

**MINUTES****REGULAR MEETING**

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

President: "Good morning. The March 11, 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. Before we go any further, I would like to take a moment to uh -- address the public health situation that's being presented by COVID-19, also known as the Coronavirus. I think we all know by now that calls have begun to come in to cancel events and meetings where the public gathers. Uh -- meetings like this

## MINUTES

one, obviously. As the Chair of this body, I take seriously my responsibilities to the public. We will be guided by the science and continue to consult with Baltimore's Health Department and health providers in how we go about making our business and our business decisions. And we have to make sure that our residents are informed so they know where to go for the most up-to-date information and updates. That's something our colleagues at the federal level, not to mention residents, have been unclear about. I spoke last night with Senate President Ferguson, who faces many of the same decisions with respect to balancing the imperative to continue to do the people's business while doing so in a way that does not risk the health of citizens and members of the community. So for now, we will continue on. Mr. Mayor, it is times like this that we call for us to put politics aside and work together to make sure that the people of Baltimore are getting what they need and expect from their leaders during this crisis, and I am happy to say that is exactly what's been happening here in Baltimore. Uh -- last week we had a hearing at the City Council -- the Health

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Department was great -- the collaboration has been great -- the information was great, and we will continue to do that. We know that this is a serious issue. We know that we have to protect the citizens of Baltimore at all costs. We have started to inform people that they can watch on live stream. Hopefully that's what they're doing to protect themselves and we will continue to push the information out there. Uh -- we look forward to making sure that all of Baltimoreans are as safe as possible during this crises and we -- and that we will work together, as always, to make sure that Baltimore's business carries on, but carries on in a safe way. I will direct the Board members' attention to the Memorandum from my office dated March 9, 2020, identifying matters to be considered as routine agenda items together with any corrections and additions that have been noted by the Comptroller. I will entertain a Motion to approve all of the items contained on the routine agenda."

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Acting City Solicitor: "Mr. President, I move approval of all items on the routine agenda."

Comptroller: "I Second."

President: "All those in favor say AYE. All opposed, say NAY. The Motion carries. The routine agenda items have been adopted."

\* \* \* \* \*

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

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

Bay Town Painting Inc.	\$ 1,500,000.00
Helios Electric, LLC	\$ 990,000.00
J.M. Murphy Enterprises, Inc.	\$ 1,500,000.00
Mark-Lang, Inc.	\$ 1,500,000.00
North Point Builders of Maryland, LLC	\$ 8,000,000.00
William T. King, Inc.	\$ 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:

Accurate Infrastructure Data, Inc.	Engineer Property Line Survey
Dewberry Engineers Inc.	Landscape Architect Engineer Land Survey

**MINUTES****BOARDS AND COMMISSIONS** - cont'd

GEO-Technology Associates, Inc.	Engineer
KES Engineering, Inc.	Engineer
Mercado Consultants, Inc.	Engineer Land Survey Property Line Survey
Mimar Architects & Engineers, Inc. dba Mimar Ponte Mellor	Architect
Savin Engineers, P.C.	Engineer
Site Resources, Incorporated	Landscape Architect Engineer
Skelly and Loy, Inc.	Landscape Architect Engineer

There being no objection, the Board, UPON MOTION duly made and seconded, approved the Prequalification of Contractors and the Prequalification of Architects and Engineers for the foregoing firms.

**MINUTES**

Labor Commissioner - Memoranda of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to **NOTE** receipt of the Memoranda of Understanding (MOU) for FY 2020 - 2021 between the City of Baltimore and the City Union of Baltimore, Inc. (CUB).

- FY 2020-2021, City Union of Baltimore (CUB) Unit I
- FY 2020-2021, City Union of Baltimore (CUB) Unit II

**AMOUNT OF MONEY AND SOURCE:**

The negotiated wage increases have been budgeted.

**BACKGROUND/EXPLANATION:**

In accordance with the Municipal Employees Relations Ordinance (MERO), negotiations were conducted and concluded with the City Union of Baltimore, Local 800, Units I and II. The results of the negotiations have been reduced to writing in the form of the submitted Memorandum of Understanding for Fiscal Years 2020-2021.

**MBE/WBE PARTICIPATION:**

N/A

President: "Uh -- before we close, I want to turn it over to Comptroller Pratt for discussion."

Comptroller: "I would just like to address the Fiscal 2020-2021 Memorandum of Understanding with the City Union of Baltimore, as noted on page 3 of the routine agenda. I want to congratulate the

## MINUTES

Labor Commissioner - Memoranda of Understanding - cont'd

Union representatives and the Labor Commissioner on successfully concluding new two-year agreements. The MOU ratified by the Board this morning recognizes the diligent work of our front-line employees and supervisors who keep the City government working, day in and day out. Our Union workers provide vital public services, often under difficult conditions with little or no public recognition. By providing a 3% wage increase in Fiscal Year 2020, an additional 2% in Fiscal Year 2021, today's agreements give our employees a tangible benefit in times of increasing economic uncertainty. I strongly support the City Union workers and that's why I proudly endorse these two new contracts. Thank you."

\* \* \* \* \*

The Board **NOTED** receipt of the Memoranda of Understanding for FY 2020 - 2021 between the City of Baltimore and the City Union of Baltimore, Inc.

**MINUTES**

Department of Law - Settlement Agreement and Release

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Settlement Agreement and Release of a litigation action brought by William and Bessie Fite, Plaintiffs, against the Mayor and City Council of Baltimore.

**AMOUNT OF MONEY AND SOURCE:**

\$140,000.00 - 2044-000000-1450-703800-603070

**BACKGROUND/EXPLANATION:**

The Plaintiffs allege that their home located at 815 Union Avenue, sustained property damage due to multiple sewage backups. On December 8, 2017 and March 25, 2018, sewage backups occurred at the home of the Plaintiffs located at 815 Union Avenue. The Plaintiffs experienced a backup previously on September 13, 2015. As a result of the multiple sewage backups, the Plaintiffs sustained damage to their personal and real property.

In order to resolve this litigation economically and to avoid the expense, time, and uncertainties of further protracted litigation, the parties have agreed to offer the Plaintiffs payment of \$140,000.00, for complete settlement of the case, including attorney's fees. In return, the Plaintiffs have agreed to dismiss against the City, and its employees, agents and representatives.

