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
4. \$600,000.00	9950-906119-9509	9950-904875-9514-2
GF (HUR)	Construction	Contingencies
	Reserve - Baltimore	Reserve JOC Urgent
	Street - Howard/	Need
	President	

This transfer will cover the deficit and fund the cost associated with Change Order No. 3 on Project TR 18010, Urgent Need Contract Citywide.

**MINUTES**Department of Transportation - Minor Privilege Applications

The Board is requested to approve the following applications for a Minor Privilege Permit. The applications are in order as to the Minor Privilege Regulations of the Board and the Building Regulations of Baltimore City.

	<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1.	108 S. Broadway	108 Broadway, Inc.	One flat sign 114 sf.
	\$598.50 - Flat Charge		
2.	a. 520 E. 21 <sup>st</sup> St.	Maryland Custom Builders, Inc.	One set of steps 20 sf.
	b. 522 E. 21 <sup>st</sup> St.	Maryland Custom Builders, Inc.	One set of steps 20 sf.
	\$70.40 - Flat Charge		

Since no protests were received, there are no objections to approval.

There being no objections, the Board, UPON MOTION duly made and seconded, approved the foregoing minor privilege permits.

**MINUTES**Department of Transportation - Traffic Mitigation Agreement

The Board is requested to approve and authorize execution of a Traffic Mitigation Agreement with Lexington Market Inc. The period of the agreement will commence upon Board approval and termination will be deemed in writing by the Department of Transportation.

**AMOUNT OF MONEY AND SOURCE:**

\$35,449.77 - 9950-906082-9512-000000-490375

**BACKGROUND/EXPLANATION:**

Baltimore City Ordinance 11-529, was approved on May 9, 2012. It was determined that a Traffic Mitigation fee was required for the development. The Developer proposes to perform the Scope of Work for the Lexington Market at 400 West Lexington Street constructing a retail farmers market building of 53,825 Square Feet.

The Developer agrees to make a one-time contribution in the amount of \$35,449.77 to fund the City's multimodal transportation improvements in the Development's vicinity.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Traffic Mitigation Agreement with Lexington Market Inc.

**MINUTES**

Department of Transportation - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 16 to KCI Technologies, Inc. under Project No. 1225, On-Call Consultant Services for Resurfacing and Reconstruction Projects. The period of the task is approximately nine months.

**AMOUNT OF MONEY AND SOURCE:**

\$169,097.03 - 1001-000000-5015-749800-603026

**BACKGROUND/EXPLANATION:**

This task provides support for the 2019-2020 snow season, Snow Support, City Works updates and Enhancement, ELM data updates, On-site Event support, IT infrastructure analysis and management/administrative support, and on-call City Works support.

**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 NOVEMBER 27, 2019.**

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 16 to KCI Technologies, Inc. under Project No. 1225, On-Call Consultant Services for Resurfacing and Reconstruction Projects.

**MINUTES**

Department of Transportation - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 18, to Johnson, Mirmiran & Thompson, Inc. under Project 1225, On-Call Consultant Services for Resurfacing and Reconstruction Project. The period of the task is approximately 12 months.

**AMOUNT OF MONEY AND SOURCE:**

\$143,000.00	-	9962-909075-9562-900000-703032
146,482.00	-	9950-912036-9508-900020-703032
146,482.50	-	9950-901882-9508-900020-703032
<b>\$435,964.50</b>		

**BACKGROUND/EXPLANATION:**

This authorization provides for services to develop a Unifier application to replace the use of CM14 for construction management functions. The development of the Unifier is to address electronic documentation requirements that can be utilized for construction projects within the Department of Transportation. The scope of the services includes, but is not limited to: 1) Task Management; 2) Review of CM 14/ Needs Analysis; 3) Unifier Development; 4) Reports; 5) Project Schedule; and 6) Unifier Training.

**MBE/WBE PARTICIPATION:**

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

**THE EAR WAS APPROVED BY MWBOO ON NOVEMBER 22, 2019.**

**MWBOO SET GOALS OF 27% MBE AND 10% WBE.**

**MINUTES**

Department of Transportation - cont'd

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 18, to Johnson, Mirmiran & Thompson, Inc. under Project 1225, On-Call Consultant Services for Resurfacing and Reconstruction Project.

**MINUTES**

Department of Transportation - Contract No. TR-16020,  
Comprehensive Conduit Facilities  
Management Services

**ACTION REQUESTED OF B/E:**

The Board is requested to approve incremental funding for Contract No. TR-16020, Comprehensive Conduit Facilities Management Services with KCI-CG Tri-Venture. The contract expiration date is February 20, 2022.

**AMOUNT OF MONEY AND SOURCE:**

\$12,000,000.00 - 9962-906072-9562-900000-706063

**BACKGROUND/EXPLANATION:**

On August 10, 2016, the Board approved the award of TR-16020, Comprehensive Conduit Facilities Management Services in the amount of \$26,108,286.00. The award amount was the total for the first year of this five-year contract. On December 19, 2018, the Board approved an additional \$24,000,000.00 of incremental funding to cover tasks in FY 2018 and FY 2019 as described in the Board memo. The December 11, 2018 Board memo further outlined future funding requests for the two additional years of the contract award. The Department is now requesting \$12,000,000.00 for FY 2020. This additional funding will enable the Department to continue its efforts to revitalize the City's conduit system, a vital and important piece of the City infrastructure integral to several current and future City programs. As stated in the December 11, 2018 Board memo, the Department will continue to request additional incremental funding until the contract expiration date of February 20, 2022.

This action does not involve the expenditure of any monies from the general fund. Rather, this request merely seeks authorization to spend monies that have previously been awarded through an agreement. Moreover, the funding source for the Contract is the

MINUTES

Department of Transportation - cont'd

City's Conduit Enterprise Fund, which is funded through revenues from conduit lease payments received by occupants of the City's conduit system. Those funds may only be utilized for conduit-related maintenance and repair, such as the contemplate contract discussed herein.

**MBE/WBE PARTICIPATION:**

The Contractor is in compliance with the established contract goals as below.

Professional Service - **MBE** - 27% **WBE** - 10%  
 Construction - **MBE** - 27% **WBE** - 7%

**APPROVED FOR FUNDS BY FINANCE**

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 2,590,109.11	9962-903521-9563	
Others	Construction Reserve -	
	Conduit Manhole Re-	
	construction	
11,209,890.89	9962-932007-9563	
Others	Conduit Construction	
<u>\$13,800,000.00</u>		
\$12,000,000.00	-----	9962-906072-9562-6
		Structure & Improve-
		ments
1,200,000.00	-----	9962-906072-9562-5
		Inspection

MINUTES

Department of Transportation - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
600,000.00	-----	9962-906072-9562-2
<u>\$13,800,000.00</u>		Contingencies Conduit Facilities Mgmt. Svcs.

This transfer will fund the costs associated with the request for Incremental Funding for FY 2020 in the amount of \$12,000,000.00 for Contract No. TR 16020 Comprehensive Conduit Facilities Management Services.

UPON MOTION duly made and seconded, the Board approved incremental funding for Contract No. TR-16020, Comprehensive Conduit Facilities Management Services with KCI-CG Tri-Venture. The Transfer of Funds was approved, **SUBJECT** to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter. The President **ABSTAINED**.

MINUTES

Department of Real Estate - Interdepartmental Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Interdepartmental Lease Agreement between the Department of General Services, Landlord and the Department of Transportation, Tenant, for the rental of a portion of the property known as 401 E. Fayette Street, being on the Lower Level and 1st floor, containing 8,549 sq. ft. The period of the agreement is July 1, 2019 through June 30, 2020, with the option to renew for five one-year periods.

**AMOUNT OF MONEY AND SOURCE:**

<u>Monthly Installments</u>	<u>Annual Rent</u>
\$9,790.60	\$117,487.20

Account No. - 1001-000000-2301-248700-603096

**BACKGROUND/EXPLANATION:**

The leased premises will be used for administrative offices for the Tenant.

The Landlord is responsible for the interior & exterior of the building; including foundations, roof, walls, gutters and downspouts, maintenance & repairs of HVAC systems, providing heat & air conditioning (not individual window ventilation systems) except for damage caused by sole negligence of the Tenant, employees, guests, agents, invitees and contractors. The Landlord is responsible for trash removal; janitorial; pest control; clean floors; snow and ice removal; interior and exterior lighting; sewer/plumbing & electric repairs; replacing air filters once every 6 months for HVAC systems; utilities; and a security guard in the entrance lobby from 6:00 A.M. to 6:00 P.M. If the Tenant

## MINUTES

Department of Real Estate - cont'd

needs a security guard after 6:00 P.M., the Tenant will be responsible for the cost and expense.

The Tenant accepts the premises in its existing condition. The Tenant will not make any alterations, additions, or improvements without the Landlord's written consent; will provide all equipment including refrigerators or any other kitchen appliances and telephone and computer services; will place debris into trash receptacles; keep common break room free of debris that can cause infestation of insects and/or rodents, keep entrance and passageway areas clean and in orderly condition free of the Tenant's equipment and furniture, which will not impede ingress and egress.

The Space Utilization Committee approved this Interdepartmental Lease Agreement on December 10, 2019.

The Interdepartmental Lease Agreement is late because of the administrative process.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Interdepartmental Lease Agreement between the Department of General Services, Landlord and the Department of Transportation, Tenant, for the rental of a portion of the property known as 401 E. Fayette Street, being on the Lower Level and 1<sup>st</sup> floor, containing 8,549 sq. ft.

**MINUTES**

Department of Real Estate - Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Lease Agreement with Loyola University Maryland, Inc., Tenant, for the rental of a portion of the property known as 3301 Waterview Avenue, for use of 19% of space in the Lower Level, containing 56 seats and rowing related equipment. The period of the Lease Agreement is November 16, 2019 through November 15, 2020, with no renewal options.

**AMOUNT OF MONEY AND SOURCE:**

\$3,050.00 - annual rent

**BACKGROUND/EXPLANATION:**

The space will be for the storage of boats on the lower level and rowing related equipment.

The Tenant will have the right to use on a daily basis the locker rooms, toilets, shower rooms, and ergometer room on the upper level. The Tenant at its own expense may perform some modifications to the leased premises to make it suitable for the purpose of storing boats, which must be approved by the City.

The Tenant may use the parking area; the Facility Manager will have the sole discretion to restrict access to the parking at any time for purposes of other events and activities at the facility. Trailers may be parked outside of the Leased Premises for the purpose of loading and unloading of boats, with prior approval.

The Tenant must move or use a boat at least two times during the year; the boat will be put out of the building into the Pen area if not moved. The Tenant must use a daily log for the boats. The Tenant must notify the Facility Manager of practices and special

**MINUTES**

Department of Real Estate - cont'd

events at least six months in advance. The Facility Manager will conduct meetings with Tenant on a quarterly basis. If a boat is removed and/or replaced with another boat, the Tenant must notify the Facility Manager. The Tenant is responsible for Liability Insurance.

The Space Utilization Committee approved the Lease Agreement on December 10, 2019.

The Lease Agreement is late because of delays in the administrative process.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with Loyola University Maryland, Inc., Tenant, for the rental of a portion of the property known as 3301 Waterview Avenue, for use of 19% of space in the Lower Level, containing 56 seats and rowing related equipment.

**MINUTES**

Space Utilization Committee - Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Memorandum of Understanding (MOU) between Banner Neighborhoods Community Corporation, Owner, and Ms. Shannon Sneed. The period of the MOU is a month-to-month agreement, which may be cancelled at any time by either party providing 30 days' written notification.

**AMOUNT OF MONEY AND SOURCE:**

Monthly rent

\$200.00 - 1001-000000-10000-107500-60313

**BACKGROUND/EXPLANATION:**

The MOU is for the purpose of the use of a conference room, office space, and community meeting space four days per month within the premises known as 2911 Pulaski Highway.

The space will be used by Ms. Sneed to provide a local location for meeting with and addressing individual constituent concerns as well as a community meeting space.

The Space Utilization Committee approved the MOU at its meeting on December 10, 2019.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Understanding between Banner Neighborhoods Community Corporation, Owner, and Ms. Shannon Sneed.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 006 with Johnson, Mirmiran & Thompson, Inc. under Project No. 1802, On-Call Project and Construction Management Assistance Services. The period of the Task is 12 months.