Based on a review by the Settlement Committee of the Law Department, a recommendation to settle was made to the Board of Estimates to approve the settlement of this case to avoid a potential adverse jury verdict.

**MINUTES**

Department of Law - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Settlement Agreement and Release of a litigation action brought by William and Bessie Fite, Plaintiffs, against the Mayor and City Council of Baltimore.

**MINUTES**

Department of Real Estate - Lease Renewal

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the renewal of the lease between Clinton Street Industrial, LLC, Landlord, and the Mayor and City Council of Baltimore, Tenant, for the rental of the property known as 3311 Eastbourne Avenue, containing 3,900 sq. ft., a parking lot known as 1723 S. Clinton Street containing 2,508 sq. ft., and a parking lot known as a portion of 1715/21 S. Clinton Street containing 5,570 sq. ft. The period of the renewal is June 1, 2020 through May 31, 2025.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Monthly Installments</u>
\$139,113.00	\$11,592.75

Account: 1001-000000-5152-387900-603013

The rent will increase by 3% each year during the renewal term.

**BACKGROUND/EXPLANATION:**

On May 27, 2015, the Board approved the Lease Agreement with 3311 Eastbourne, LLC. On October 18, 2017, the lease was assumed by Clinton Street Industrial, LLC. The period of the lease agreement is June 1, 2015 through May 31, 2020, with the right to renew for one additional 5-year term. The Mayor and City Council of Baltimore will exercise the renewal option.

The Bureau of Solid Waste uses the building for office space for the operation of Skimmer Boats. The parking lots will be used to

**MINUTES**

Department of Real Estate - cont'd

store the Tenant's vehicles and equipment. All other rentals, conditions and provisions of the original lease agreement in full force and effect.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the renewal of the lease between Clinton Street Industrial, LLC, Landlord, and the Mayor and City Council of Baltimore, Tenant, for the rental of the property known as 3311 Eastbourne Avenue, containing 3,900 sq. ft., a parking lot known as 1723 S. Clinton Street containing 2,508 sq. ft., and a parking lot known as a portion of 1715/21 S. Clinton Street containing 5,570 sq. ft.

MINUTES

TRANSFER OF FUNDS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

the Transfer of Funds

listed on the following page:

1074

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****TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Baltimore Development Corporation</u>		
1. \$45,634.53 General Fund	9910-911046-9600 Constr. Res. Southwest Plan Implementation	9910-937013-9601 Façade Improvements
9,100.00 1 <sup>st</sup> Comm. EBF	9910-914022-9600 Constr. Res. WS Historic Prop. Stab.	9910-903355-9601 WS Historic Prop Rehab
22,203.00 <u>24<sup>th</sup> EBF</u>	9910-906993-9600 Constr. Res. Inner Harbor Area	9910-909460-9601 Inner Harbor
<b>\$76,937.53</b>		

This transfer will provide funds to reimburse Baltimore Development Corporation for eligible capital expenses for month ending August 31, 2019.

**MINUTES**

Department of Transportation - Amendment No. 2 to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 2 to Agreement (Amendment No. 2) with Whitman, Requardt & Associates, LLP. The Amendment No. 2 will extend the period of the agreement through March 1, 2023.

**AMOUNT OF MONEY AND SOURCE:**

\$500,000.00 - increase in upset limit

**BACKGROUND/EXPLANATION:**

On March 2, 2011, the Board approved the original agreement with an upset limit of \$3,000,000.00 to assist the Department's Engineering & Construction Division in the replacement or rehabilitation design of bridge structures, geotechnical design services/soil borings and other related civil and structural engineer designs.

On March 9, 2016, the Board approved Amendment No. 1 for a four-year time extension and increase in the upset limit by \$2,000,000.00 to assist with the Broening Highway TIGER Grant and complete ongoing tasks.

Amendment No. 2 will extend the period through March 1, 2023 and increase the upset limit by \$500,000.00, making the total upset limit \$5,500,000.00. Amendment No. 2 will allow the Contractor to continue tasks for engineering and design support services on active or soon to be active construction projects.

**MINUTES**

Department of Transportation - cont'd

**DBE PARTICIPATION:**

The Consultant will comply with Title 49 Code of the Federal Regulations Part 26 and the DBE goal established in the original agreement.

**DBE: 25%**

The Consultant has achieved 6.63% DBE goal. However, they have the capacity to meet the remaining goal.

**AUDITS NOTED THE TIME EXTENSION AND INCREASE IN UPSET LIMIT AND WILL REVIEW TASK ASSIGNMENTS.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 2 to Agreement with Whitman, Requardt & Associates, LLP.

**MINUTES**

Department of Transportation - Amendment No. 3 to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 3 to Agreement (Amendment No. 3) with STV, Inc. The Amendment No. 3 will extend the period of the agreement through February 22, 2023.

**AMOUNT OF MONEY AND SOURCE:**

\$1,000,000.00 - increase in upset limit

**BACKGROUND/EXPLANATION:**

On February 23, 2011, the Board approved the original agreement in the amount of \$3,000,000.00 with STV, Inc. to assist the Department's Engineering & Construction Division in the replacement or rehabilitation design of bridge structures, geotechnical design services/soil borings and other related civil and structural engineer designs.

On March 2, 2016, the Board approved Amendment No. 1, which provided for a time extension for one year to complete ongoing tasks.

On March 8, 2017, the Board approved Amendment No. 2 for a three-year time extension and changes in the scope of work.

Amendment No. 3 will extend the period of the agreement through February 22, 2023 and increase the upset limit by \$1,000,000.00, making the total upset limit \$4,000,000.00. Amendment No. 3 provides engineering support services on active or soon to be active construction projects.

**MINUTES**

Department of Transportation - cont'd

**DBE PARTICIPATION:**

The Consultant will comply with Title 49 Code of the Federal Regulations Part 26 and the DBE goal established in the original agreement.

**DBE: 25%**

The Consultant has achieved 4.41% of the DBE goal. However, they have the capacity to meet the remaining goals.

**AUDITS NOTED THE TIME EXTENSION AND INCREASE IN UPSET LIMIT AND WILL REVIEW TASK ASSIGNMENTS.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 3 to Agreement with STV, Inc.