**AMOUNT OF MONEY AND SOURCE:**

\$ 26,924.93	-	9960-911985-9557-900020-703032
26,924.94	-	9956-905343-9551-900020-703032
<u>53,849.87</u>	-	<u>9958-915315-9525-900020-703032</u>
<b>\$107,699.74</b>		

**BACKGROUND/EXPLANATION:**

The Office of Engineering and Construction is requesting Johnson, Mirmiran & Thompson, Inc. to provide project controls services and support for the ongoing work on SC 980, WC 1385, and various environmental engineering projects. These services include maintenance of project records and documentation, scheduling, project engineering, and construction contract administrative support.

**MBE/WBE PARTICIPATION:**

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE goals of 29% and WBE goals of 10% assigned to the original agreement.

**THE EAR WAS APPROVED BY MWBOO ON APRIL 8, 2019.**

**APPROVED FOR FUNDS BY FINANCE**

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

**MINUTES**

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 006 with Johnson, Mirmiran & Thompson, Inc. under Project No. 1802, On-Call Project and Construction Management Assistance Services.

**MINUTES**

Department of Planning - Letter of Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Letter of Agreement with the Baltimore Office of Promotion and the Arts (BOPA), Inc. The period of the agreement is effective upon Board approval through December 31, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$30,000.00 - 9910-918171-9588-900000-704047

**BACKGROUND/EXPLANATION:**

In FY 2018, \$2,250,000.00 in Video Lottery Terminal revenue was allocated to the Department of Housing and Community Development for a combination of revitalization strategies in Park Heights, including greening and beautification projects. Of the FY 2018 funding, \$30,000.00 will be used for greening/art/wayfinding to beautify the corridor along Oakley Avenue and to connect the Pimlico Elementary Middle School (EMS) and Cylburn neighborhood to the Cylburn Arboretum.

This project builds on the momentum of an extensive community engagement process through the INSPIRE program. The Pimlico INSPIRE project with BOPA resulted in the completion of a horizontal mural and sculpture across from Pimlico EMS at the community managed open space. Under this agreement, the Baltimore City Department of Planning will provide funding for BOPA to enter into a second agreement with artists identified through the community selection process for the Pimlico INSPIRE project to beautify the Oakley corridor and create connections to the Cylburn Arboretum.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**MINUTES**

Department of Planning - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Letter of Agreement with the Baltimore Office of Promotion and the Arts, Inc.

**MINUTES**

Department of Recreation and Parks - Donation Agreement and  
Performance and Payment  
Bonds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Donation Agreement between the Department of Recreation and Parks, Healthy Neighborhoods, Inc., Donor, and Younger Services LLC, Contractor. The Donation Agreement is effective upon Board approval and will end upon Final Acceptance of the project by the City.

The Board is further requested to approve the Contractor's Performance and Payment Bonds.

**AMOUNT OF MONEY AND SOURCE:**

\$117,988.00 - No City funds will be transacted.

**BACKGROUND/EXPLANATION:**

The Donor wishes to make a donation of improvements to the City property known as German Park, which is owned and operated by the Department of Recreation and Parks. The Department approves of the Contractor, Younger Services LLC, hired by the Donor to perform the work. The Donor will make payments directly to the Contractor for the full amount of the Project cost whether it be more or less than the estimated cost indicated. The Department acknowledges and gratefully accepts this donation and has not participated in funding the project nor in selecting the Contractor. The Donor agrees that upon completion of the work, the improvements become the sole property of the City.

**APPROVED FOR FUNDS BY FINANCE.**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**MINUTES**

Department of Recreation and Parks - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Donation Agreement between the Department of Recreation and Parks, Healthy Neighborhoods, Inc., Donor, and Younger Services LLC, Contractor.

**MINUTES**

Department of Recreation & Parks - Governmental/Charitable  
Solicitation Application

**ACTION REQUESTED OF B/E:**

The Board is requested to endorse a Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City to solicit funds to enhance: Recreational Programs; Park Land and Building Improvements; and TreeBaltimore. The period of the campaign will be effective upon Board approval through December 31, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$100,000.00 - \$200,000.00

Solicitations will be made by written letter, online, media outreach and verbally. The Baltimore City Recreation and Parks (BCRP) expects donations and contributions to be in-kind and monetary contributions. All proceeds will be deposited into a dedicated and reconciled account at the Baltimore City Foundation. The BCRP will be soliciting foundations, non-profit organizations, small businesses, local corporations, and sports associated businesses.

**BACKGROUND/EXPLANATION:**

The BCRP will be soliciting funds for: 1) supplies, materials and services to enhance recreational programs; 2) purchasing materials or services required to improve landscaping or building conditions on park property; and 3) TreeBaltimore to purchase, plant and maintain streetscape trees and trees on developed park lands. Baltimore City Code Article 8, Section 6-26, prohibits solicitation or facilitating the solicitation of a gift. An exception was granted in 2005 to permit certain solicitations that are for the benefit of an official governmental program or activity, or a City-endorsed charitable function or activity.

**MINUTES**

Department of Recreation & Parks - cont'd

Ethics Regulation 96.26B sets out the standards for approval, which includes the requirement that the program, function or activity to be benefited and the proposed solicitation campaign must be endorsed by the Board or its designee.

UPON MOTION duly made and seconded, the Board endorsed the Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City to solicit funds to enhance: Recreational Programs; Park Land and Building Improvements; and TreeBaltimore.

**MINUTES****RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

\* \* \* \* \*

On the recommendations of the City agencies  
hereinafter named, the Board,

UPON MOTION duly made and seconded,

awarded the formally advertised contracts

listed on the following pages:

95 - 98

to the low bidders meeting the specifications,

or rejected bids on those as indicated

for the reasons stated.

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

- |    |   |                    |               |
|----|---|--------------------|---------------|
| 1. | B50005887, In-Street<br>Pedestrian Crosswalk<br>"STOP" Sign | Shur-Tite Products | \$ 100,000.00 |
|----|---|--------------------|---------------|

(Dept. of Transportation)

**MBE/WBE PARTICIPATION:**

It was determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER ON SEPTEMBER 6, 2019.**

- |    |                                  |  |               |
|----|----------------------------------|--|---------------|
| 2. | B50005886, Portable<br>Generator | Ramsay-Bliese Corp.<br>d/b/a Leete<br>Generators | \$ 188,888.00 |
|----|----------------------------------|--|---------------|

(Dept. of General Services  
- Fleet Management)

**MBE/WBE PARTICIPATION:**

It was determined that no goals would be set because of no opportunity to segment the contract. This is a commodity purchase from an authorized dealer who is required to provide associated pre-delivery inspection and warranty repairs.

**MWBOO GRANTED A WAIVER ON FEBRUARY 1, 2019.**

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Procurement

3. B50005953, Automotive Hardware and Fasteners Robnet, Inc. \$ 800,000.00

(Dept. of General Services - Fleet Management)

MBE/WBE PARTICIPATION:

It was determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER ON OCTOBER 14, 2019.**

4. B50005923, Stake Body Truck Bayshore Ford Truck Sales, Inc. \$ 47,700.00

(Dept. of General Services - Fleet Management)

MBE/WBE PARTICIPATION:

It was determined that no goals would be set because of no opportunity to segment the contract. This is for the purchase of commodities from an authorized heavy equipment dealer who is required to provide associated pre-delivery inspection and warranty repairs.

**MWBOO GRANTED A WAIVER ON FEBRUARY 1, 2019.**

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

- |    |  |  |                |
|----|--|--|----------------|
| 5. | B50005952, O.E.M.<br>Parts and Service<br>for UD Cab & Chassis<br>Trucks | Waste Equipment<br>Sales and Service,<br>LLC | \$1,200,000.00 |
|----|--|--|----------------|

(Dept. of General Services  
- Fleet Management)

**MBE/WBE PARTICIPATION:**

It was determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER ON JULY 23, 2019.**

- |    |   |   |               |
|----|---|---|---------------|
| 6. | B50005889, O.E.M.<br>Parts & Service for<br>Cummins Engines | Harbor Truck Sales<br>and Service, Inc.<br><br>Beltway Interna-<br>tional, LLC<br><br>Johnson & Towers Inc. | \$ 600,000.00 |
|----|---|---|---------------|

(Dept. of General Services  
- Fleet Management)

**MINUTES****RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

Bureau of Procurement - cont'd

**MBE/WBE PARTICIPATION:**

It was determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER ON JULY 23, 2019.**

**MINUTES**

Fire Department - Advanced Life Support Education Grant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the FY 2020 Advanced Life Support Education Grant Agreement. The period of the grant agreement is July 1, 2019 through June 30, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$24,407.02 - 5000-558320-309500-405001

**BACKGROUND/EXPLANATION:**

The purpose of this grant is to enable the Baltimore City Fire Department to complete FY 2020 ALS training courses. There are no future obligations of the Fire Department or the City as a result of the receipt of this grant.

The grant is late because of administrative delays at the State.

**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 Advanced Life Support Education Grant Agreement.

**MINUTES**

Fire Department - Cardiac Devices Grant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Cardiac Devices Grant Agreement from the Maryland Institute for Emergency Medical Services Systems. The period of the grant agreement is effective upon Board approval through March 6, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$16,330.63 - 5000-582620-3191-308700-605007 - State funds  
 16,330.63 - 1001-000000-3191-308700-605007 - Matching Special  
 Funds

\$32,661.26

**BACKGROUND/EXPLANATION:**

This grant will provide funding to allow the Medical Bureau to purchase one 15-Lead Monitor Defibrillator.

The request is late because of administrative delays.

**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 Cardiac Devices Grant Agreement from the Maryland Institute for Emergency Medical Services Systems.

**MINUTES**

Department of Finance - Employee Expense Statement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the expense statement for Mr. Anthony Shockney for the month of December 2018.

**AMOUNT OF MONEY AND SOURCE:**

\$309.50 - 1001-000000-2121-226400-604014

**BACKGROUND/EXPLANATION:**

Mr. Shockney attended the Fire Investigation Essentials Training December 10 - 21, 2018 at the National Emergency Training Center in Emmitsburg, Maryland.

This request is late because all the necessary information needed to submit to the Board of Estimates was not available prior to the travel.

The Administrative Manual, in Section 240-11, states that Employee Expense Reports that are submitted more than 40 work days after the last calendar day of the month in which the expenses were incurred require Board of Estimates approval.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved the expense statement for Mr. Anthony Shockney for the month of December 2018.

**MINUTES**Department of Finance - TRANSFER OF LIFE-TO-DATE  
SICK LEAVE

The Board is requested to approve the transfer of LIFE-TO-DATE sick leave days from the listed City employees to the designated employee, Ms. Laura McDaniel.

The transfer of sick leave days is necessary in order for the designated employee to remain in pay status with continued health coverage. The City employees have asked permission to donate the sick leave days that will be transferred from their LIFE-TO-DATE sick leave balances as follows:

<u>Donors</u>	<u>Days</u>
Henry Raymond	5
Bill Harris	2
Stephen Kraus	3
Chauntay Johnson	1
Thomas Pirritano	5
Johanna Collado	4
Yoanna Moises	2
Norma Jenkins	3
Julian Thomas Jr.	<u>5</u>
<b>Total</b>	<b>30</b>

Ms. McDaniel is not a member of a union sick leave bank and is not eligible for membership in a union sick leave bank. All of her leave has been used.

**THE LABOR COMMISSIONER RECOMMENDED APPROVAL.**

UPON MOTION duly made and seconded, the Board approved the transfer of LIFE-TO-DATE sick leave days from the listed City employees to the designated employee, Ms. Laura McDaniel.

MINUTES

PERSONNEL MATTERS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board **NOTED**

all of the Personnel matters

listed on the following pages:

104 - 107

All of the Personnel matters have been approved

by the EXPENDITURE CONTROL COMMITTEE.

The Mayor **ABSTAINED** on item no. 2.

The President **ABSTAINED** on item no. 2.

The Comptroller **ABSTAINED** on item no. 2.