**MINUTES**Department of Transportation - Minor Privilege Permit 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. 100 S. Dean Street	GRM, LLC	Entry steps 17 sq. ft.
\$ 35.20 - Flat Charge		
2. 1001 Fleet Street k/a 1012 Fleet Street	Harbor East Parcel C- Commercial, LLC	Double face electric sign 31.2 sq. ft.
\$655.20 - Flat Charge		

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

There being no objection, the Board, UPON MOTION duly made and seconded, approved the Minor Privilege Permits.

**MINUTES**

Department of Transportation - Developer's Agreement No. 1610

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Developer's Agreement No. 1610 with Two Farms, Inc., Developer.

**AMOUNT OF MONEY AND SOURCE:**

\$27,860.20 - Performance bond

**BACKGROUND/EXPLANATION:**

Two Farms, Inc. will install new storm drainage and upgrade the sidewalk, roadway and traffic improvements for a proposed Royal Farms convenience store at 2000 North Forest Park Avenue. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$27,860.20 has been issued to Two Farms, Inc., which assumes 100% of the financial liability.

**MBE/WBE PARTICIPATION:**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of Developer's Agreement No. 1610 with Two Farms, Inc., Developer.

**MINUTES**

Department of Transportation - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve assignment of Task No. 17 to Century Engineering, Inc., under Project 1191, On-Call Design Consultant Services for Federal Aid Resurfacing. The period of the Task is for approximately 12 months.

**AMOUNT OF MONEY AND SOURCE:**

\$1,100,239.03 - 9950-905023-9508-900010-705032  
1,037,000.00 - 9962-926020-9562-900000-705032  
**\$2,137,239.03**

**BACKGROUND/EXPLANATION:**

This Task Assignment will provide for continued service for project management support services and the concurrent design and construction efforts for the Central Avenue Design - Build TR 12317 project. In addition, this Task Assignment is for support of various scheduling claims, construction and for technicians.

**MBE/WBE PARTICIPATION:**

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

**MBE: 27.00%**

**WBE: 10.00%**

**APPROVED FOR FUNDS BY FINANCE**

**MINUTES**

Department of Transportation - cont'd

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

UPON MOTION duly made and seconded, the Board approved assignment of Task No. 17 to Century Engineering, Inc., under Project 1191, On-Call Design Consultant Services for Federal Aid Resurfacing.

MINUTES

EXTRA WORK ORDERS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Orders

listed on the following pages:

1084 - 1087

The EWOs were reviewed and approved

by the

Department of Audits, CORC,

and MWBOO, unless otherwise indicated.

MINUTES

EXTRA WORK ORDERS

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

Department of Public Works/Office  
of Engineering and Construction

1. EWO #007, \$410,239.00 - WC 1190, Montebello Filtration Plant  
1 Improvements - Electrical Distribution  

\$12,083,000.00	\$549,866.00	The Whiting-	293	93%
		Turner	Days	
		Contracting		
		Company, Inc.		

The Office of Engineering and Construction is requesting an additional 293-calendar day extension of which 283 days are compensable in accordance with the Chief Division Level Hearing held on May 2, 2019. During construction, the Contractor encountered an abandoned buried structure where the generator, fuel tank, and load bank were to be located. Demolition of a portion of this structure poses a significant risk to the Montebello-Cromwell Tunnel, located directly below this structure. Therefore, the Consultant Engineers had to relocate and redesign the conduits and appurtenances for the generator, fuel tank, load bank, and in consequence the primary switchgear. The Office has previously processed an EAR for the Change Order 006 work. Also, in accordance with project controls a determination was made that the Contractor would receive 211 calendar days' time extension in which 140 calendar days are non-compensable and 71 days would be compensable for a value of \$134,536.00. The \$134,536.00 EAR was approved by the Board, however, the Contractor disagreed with the decision and requested a division level hearing with the Chief of the Office of Engineering and Construction. Per the division level hearing it was determined to grant a total time of 293 calendar

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

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

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

days of which 283 calendar days are compensable at a value of \$1,925.00 per calendar day totaling \$544,775.00. The previous amount encumbered for Change Order 006 of \$134,526.00 will be subtracted from the \$544,775.00 due to both Change Orders covering the same changed condition. Also, the 211 calendar days in Change Order 006 are integrated in the 293 day time extension. Therefore, Change Order 007 is for the aggregate amount of \$410,239.00 and a 293-calendar day time extension in which 283 calendar days are compensable.

**MBE/WBE PARTICIPATION:**

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

**MBE:** 27%

**WBE:** 8%

**THE EAR WAS APPROVED BY MWBOO ON AUGUST 15, 2019.**



**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

Due the conditions out in the field, the Department directed visual aesthetics, design modifications, new scope items, additional construction efforts, etc. The costs of these items were agreed upon through reasonable negotiation.

**DBE PARTICIPATION:**

The Consultant will comply with Title 49 Code of the Federal Regulations Part 26 and the DBE goal established in the original agreement.

**DBE: 30%**

**MINUTES**

Parking Authority of - Parking Facility Rate Adjustment  
Baltimore City (PABC)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an adjustment to the monthly rate at the City-owned West Street Garage that is managed by the PABC. The Parking Facility Rate Adjustment is effective upon Board approval.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The PABC is charged with managing the City of Baltimore's parking assets. Proper stewardship of those assets requires that the PABC realize the best possible return on the City's parking investments.

Pursuant to Article 31, §13(f)(2) of the Baltimore City Code, subject to the approval of the Board of Estimates, the PABC may set the rates for any parking project. The PABC believes that a rate adjustment at this parking facility is warranted at this time.

To bring the monthly rate charged at the West Street Garage in line with its surrounding facilities, the PABC staff developed the submitted rate adjustment recommendation. This rate adjustment was unanimously approved by the PABC Board of Directors.

West Street Garage Rate Adjustment			
Rate to be Adjusted	Current Rate	Proposed Rate	Date of Last Adjustment
Monthly Market Rate	\$135.00	\$140.00	April 2019

**MINUTES**

PABC - cont'd

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the adjustment to the monthly rate at the City-owned West Street Garage that is managed by the Parking Authority of Baltimore City.