**MINUTES****PERSONNEL**Department of Human Resources1. Adjust the salary of the following salary ranges:

Grade 801	FROM: \$10.10	TO: \$11.00
Grade 851	FROM: \$10.10	TO: \$11.00
Grade 901	FROM: \$10.10-\$12.88	TO: \$11.00-\$13.73
Grade 905	FROM: \$10.10-\$37.73	TO: \$11.00-\$38.58
Grade 910	FROM: \$10.10-\$11.33	TO: \$11.00-\$12.18
Grade 972	FROM: \$10.10-\$19.35	TO: \$11.00-\$20.20
Grade 974	FROM: \$10.10-\$10.60	TO: \$11.00-\$11.45
Grade 975	FROM: \$10.10-\$10.70	TO: \$11.00-\$11.55
Grade 976	FROM: \$10.10-\$11.60	TO: \$11.00-\$12.45
Grade 977	FROM: \$10.10-\$19.35	TO: \$11.00-\$20.20
Grade 979	FROM: \$10.10-\$15.53	TO: \$11.00-\$16.38
Grade 980	FROM: \$10.10-\$15.45	TO: \$11.00-\$16.30
Grade 981	FROM: \$10.10-\$18.85	TO: \$11.00-\$19.70
Grade 982	FROM: \$10.10-\$51.35	TO: \$11.00-\$52.20
Grade 983	FROM: \$10.10-\$91.35	TO: \$11.00-\$92.20
Grade 984	FROM: \$10.10-\$11.35	TO: \$11.00-\$12.20
Grade 985	FROM: \$10.10-\$21.35	TO: \$11.00-\$22.20
Grade 986	FROM: \$10.10-\$31.35	TO: \$11.00-\$32.20
Grade 405	FROM: \$10.10-\$10.26	TO: \$11.00-\$11.11
Grade 407	FROM: \$10.10-\$10.60	TO: \$11.00-\$11.45
Grade 802	FROM: \$10.10 FLAT	TO: \$11.00 FLAT
Grade 812	FROM: \$10.10 FLAT	TO: \$11.00 FLAT
Grade 852	FROM: \$10.10 FLAT	TO: \$11.00 FLAT
Grade 853	FROM: \$10.10 FLAT	TO: \$11.00 FLAT
Grade 854	FROM: \$10.10 FLAT	TO: \$11.00 FLAT
Grade 92D	FROM: \$10.10-\$100.00	TO: \$11.00-\$100.00
Grade 987	FROM: \$10.10-\$16.10	TO: \$11.00-\$16.95

Maryland State Legislation mandated an increase to the minimum wage, which increases the minimum wage from \$10.10 per hour to \$11.00 per hour effective January 1, 2020.

The Department of Human Resources has reviewed the Class File and has identified the above salary ranges that were approved by the Board on May 15, 2018, which require adjustments in order to be in

**MINUTES****PERSONNEL**Department of Human Resources - cont'd

full compliance with the Minimum Wage Legislation. Some of the ranges listed above have had salary range maximums increased as well as minimums in order to preserve the existing span of the range.

In recommending the above adjustment of the minimum of the salary range for the class Of Work Study Student (10112) from a Grade 981 (\$10.10-\$18.85) to (\$11.00-\$19.70), the Department of Human Resources is not only complying with the Minimum Wage Legislation, but is also adjusting the salary structure within the range to allow the agencies greater flexibility to recruit and compensate students. The revisions to the internal salary structure are as follows:

<u>Educational Category</u>	<u>Present Plan</u>	<u>Proposed Plan</u>
(1) High School Student	\$10.10-\$12.25	\$11.00-\$13.10
(2) First Year of College	\$11.20-\$13.85	\$12.00-\$14.85
(3) Second Year of College	\$12.10-\$14.85	\$13.00-\$15.70
(4) Third Year of College	\$13.10-\$16.60	\$14.00-\$17.20
(5) Fourth Year of College	\$14.50-\$17.85	\$15.00-\$18.85
(6) Graduate School	\$15.10-\$18.85	\$17.00-\$19.70

2. Adjust the salary of the following classifications, effective January 1, 2020:
- 

Classification: Mayor  
 Job Code: 00100  
 From Grade: 88E (\$184,832.00)  
 To Grade: 88E (\$189,453.00)

Classification: Comptroller  
 Job Code: 00740  
 From Grade: 87E (\$122,387.00)  
 To Grade: 87E (\$125,447.00)

**MINUTES****PERSONNEL**Department of Human Resources - cont'd

Classification: President City Council  
 Job Code: 01165  
 From Grade: 87E (\$122,387.00)  
 To Grade: 87E (\$125,447.00)

Classification: Vice President City Council  
 Job Code: 01167  
 From Grade: 83E (\$78,679.00)  
 To Grade: 83E (\$80,646.00)

Classification: Council Member  
 Job Code: 01166  
 From Grade: 81E (\$71,186.00)  
 To Grade: 81E (\$72,966.00)

Classification: Chairman Liquor Board  
 Job Code: 00290  
 From Grade: 89A (\$32,011.00)  
 To Grade: 89A (\$32,811.00)

Classification: Commissioner Liquor Board  
 Job Code: 00286  
 From Grade: 88A (\$31,459.00)  
 To Grade: 88A (\$32,245.00)

**AMOUNT OF MONEY AND SOURCE:**

The Bureau of Budget and Management Research will establish the costs after the Board of Estimates **Notes** the above items.

**BACKGROUND/EXPLANATION:**

Council Bill 04-0007, Senate Bill 846 and House Bill 831 established the Compensation Commission for Elected Officials and Appointed Commissioners and the Chairman of the Liquor Board. The Commission's recommendation concerning the compensation of elected officials and the Liquor Board Chairman and Commissioners was

**MINUTES****PERSONNEL**Department of Human Resources - cont'd

codified in Council Bill 07-0612, Senate Bill 846, and House Bill 831. These bills passed the Baltimore City Council in December 2007, and the Senate and House authorized pay increases for the Mayor, Comptroller, President City Council, Vice President City Council, Council Members, Appointed Liquor Board Commissioner, and the Chairman of the Liquor Board.