**MINUTES**

Parking Authority of - Parking Facility Rate Adjustment  
Baltimore City (PABC)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an adjustment to the monthly rate at the Penn Station Garage that is managed by the PABC. The Parking Facility Rate Adjustment is effective upon Board approval.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The PABC is charged with managing the City of Baltimore's parking assets. Proper stewardship of those assets requires that the PABC realize the best possible return on the City's parking investments.

Pursuant to Article 31, §13(f)(2) of the Baltimore City Code, subject to the approval of the Board of Estimates, the PABC may set the rates for any parking project. The PABC believes that a rate adjustment at this parking facility is warranted at this time.

To bring the monthly rate charged at the Penn Station Garage in line with its surrounding facilities, the PABC staff developed the submitted rate adjustment recommendation. This rate adjustment was unanimously approved by the PABC Board of Directors.

Penn Station Garage Rate Adjustment			
Rate to be Adjusted	Current Rate	Proposed Rate	Date of Last Adjustment
Monthly Market Rate	\$225.00	\$230.00	March 2019

**MINUTES**

PABC - cont'd

N/A

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the adjustment to the monthly rate at the Penn Station Garage that is managed by the Parking Authority of Baltimore City.

**MINUTES**

Department of Housing and Community Development - Change in Funding Sources to the Community Catalyst Operating Grants Program

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the change of funding sources for the Community Catalyst Operating Grants program.

**AMOUNT OF MONEY AND SOURCE:**

\$1,750,000.00 - total amount of grants

<b>Previously Named Grantees approved by the Board of Estimates on September 18, 2019</b>	<b>Previously awarded Grant Amount</b>	<b>Date BOE approved Budgets and Scope of Work</b>	<b>Current Account/ Funding Source</b>	<b>New Account/ Funding Source</b>
Arch Social Community Network	\$75,000.00	16-Oct-19	9910-906222-9588	1001-000000-5930-599700-607001
Baltimore Good Neighbors Coalition (Approved switch to <u>Strong City Baltimore</u> by BOE on February 12, 2020)	\$50,000.00	30-Oct-19	9910-906222-9588	1001-000000-5930-599700-607001

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Department of Housing and - cont'd  
Community Development

Baltimore Roundtable for Economic Democracy (Approved switch to <u>The Working World</u> by BOE on February 12, 2020)	\$47,000.00	30-Oct-19	9910-906222-9588	1001-000000-5930-599700-607001
Belair-Edison Neighborhoods Inc.	\$48,000.00	16-Oct-19	9910-906222-9588	1001-000000-5930-599700-607001
Bikemore	\$35,000.00	2-Oct-19	9910-906222-9588	1001-000000-5930-599700-607001
Black Women Build Baltimore	\$65,000.00	2-Oct-19	9910-906222-9588	1001-000000-5930-599700-607001
Bon Secours Community Works	\$25,000.00	30-Oct-19	9910-906222-9588	1001-000000-5930-599700-607001

## MINUTES

Department of Housing and - cont'd  
Community Development

BRIDGES	\$70,000.00	2-Oct-19	9910-906222-9588	1001-000000-5930-599700-607001
Baltimore Youth Kinetic Energy (BYKE)	\$40,000.00	16-Oct-19	9910-906222-9588	1001-000000-5930-599700-607001
Central Baltimore Partnership	\$40,000.00	16-Oct-19	9910-906222-9588	1001-000000-5930-599700-607001
Cherry Hill Development Corporation	\$75,000.00	2-Oct-19	9910-906222-9588	1001-000000-5930-599700-607001
Clergy United for the Transformation of Sandtown	\$50,000.00	30-Oct-19	9910-906222-9588	1001-000000-5930-599700-607001
Coldstream Homestead Montebello Community Corporation	\$25,000.00	2-Oct-19	9910-906222-9588	1001-000000-5930-599700-607001

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Department of Housing and - cont'd  
Community Development

Coppin Heights Community Development Corporation	\$75,000.00	16-Oct-19	9910-906222-9588	1001-000000-5930-599700-607001
East North Avenue Community Development Corporation	\$50,000.00	16-Oct-19	9910-906222-9588	1001-000000-5930-599700-607001
Endside Out	\$50,000.00	30-Oct-19	9910-906222-9588	1001-000000-5930-599700-607001
Forest Park Alliance & WBC CDC (Approved switch to <u>WBC Community Development Corporation</u> by BOE on February 12, 2020)	\$75,000.00	6-Nov-19	9910-906222-9588	1001-000000-5930-599700-607001
Garrison Restorative Action and Community Empowerment Corporation	\$45,000.00	30-Oct-19	9910-906222-9588	1001-000000-5930-599700-607001

## MINUTES

Department of Housing and - cont'd  
Community Development

Greater Baybrook Alliance	\$50,000.00	16-Oct-19	9910-906222-9588	1001-000000-5930-599700-607001
Habitat For Humanity Chesapeake	\$40,000.00	30-Oct-19	9910-906222-9588	1001-000000-5930-599700-607001
Hanlon Improvement Association	\$25,000.00	30-Oct-19	9910-906222-9588	1001-000000-5930-599700-607001
Historic East Baltimore Community Action Coalition	\$47,000.00	16-Oct-19	9910-906222-9588	1001-000000-5930-599700-607001
Holy Nativity & St. John Development Corporation	\$50,000.00	30-Oct-19	9910-906222-9588	1001-000000-5930-599700-607001
Impact Hub Baltimore & Twilight Quest	\$34,000.00	30-Oct-19	9910-906222-9588	1001-000000-5930-599700-607001

## MINUTES

Department of Housing and - cont'd  
Community Development

Intersection of Change	\$48,000.00	30-Oct-19	9910-906222- 9588	1001-000000-5930- 599700-607001
KMW/Threshold, Inc.	\$50,000.00	30-Oct-19	9910-906222- 9588	1001-000000-5930- 599700-607001
Leaders of a Beautiful Struggle	\$75,000.00	16-Oct-19	9910-906222- 9588	1001-000000-5930- 599700-607001
Neighborhood Design Center	\$25,000.00	30-Oct-19	9910-906222- 9588	1001-000000-5930- 599700-607001
Parks & People Foundation	\$40,000.00	2-Oct-19	9910-906222- 9588	1001-000000-5930- 599700-607001