The terms of the legislation stipulate that elected officials are entitled to receive an annual salary increase equal to 2.5% of their respective salaries only if at least one of the following employee groups, i.e. AFSCME, CUB, FOP, IAFF, or MAPS receive an increase in compensation during the fiscal year that began the preceding July. AFSCME received 3%, MAPS received 2.5%, IAFF received 2% cost of living adjustments, effective July 1, 2019. The Senate Bill 846 and House Bill 831 stipulate adjustments to the above classes' salaries based on cost of living increases available to the members of the City Council.

Therefore, the Honorable Board of Estimates is requested to **NOTE** that the adjustments of the above classes are in compliance with the law and are effective January 1, 2020.

Although not required by Council Bill 07-0612, the Department of Human Resources, in an effort to be fully transparent, has presented the salary increases to the Board of Estimates.

**MINUTES**

Baltimore City Police Department – Governmental/Charitable  
Solicitation Application

**ACTION REQUESTED OF B/E:**

The Board is requested to endorse a Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City to allow the Baltimore City Police Department and staff to solicit donations from local individuals, businesses, civic leaders, the foundation community and the general public to fund a Recognition and Appreciation Day for The Baltimore City Police Department Civilians, showing appreciation for their hard work and outstanding support throughout the year. The period is effective upon Board approval through November 6, 2020.

**AMOUNT OF MONEY AND SOURCE:**

No general funds are involved in this transaction.

**BACKGROUND/EXPLANATION:**

The Civilians Appreciation Day June 2020 effort will solicit donations from Baltimore businesses, civic leaders, the foundation community and the general population. A potential donor list will be comprised of individuals and corporate entities that contribute to the economic, social, and cultural vitality of Baltimore City. Most of the individual and corporate entities fitting that description are not controlled donors. However, those potential donors who are controlled donors with respect to the City Council or the Board of Estimates will not be targeted or singled out in any way and will be solicited, if at all, in the same manner as the other potential donors.

Civilian Appreciation Day is a way of honoring the hard work and dedication, and many contributions of the Baltimore City Police Department's civilian staff. It is important to acknowledge their collective sacrifice and dedication to the mission of the Baltimore City Police Department ensuring the civilian staff remain just as

**MINUTES**Baltimore City Police Department - cont'd

committed to the Department's core values and maintaining consistent operations. The acknowledgement is to show recognition to the Baltimore City Police Department Civilians and appreciation for the hard work and outstanding support that they have been displaying throughout the year to the Baltimore Police Department Sworn members.

This recognition and appreciation will consist of awarding with certificates, awards, door prizes, food and entertainment, acknowledging a work environment in which people can feel good, important, and appreciated. Employees who are rewarded, are recognized and thanked for the services they provide, and the best customer care. When employees and their work are valued, their satisfaction and productivity rises, and they are motivated to maintain or improve their good work. Praise and recognition are essential to an outstanding workplace. People want to be respected and valued by others for their contribution, of their performance and the good they do for the company.

Donations will be used as door prizes, gift giveaways, to purchase food, and as additional gifts to the Baltimore City Police Department Civilians.

Baltimore City Code, Article 8, §6-26 prohibits solicitation or facilitating the solicitation of a gift. An exception was enacted in 2005 to permit certain solicitations that are for the benefit of an official governmental program or activity, or a City-endorsed charitable function or activity. Ethics regulation 96.26B sets out the standards for approval, which includes the requirement that the program, function, or activity to benefit from the proposed solicitation must be endorsed by the Board of Estimates or its designee.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**MINUTES**

Baltimore City Police Department - cont'd

UPON MOTION duly made and seconded, the Board endorsed the Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City to allow the Baltimore City Police Department and staff to solicit donations from local individuals, businesses, civic leaders, the foundation community and the general public to fund a Recognition and Appreciation Day for The Baltimore City Police Department Civilians, showing appreciation for their hard work and outstanding support throughout the year.

**MINUTES**

Office of the City Council - Governmental/Charitable  
Solicitation Application

**ACTION REQUESTED OF B/E:**

The Board is requested to endorse a Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City to allow Mr. Zeke Cohen and staff to solicit donations from local individuals, businesses, civic leaders, the foundation community, and the general public to fund various educational, informative, and community events related to the Elijah Cummings Healing City Act. The period of the campaign is effective upon Board approval through December 2020.

**AMOUNT OF MONEY AND SOURCE:**

No general funds are involved in this transaction.

**BACKGROUND/EXPLANATION:**

Donations will be solicited from Baltimore businesses, civic leaders, the foundation community, and the general population. A potential donor list will be comprised of individuals and corporate entities that contribute to the economic, social, and cultural vitality of Baltimore City. Most of the individual and corporate entities fitting that description are not controlled donors. However, those potential donors who are controlled donors, with respect to the City Council or the Board of Estimates, will not be targeted or singled out in any way and will be solicited, if at all, in the same manner as the other potential donors.

Mr. Cohen has worked on the Elijah Cummings Healing City Act Legislation that aims to educate, train, and equip City agency staff members with trauma-responsive resources. As a way to build support and ongoing momentum for this initiative, Mr. Cohen will be organizing events throughout the year to engage the youth, the general public, community members, non-profits, and agency staff

**MINUTES**Office of the City Council - cont'd

members to participate in informative and educational social events related to trauma responsive resources. The funds will be used for food, venue costs, honorariums, and supplies needed for these various events.

These events will be a collaboration with non-profits and government. Mr. Cohen's office has been working with Baltimore City Recreation and Parks, the Baltimore City Health Department, and the Mayor's Office of Children and Family Success to devise a plan for the initiative. Mr. Cohen's office seeks to raise \$20,000.00 to support several community events where the community can come together to become more trauma informed and trauma resilient through shared resources and outreach to students, families, and community members generally. The funds will be used to finance organizing and hosting these events.

Baltimore City Code Article 8, Section 6-26, prohibits solicitation or facilitating the solicitation of a gift. An exception was enacted in 2005 to permit certain solicitations that are for the benefit of an official governmental program or activity, or a City-endorsed charitable function or activity. Ethics Regulation 96.26B sets out the standards for approval, which includes the requirement that the program, function, or activity to be benefited and the proposed solicitation campaign must be endorsed by the Board of Estimates or its designee.