## MINUTES

Department of Housing and - cont'd  
Community Development

Peoples Homesteading Group	\$60,000.00	30-Oct-19	9910-906222-9588	1001-000000-5930-599700-607001
Sandtown Harlem Park Master Plan (Approved switch to <u>Strong City Baltimore</u> by BOE on February 12, 2020)	\$60,000.00	6-Nov-19	9910-906222-9588	1001-000000-5930-599700-607001
Southwest Partnership	\$47,000.00	2-Oct-19	9910-906222-9588	1001-000000-5930-599700-607001
St. Francis Neighborhood Center	\$49,000.00	2-Oct-19	9910-906222-9588	1001-000000-5930-599700-607001
Station North Tool Library	\$70,000.00	16-Oct-19	9910-906222-9588	1001-000000-5930-599700-607001
Upton Planning Committee	\$40,000.00	30-Oct-19	9910-906222-9588	1001-000000-5930-599700-607001

**MINUTES**

Department of Housing and - cont'd  
Community Development

**BACKGROUND/EXPLANATION:**

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

In October 2018, the Department released the CCG Operating Grant Guidelines and Application.

On March 7, 2019, the Mayor awarded 35 organizations a total of \$1,750,000.00. The balance of \$250,000.00 will be maintained for the Department's administrative cost.

On September 18, 2019, the Board approved the award of the 35 organizations and the Form Agreements to be used in the Community Catalyst Operating Grants Program.

In October 2019, the Board approved all 35 organizations budgets and scope of work.

The Department is requesting the Board's approval to change the Community Catalyst Grant Operating Program funding source from 9910-906222-9588 - Community Catalyst Grant to 1001-000000-5930-599700-607001 - Community Catalyst Grant Support for Individuals

**MINUTES**

Department of Housing and - cont'd  
Community Development

because it will allow for the community led organizations to have flexible spending and utilize the funds for their projects.

**MBE/WBE PARTICIPATION:**

**MWBOO APPROVED WAIVERS FOR ALL AWARDS \$50,000.00 AND GREATER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved the foregoing changes of funding sources for the Community Catalyst Operating Grants program. The Mayor **ABSTAINED** on Southwest Partnership only. The Acting City Solicitor **ABSTAINED** on Bon Secours Community Works only.

**MINUTES**

Baltimore Police Department - Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of a Grant Award from the Governor's Office of Crime Control and Prevention for the "Forensic Enhancements" Program, Award #CFSI-2019-0005. The period of the Grant Award is January 1, 2020 through December 31, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$46,500.00- 4000-408120-2024-212600-607004

**BACKGROUND/EXPLANATION:**

This grant provides funding to the Baltimore City Police Department's Crime Laboratory "Forensic Enhancements" Program that assists in developing and implementing strategies specifically targeted to increase productivity and efficiency within the Crime Lab. Specifically, the grant will be used for the Drug Chemistry Unit to decrease the time it takes to process evidence, increase productivity, and through training ensure the required certifications are maintained. The program funds provide equipment, licensing, and training.

The Grant Award is late because it was received from the funder on January 17, 2020.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**MINUTES**

Baltimore Police Department - cont'd

**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 Grant Award from the Governor's Office of Crime Control and Prevention for the "Forensic Enhancements" Program, Award #CFSI-2019-0005.

**MINUTES**

Baltimore Police Department - Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of the Grant Award from the U.S. Department of Justice. The period of the Grant Award is October 1, 2018 through September 30, 2022.

**AMOUNT OF MONEY AND SOURCE:**

\$859,773.00 - 4000-437920-2255-793400-600000

**BACKGROUND/EXPLANATION:**

The City will utilize funding to continue supporting crime reduction and prevention strategies. Additionally, grant funding will enable the Department to aim to reduce violent crime while continuing the commitment to community-based crime prevention programs. The partners included in this award are: the Mayor's Office of Criminal Justice, the Office of the State's Attorney, the Circuit Court for Baltimore City, and the Department of Housing and Community Development.

The Grant Award is late because of administrative delays.

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Grant Award from the U.S. Department of Justice.

**MINUTES**

Baltimore Police Department - Consultant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Consultant Agreement with Polygraph Examiner, Sheri Sturm. The period of the Consultant Agreement is effective upon Board approval for two years or until payment of the not-to-exceed amount is reached, whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

\$80,000.00 - 1001-000000-2003-195500-603026  
(not-to-exceed)

**BACKGROUND/EXPLANATION:**

The Maryland Police and Correctional Training Commissions require that every applicant for the position of Police Officer or on an as needed basis for any sworn officials of the Department undergo a Polygraph service as part of the vetting process. Currently, the Department utilizes the services of one independent, contractual Consultant who is a qualified, expert polygraph examiner.

**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 Consultant Agreement with Polygraph Examiner, Sheri Sturm.

**MINUTES**

Baltimore Police Department - Renewal of Consultant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and exercise of the option to renew the Consultant Agreement with Strategic Focus, LLC. The period of the renewal is March 13, 2020 through March 12, 2021.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The Board approved the original agreement on March 13, 2019, in the amount of \$635,054.00 with two one-year renewals.

Strategic Focus, LLC provides technical assistance for Strategic Decision Support Centers (SDSC). The SDSC's are rooms in which district leadership, police analysts and suite technology work together to develop localized, community-based crime reduction strategies to help police commanders target resources and be more responsive to communities' needs and through this process improve public safety and promote police community trust.

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and exercised the option to renew the Consultant Agreement with Strategic Focus, LLC.

**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. 012 to Hazen & Sawyer PC, under Project 1804, On-Call Project and Construction Management Assistance and Inspection Services. The period of the Task is approximately 33 months.

**AMOUNT OF MONEY AND SOURCE:**

\$ 488,754.69 - 9956-906659-9551-900020-705032  
895,819.49 - 9958-905994-9525-900020-705032  
**\$1,384,574.18**

**BACKGROUND/EXPLANATION:**

The Department is in need of Inspection Services for the ongoing work on SC 955-Powder Mill Interceptor Improvements and ER 4018-Stream Restoration. The work requested is within the original scope of the agreement.