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board endorsed the Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City to allow Mr. Zeke Cohen and

**MINUTES**

Office of the City Council - cont'd

staff to solicit donations from local individuals, businesses, civic leaders, the foundation community, and the general public to fund various educational, informative, and community events related to the Elijah Cummings Healing City Act. The Mayor

**ABSTAINED.** The President **ABSTAINED.**

**MINUTES**

Department of Public Works/Office - Amendment No. 4 to Agreement of Engineering and Construction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 4 to Agreement (Amendment No. 4) under Project 882, ENR Activated Sludge Plant 4 at Back River Waste Water Treatment Plant (BRWWTP), Project and Construction Management Assistance Services with Johnson, Mirmiran & Thompson, Inc. The Amendment No. 4 extends the period of the agreement through December 22, 2021 or until the upset fee is reached, whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

\$ 591,600.00	- Maryland Department of the Environment
429,200.00	- Baltimore City
429,200.00	- Baltimore County
<u>\$1,450,000.00</u>	- 9956-905565-9551-900020-703032

**BACKGROUND/EXPLANATION:**

The Office of Engineering & Construction is in need of continued services for Project 882 for Construction Management Services at BRWWTP. The Amendment No. 4 in the upset limit amount of \$1,450,000.00 is needed because the Project 882 construction contract is again delayed and the current schedule shows construction completion by July 2020.

The Office of Engineering & Construction is seeking the budget increase to cover inspection services for the revised completion date, including additional Construction Management Services during the warranty phase, and to support the City on contractor claims.

The scope of the original agreement included the Consultant providing on-site and office services in conjunction with the construction of Project 882 to be in accordance with the plans, specifications, and applicable laws. The services to be provided

**MINUTES**

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

include, but were not limited to assisting the Construction Management Division with construction monitoring and inspection, preparation of daily reports, maintenance of project records and documentation, review and processing of contractor's applications for payment, attendance at progress meetings, preparation of record drawings, review of contract claims and support, estimating, scheduling, project engineering, constructability reviews, construction contract administration, and MBE/WBE and wage regulation compliance reporting.

**MBE/WBE PARTICIPATION:**

The Consultant will continue to comply with Article 5, Subtitle 28 of the Baltimore City Code and the 29% MBE and 10% WBE goals assigned to the original agreement.

**THE EAR WAS APPROVED BY MWBOO ON NOVEMBER 12, 2019.**

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 4 to Agreement under Project 882, ENR Activated Sludge Plant 4 at Back River Waste Water Treatment Plant, Project and Construction Management Assistance Services with Johnson, Mirmiran & Thompson, Inc.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore Police Department</u>			
1. Gary Cordner Shannon Sullivan Donald Gerkin Michelle Molinaro	Advanced Instructor Certification Course Los Angeles Jan 12 - 17, 2020 (Reg. Fee \$0.00)	Grant Funds	\$6,535.80

The hotel cost of \$905.00, the hotel tax of \$141.99 and airfare cost of \$201.96 for each employee was prepaid using a City-issued credit card assigned to Tribhuvan Thacker. Therefore, the disbursement to each employee is \$385.00.

2. Michael Brinn Christopher Tran Damond Durant Andrew Davis	Advanced Instructor Certification Course Los Angeles Jan 12 - 17, 2020 (Reg. Fee \$0.00)	Grant Funds	\$4,191.82
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The hotel cost of \$905.00, the hotel tax of \$141.99 and airfare cost of \$201.96 for Messrs. Brinn and Tran were prepaid using a City-issued credit card assigned to Tribhuvan Thacker. Therefore, the disbursement to Messrs. Brinn and Tran is \$385.00.

Mr. Durant will share a hotel room with Mr. Brinn; Mr. Davis will share a room with Mr. Tran, therefore the Department only requests subsistence to cover meals and incidentals for Messrs. Durant and Davis. The airfare cost of \$201.96 was prepaid using a City-issued credit card assigned to Tribhuvan Thacker. Therefore, the disbursement to Messrs. Durant and Davis is \$260.00.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore Police Department - cont'd</u>			
3. Alvin McCoy Louis Nanna	Advanced Instructor Certification Course Los Angeles Jan 12 - 17, 2020 (Reg. Fee \$0.00)	Grant Funds	\$2,095.91

The hotel cost of \$905.00, the hotel tax of \$141.99 and airfare cost of \$201.96 for Mr. McCoy was prepaid using a City-issued credit card assigned to Tribhuvan Thacker. Therefore, the disbursement to Mr. McCoy is \$385.00.

Mr. Nanna will share a hotel room with Mr. McCoy, therefore the Department only requests subsistence to cover meals and incidentals. The airfare cost of \$201.96 was prepaid using a City-issued credit card assigned to Tribhuvan Thacker. Therefore, the disbursement to Mr. Nanna is \$260.00.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five work days or it involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

The Board, UPON MOTION duly made and seconded, approved the foregoing travel requests.

**MINUTES**

Baltimore Development Corporation - Third Amendment  
to Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Third Amendment to the Lease Agreement with the Baltimore Police Department, EEOD Division, for the premises containing 4,285 total square feet located on the fourth floor in the property known as 7 E. Redwood Street. The Third Amendment to Lease Agreement extends the period through October 31, 2022.

**AMOUNT OF MONEY AND SOURCE:**

\$77,258.52 - Base Rent payable to the City for the first year of the lease renewal term, escalating at 3.00% annually thereafter.

**BACKGROUND/EXPLANATION:**

On October 3, 2012, the Board approved the Lease Agreement with the Baltimore Police Department, EEOD Division. The initial lease term was September 1, 2012 through October 31, 2016, with the option to extend for additional terms. The Baltimore Police Department, EEOD Division, has requested a third renewal of its lease term. The renewal term is November 1, 2019 through October 31, 2022.

UPON MOTION duly made and seconded, the Board approved and authorized execution of a Third Amendment to the Lease Agreement with the Baltimore Police Department, EEOD Division, for the premises containing 4,285 total square feet located on the fourth floor in the property known as 7 E. Redwood Street.

**MINUTES**

Department of Planning - 2020 Loan Authorization Program  
FY 2022 - 2023 General Obligation Bonds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the 2020 Loan Authorization Program, which includes \$80,000,000.00 for appropriation in FY 2022 and \$80,000,000.00 for appropriation in FY 2023.