The scope of the original agreement includes assisting the Construction Management Section with construction monitoring and inspection, preparation of daily reports, maintenance of project records and documentation, review of Contractor's application for payment, attendance at progress meetings, preparation of record drawings, review of contract claims and supports, estimating, scheduling, project engineering, constructability reviews, submittal reviews and responses, request for information reviews and responses, and construction contract administrative support.

**MINUTES**

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

**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: 29% and ++  
: 10%.

**MBE:** 29%

**WBE:** 10%

For the first 7 tasks assigned, 22% of the task amount has been assigned to MBE and 3% of the tasks have been assigned to WBE. As of the last status report, 2% of the MBE has been invoiced. Therefore, the earned amount is 2% MBE and 0% WBE but the assigned amount is 22% MBE and 3% WBE.

**THE EAR WAS APPROVED BY MWBOO ON DECEMBER 23, 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. 012 to Hazen & Sawyer PC, under Project 1804, On-Call Project and Construction Management Assistance and Inspection Services.

**MINUTES**

Health Department - Notice of Award and Advance of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of the Notice of Award (NoA) from the United States Department of Health and Human Services, Health Resources and Services Administration (HRSA) for HIV Emergency Relief Program Grants, FY 2020 Part A Formula and Minority AIDS Initiative. The period of the NoA is March 1, 2020 through February 28, 2021.

The Board is also requested to approve a two-month advance of funds to the Associated Black Charities, Inc. (ABC), the Fiscal Agent. The period of the advance of funds is March 1, 2020 through April 30, 2020.

**AMOUNT OF MONEY AND SOURCE:**Grant Award

\$3,030,807.00	-	4000-427720-3023-606100-404001
<u>316,171.00</u>	-	4000-498720-3023-606100-404001
<b>\$3,346,978.00</b>	-	Available in account

Two-month advance

\$ 15,154.00	-	4000-427720-3023-273302-603051
496,305.00	-	4000-427720-3023-273303-603051
1,580.00	-	4000-498720-3023-606101-603051
<u>44,791.00</u>	-	4000-498720-3023-606102-603051
<b>\$557,830.00</b>		

**BACKGROUND/EXPLANATION:**

Acceptance of this grant award will allow the Department to provide funds for essential HIV/AIDS health care and other services to

**MINUTES**Health Department - cont'd

those who lack or are partially covered by health insurance. The covered services include primary medical care, case management, and assistance in obtaining medications, hospice care, substance abuse treatment, mental health services, and other limited services in the area of housing, transportation, food, legal, childcare, outreach services, and other supportive services to persons infected by HIV/AIDS.

The advance of funds will allow for continuity of Ryan White Part A formula and Minority AIDS Initiative Services while scopes of services and budgets are being reviewed and approved for the current program year. Any funds advanced to the Fiscal Agent, ABC prior to execution of an agreement are subject to the terms and conditions of said agreement. The Subgrantee agrees that all expenditures are to be made in accordance with the terms and conditions of the funding source.

**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 United States Department of Health and Human Services, Health Resources and Services Administration for HIV Emergency Relief Program Grants, FY 2020 Part A Formula and Minority AIDS Initiative.

UPON FURTHER MOTION, the Board also approved a two-month advance of funds to the Associated Black Charities, Inc., the Fiscal Agent.

**MINUTES**

Health Department - Revised Notice of Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of the Revised Notice of Award (NoA) from the Department of Health and Human Services, Centers for Disease Control and Prevention for the project titled, Baltimore City Tuberculosis Elimination and Laboratory Cooperative Agreement. The corrected period of the award is January 1, 2020 through December 31, 2024.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On January 22, 2020, the Board approved the original NoA in the amount of \$46,407.00, for the period of January 1, 2020 through December 31, 2020.

The revised NoA provides an administrative correction on the original NoA dated December 11, 2019. The project period start date is corrected to read January 1, 2020 through December 31, 2024.

All other terms and conditions of the original award remain in effect throughout the budget period unless otherwise changed, in writing, by the Grants Management Officer.

The request is late because of delays in the administrative review process.

**MINUTES**

Health Department - cont'd

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Revised Notice of Award from the Department of Health and Human Services, Centers for Disease Control and Prevention for the project titled, Baltimore City Tuberculosis Elimination and Laboratory Cooperative Agreement.

**MINUTES**

Health Department - Update to the FY 20 Unified Funding Document

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Update to the FY 20 Unified Funding Document (UFD) for the month ending October 31, 2019. The period of the Fiscal Year 2020 UFD is July 1, 2019 through June 30, 2020.

**AMOUNT OF MONEY AND SOURCE:**

The funding is provided by the Maryland Department of Health. The actions are as follows:

<b><u>GRANT DESCRIPTION</u></b>	<b><u>TYPE OF ACTION</u></b>	<b><u>BASE AWARD</u></b>	<b><u>AMOUNT OF ACTION</u></b>	<b><u>TOTAL AWARD</u></b>
Sexually Transmitted Disease	New	\$342,397.00	\$12,000.00	\$354,397.00

**BACKGROUND/EXPLANATION:**

As the fiscal year progresses, supplements, modifications, and/or reductions will be processed through the granting administrations with revised Unified Funding awards being issued. The most current Unified Funding Document will be the official award of record.

The update to the UFD is late because of administrative delays.

**MBE/WBE PARTICIPATION:**

N/A

**MINUTES**

Health Department - cont'd

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved the Update to the FY 20 Unified Funding Document for the month ending October 31, 2019.

**MINUTES**

Health Department - Update to the FY 20 Unified Funding Document

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Update to the FY 20 Unified Funding Document (UFD) for the month ending December 31, 2019. The period of the Fiscal year UFD is July 1, 2019 through June 30, 2020.

**AMOUNT OF MONEY AND SOURCE:**

The funding is provided by the Maryland Department of Health. The actions are as follows:

<b><u>GRANT DESCRIPTION</u></b>	<b><u>TYPE OF ACTION</u></b>	<b><u>BASE AWARD</u></b>	<b><u>AMOUNT OF ACTION</u></b>	<b><u>TOTAL AWARD</u></b>
General Transporta- tion	Reduction	\$7,931,996.00	(\$1,238,607.00)	\$6,693,389.00

**BACKGROUND/EXPLANATION:**

As the fiscal year progresses, supplements, modifications, and/or reductions will be processed through the granting administrations with revised Unified Funding awards being issued. The most current Unified Funding Document will be the official award of record.

This update to the UFD is late because of administrative delays.

**MBE/WBE PARTICIPATION:**

N/A

**MINUTES**

Health Department - cont'd

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved the Update to the FY 20 Unified Funding Document for the month ending December 31, 2019.

**MINUTES**

Health Department - Update to the FY 20 Unified Funding Document

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Update to the FY20 Unified Funding Document (UFD) for the month ending August 31, 2019. The period of the UFD is July 1, 2019 through June 30, 2020.

**AMOUNT OF MONEY AND SOURCE:**

<b>Grant Description:</b>	<b>Type of Action</b>	<b>Base Award</b>	<b>Amount of Action</b>	<b>Total Award</b>
Childhood Lead Poisoning Prevention	Correction	\$ 643,089.00	(\$ 10,589.00)	\$ 632,500.00
AIDS Case Management	Correction	\$19,948,788.00	\$ 2,362,839.00	\$22,311,627.00
Ryan White B Support Services	Correction	\$ 2,603,837.00	(\$2,362,839.00)	\$ 240,998.00
Community Based Programs to Test and Cure HEP C	Correction	\$ 68,747.00	\$ 176,023.00	\$ 244,770.00
Needle Exchange Program	Correction	\$ 1,325,000.00	(\$ 477,247.00)	\$ 847,753.00

The funding is provided by the State of Maryland Department of Health and Mental Hygiene. The actions are as follows:

**BACKGROUND/EXPLANATION:**

As the fiscal year progresses, supplements, modifications, and/or reductions will be processed through the granting administrations with revised Unified Funding awards being issued. The most current UFD will be the official award of record.

**MINUTES**

Health Department - cont'd

The update to the UFD is late because of administrative delays.

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved the Update to the FY 20 Unified Funding Document for the month ending August 31, 2019.

**MINUTES**

Health Department - Update to the FY 20 Unified Funding Document

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Update to the FY 20 Unified Funding Document (UFD) for the month ending November 30, 2019. The period of the UFD is July 1, 2019 through June 30, 2020.

**AMOUNT OF MONEY AND SOURCE:**

The funding is provided by the State of Maryland Department of Health and Mental Hygiene. The actions are as follows:

<b>Grant Description</b>	<b>Type of Action</b>	<b>Base Award</b>	<b>Amount of Action</b>	<b>Total Award</b>
Core Public Health Services	Supplement 1	\$9,390,141.00	\$ 182.00	\$9,390,323.00
Supplemental ACC	Supplement 1	\$ 948,852.00	\$114,287.00	\$1,063,139.00
TB Control and Prevention Services	New		\$ 15,000.00	\$ 15,000.00
Immunization-HEP-IAP-HEP-B	Supplement 2	\$ 744,100.00	\$ 24,000.00	\$ 768,100.00

**BACKGROUND/EXPLANATION:**

As the fiscal year progresses, supplements, modifications, and/or reductions will be processed through the granting administrations with revised Unified Funding awards being issued. The most current UFD will be the official award of record.

The update to the UFD is late because of administrative delays.

**MINUTES**

Health Department - cont'd

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved the Update to the FY 20 Unified Funding Document for the month ending November 30, 2019.

**MINUTES**

Health Department - Update to the FY 20 Unified Funding Document

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Update to the FY20 Unified Funding Document (UFD) for the month ending January 31, 2020. The period of the UFD is July 1, 2019 through June 30, 2020.

**AMOUNT OF MONEY AND SOURCE:**

The funding is provided by the State of Maryland Department of Health and Mental Hygiene. The actions are as follows:

<b>Grant Description</b>	<b>Type of Action</b>	<b>Base Award</b>	<b>Amount of Action</b>	<b>Total Award</b>
Health Care for the Homeless	Correction	\$664,585.00	\$66,458.00	\$731,043.00
Lead Paint Poisoning Prevention	Reduction 1	\$578,760.00	(\$31,283.00)	\$574,477.00
Overdose Data to Action-Prevention	New		\$495,828.00	\$495,828.00

**BACKGROUND/EXPLANATION:**

As the fiscal year progresses, supplements, modifications, and/or reductions will be processed through the granting administrations with revised Unified Funding awards being issued. The most current UFD will be the official award of record.

The update to the UFD is late because of administrative delays.

**MINUTES**

Health Department - cont'd

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved the Update to the FY 20 Unified Funding Document for the month ending January 31, 2020.

**MINUTES**

Health Department - Consultant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Consultant Agreement with Ms. Katherine H. Talbert. The period of the agreement is March 1, 2020 through June 30, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$ 7,316.45 - 4000-403320-3001-568000-603026  
7,316.45 - 4000-403321-3001-568000-603026  
**\$14,632.90**

**BACKGROUND/EXPLANATION:**

Ms. Talbert will provide consultation for the Accountable Health Community (AHC) Program. She will provide administrative support to the incoming AHC Project Director and team. Ms. Talbert will draft the Department's year three AHC Gap Analysis Quality Improvement Plan and the Health Resource Equity Statement for submission by the Project Director to Centers for Medicare and Medicaid Services. In addition, she will assist the Department's AHC team in the development of a strategy and plan for Diabetes grant funding.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**MINUTES**

Health Department - cont'd

**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 Consultant Agreement with Ms. Katherine H. Talbert.

## MINUTES

Health Department - Agreements

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

1. **AIDS INTERFAITH RESIDENTIAL SERVICES, INC.** **\$ 25,000.00**

Account: 5000-569720-3023-273302-603051

AIDS Interfaith Residential Services, Inc. will provide clients with food items and/or gift cards that can be used to purchase food, and deliver hot meals to home bound and medically fragile HIV positive clients.

2. **AIDS INTERFAITH RESIDENTIAL SERVICES, INC.** **\$ 50,000.00**

Account: 5000-569720-3023-273304-603051

AIDS Interfaith Residential Services, Inc. will provide Substance Abuse Support Services to assist eligible people living with HIV who are disconnected from substance abuse treatment and continue to use illegal substances. These services may include, substance abuse assessment and referral for additional treatment, individual substance abuse counseling, substance abuse support groups, and collaboration with treatment providers to facilitate inpatient treatment when deemed medically necessary.