**AMOUNT OF MONEY AND SOURCE:**

\$80,000,000.00 - FY 2022 (General Obligation Bonds)

\$80,000,000.00 - FY 2023 (General Obligation Bonds)

**BACKGROUND/EXPLANATION:**

General Obligation Bonds are borrowed funds that must be reviewed and approved by the Planning Commission, the Board of Finance, the Board of Estimates, the City Delegation to the Maryland General Assembly, the City Council, and the voters of Baltimore. This loan package will go to referendum in November 2020 and must be approved by a majority of the voters before funds can be appropriated and expended. This fund source is secured by the full faith and credit of the City and, therefore, comprises a portion of the City's annual debt.

On November 14, 2019, the Planning Commission recommended approval of the 2020 Loan Authorization Program in the following allocations:

\$ 12,000,000.00	- Affordable Housing
38,000,000.00	- Schools
38,000,000.00	- Community and Economic Development
72,000,000.00	- Public Infrastructure
<b><u>\$160,000,000.00</u></b>	<b>- Total authorization (over two years)</b>

The Board of Finance recommended approval of the Loan Authorization on December 18, 2019.

## MINUTES

Department of Planning - cont'd

President: "Ah -- Madam Comptroller."

Comptroller: "Yes. I would just like to Mr. President like to address the um -- 2020 Loan Authorization Program on page 88 of the Agenda. The Loan Authorization includes \$38,000,000.00 in general obligation bond for Baltimore City Public Schools Capital Improvement Program. Later this week our partners in the City's Legisla -- Legislative Delegation who must approve the 2020 Loan Authorization Program will begin their discussions in Annapolis on how to fund the recommendation proposed by the Kirwan Commission on Innovation and Excellence in Education. Improving public education in Baltimore City is one of the most important issues for us as elected leaders this year or any year. Our children deserve modern, updated facilities where they can get a world-class education. The \$38,000,000.00 we approved this morning is a tangible sign of the City's commitment to our students. It will help pay for renovations and ex -- expansions at the Maree G. Farring Elementary School and Armistead Gardens Elementary School that will cease -- that will ease overcrowding and provide state-

**MINUTES**

of-the-art learning environments. It will also help fund air conditioning, fire safety, and healthy school facility projects around the City. As we continue to work with our partners at the state level to find ways to fund the Kirwan Commission recommendations, I strongly support the Loan Authorization and the investment it represents in our students and our future. I look forward to the City Delegation and the voters approving it later this year. Thank you.”

UPON MOTION duly made and seconded, the Board approved the 2020 Loan Authorization Program, which includes \$80,000,000.00 for appropriation in FY 2022 and \$80,000,000.00 for appropriation in FY 2023.

## MINUTES

Department of Finance - Report of the 2020 Loan Authorization

The Board is requested to **NOTE** receipt of the review schedule for the 2020 Loan Authorizations which includes an endorsement by the City of Baltimore Board of Finance.

On December 20, 2019, at a scheduled meeting of the Board of Finance, the 2020 Loan Authorizations totaling \$160,000,000.00 was presented to a quorum of the Board of Finance. Following the presentation, the Board of Finance endorsed the Loan Authorization program as summarized below:

## Board of Finance Recommended 2020 Loan Authorizations

• Public Infrastructure	\$ 72,000,000.00
• Community and Economic Development	38,000,000.00
• Schools	38,000,000.00
• Affordable Housing	<u>12,000,000.00</u>
Total (CIP FY22 and FY23)	<b>\$160,000,000.00</b>

UPON MOTION duly made and seconded, the Board **NOTED** receipt of the review schedule for the 2020 Loan Authorizations which includes an endorsement by the City of Baltimore Board of Finance.

**MINUTES****PROPOSALS AND SPECIFICATIONS**

1. Department of Transportation - TR 20001, Reconstruction of Footways Citywide  
**BIDS TO BE RECV'D: 02/05/2020**  
**BIDS TO BE OPENED: 02/05/2020**
2. Department of Transportation - TR 20002, Reconstruction of Footways Citywide  
**BIDS TO BE RECV'D: 02/05/2020**  
**BIDS TO BE OPENED: 02/05/2020**
3. Department of Transportation - TR 20005, Reconstruction of Alleys Citywide  
**BIDS TO BE RECV'D: 02/05/2020**  
**BIDS TO BE OPENED: 02/05/2020**
4. Department of Transportation - TR 17302, S. Clinton Street Rehabilitation from Boston Street to Keith Avenue  
**BIDS TO BE RECV'D: 03/04/2020**  
**BIDS TO BE OPENED: 03/04/2020**

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

## MINUTES

President: "As there is no more business before the Board we will recess until bid opening at twelve o'clock noon for the opening and receiving of bids."

\* \* \* \* \*

**MINUTES**

Comptroller: "Good afternoon, the Board of Estimates is now in session for the receiving and opening of bids. In the interest of promoting that -- 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 must be vacated -- 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 the following agencies had issued an Addendum extending the dates for receipt and opening of bids on the following contract. There were no objections.

Department of Public Works - SDC 7778, Drainage Repairs  
and Improvements at Various  
Locations  
**BIDS TO BE RECV'D: 01/15/2020**  
**BIDS TO BE OPENED: 01/15/2020**

## MINUTES

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

Department of General Services - GS 19801, Police Headquarters and Annex Elevator Upgrade and Modernization

Chilmar Corporation  
Nichols Contracting, Inc.  
W.M. Schlosser Company, Inc.

Bureau of Procurement - B50005974, Yard Tractor

Beltway International, LLC

Bureau of Procurement - B50005976, Electric Vehicle with Dump Bed

Werres Corporation

Bureau of Procurement - B50005978, Tilt Deck Boat Trailer

**NO BIDS WERE RECEIVED.**

Bureau of Procurement - B50005979, Hook Lift Roll-Off Trucks

Waste Equipment Sales and Service LLC  
Transteck Inc. dba Freightliner of Elkton

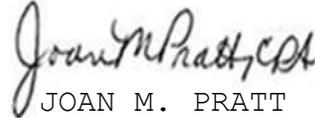
Bureau of Procurement - B50005980, Tractor with Front End Loader

Finch Services, Inc.

## MINUTES

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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, January 15, 2020.



JOAN M. PRATT

Secretary