**MWBOO GRANTED A WAIVER ON JANUARY 23, 2020.**

These 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

**MINUTES**

Health Department - cont'd

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 contract and submitting it to the Board of Estimates. These budgets are many times revised because of inadequate information from the providers. This review process is required to comply with the grant requirements.

**APPROVED FOR FUNDS BY FINANCE.**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

MINUTES

PERSONNEL MATTERS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following page:

1127

All of the Personnel matters have been approved

by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved

by the Law Department

as to form and legal sufficiency.

**MINUTES****PERSONNEL**Law Department

1. Reclassify the following filled position:

Position No.: 15457

From: Agency IT Specialist I  
Job Code: 33147  
Grade: 923 (\$62,171.00 - \$99,709.00)

To: Agency IT Specialist II  
Job Code: 33148  
Grade: 927 (\$66,118.00 - \$105,788.00)

Cost: \$10,247.00 - 1001-000000-1751-175200-601001

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

Baltimore City Office of Information and Technology

2. Reclassify the following vacant position:

Position No.: 46805

From: Operations Assistant I  
Job Code: 00078  
Grade: 902 (\$43,616.00 - \$69,743.00)

To: Data Fellow  
Job Code: 00141  
Grade: 99F (\$60,000.00 - \$65,000.00)

Cost: There are no costs associated with this action.

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

**MINUTES**

Mayor's Office of Criminal Justice - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Agreement with the House of Ruth Maryland, Inc. The period of the agreement is July 1, 2019 through June 30, 2021.

**AMOUNT OF MONEY AND SOURCE:**

\$999,900.00 - 6000-613116-2252-247800-600000

**BACKGROUND/EXPLANATION:**

Baltimore City Code, Article 5, Section 48-1 (2014 Edition) requires the Clerk of the Circuit Court of Baltimore City to collect an additional \$75.00 for the issuance of marriage licenses in Baltimore City and to transfer the proceeds from this additional fee to the City on a monthly basis into a special fund (up to a maximum of \$499,950.00 per year = \$999,900.00 for 2 years). Monies collected benefit domestic violence shelter programs and are distributed to the House of Ruth Maryland, Inc., in proportion to the number of domestic violence victims it serves. The Baltimore City Police Department is the City agency designated to administer and distribute the funds.

The agreement is late because of the administrative process.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**MINUTES**

Mayor's Office of Criminal Justice - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with the House of Ruth Maryland, Inc.



MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement - cont'd

2. L/B WATER SERVICE, INC. HD SUPPLY WATERWORKS, LTD. FERGUSON ENTERPRISES, LLC	\$ 0.00	Non-competitive/ Procurement/ Renewal
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Contract No. B50004973 - Iron Pipe and Fittings - Department of Public Works - P.O. Nos.: P540113, P540114 and P540115

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

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

On May 17, 2017, the Board approved the initial award in the amount of \$300,000.00. The award contained three renewal options. Two renewal options have been exercised. This final renewal in the amount of \$0.00 is for the period May 17, 2020 through May 16, 2021. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On March 16, 2017, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER ON MARCH 16, 2017.**

## 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

3. GOVERNMENT SCIENTIFIC		Non-competitive/
SOURCE, INC.	\$ 21,100.00	Procurement/Increase
Contract No. B50005459 - Ethyl Alcohol - Baltimore Police Department - P.O. No.: P544142		

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

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

On June 14, 2018, the City Purchasing Agent approved the initial award in the amount of \$21,240.00. The Police Department uses ethyl alcohol in the forensic science laboratory division. Due to the increased workload and additional personnel added since inception an increase in the amount of \$21,100.00 is necessary. This increase will make the award amount \$42,340.00. The contract expires on June 12, 2021. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

Not applicable. The initial award was below the MWBOO threshold of \$50,000.00.

4. THE BALTIMORE		Non-competitive/
SUN	\$31,000.00	Procurement/ Selected Source
Contract No. 06000 - AD for Tax Sale - FTREA - Finance - Treasury Management - Req. No.: R848266		

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

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

As required by State law, the City of Baltimore must publish the annual Tax Sale property list in two newspapers of general circulation. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

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

5. UNITED WELDING, INC.	\$ 81,213.00	Non-competitive/ Procurement/ Sole Source
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Contract No. 08000 - Replace Intercoolers in Liquid Oxygen Plant - Department of Public Works - Water Wastewater - Patapsco - Req. No.: R827609

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement - cont'd

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

United Welding, Inc. have engineered the exact dimensions of the original heat exchangers that reduces the risk of variance in dimensions and materials. This is one-time procurement. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

Not applicable. This meets the requirement for certification as a Sole Source procurement.

6.	EDLEN ELECTRICAL EXHIBITION SERVICES OF MARYLAND, LLC	Revenue Generating Contract	Non-competitive/ Procurement/ Extension
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Contract No. B50001328 - Provide Electrical, Compressed Air and Water Services - Baltimore Convention Center - P.O. No.: P514207

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

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

On April 7, 2010, the Board approved the initial award. This is a revenue generating contract. The award contained one renewal option. On March 11, 2015, the Board approved the first

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement - cont'd

renewal in the amount of \$0.00. An extension is necessary to continue services while a new solicitation is released and awarded. The contract expires on April 30, 2020. The period of the extension is May 1, 2020 through April 30, 2021. The above amount is the City's estimated requirement.

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

**MBE/WBE PARTICIPATION:**

On October 15, 2009, it was determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER ON OCTOBER 15, 2009.**

7. WM RECYCLE		Non-competitive/
AMERICA,		Procurement/
L.L.C.	\$1,000,000.00	Increase/
	<u>3,000,000.00</u>	Fourth Amendment
		to Agreement/
	<b><u>\$4,000,000.00</u></b>	Renewal

Contract No. B50004514 - Single Stream Recycling - Department of Public Works - Bureau of Solid Waste - P.O. No.: P535575

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

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

The Board is requested to approve and authorize execution of the Fourth Amendment to Agreement with WM Recycle America, L.L.C. The period of the renewal is June 1, 2020 through May 31, 2021.

On May 18, 2016, the Board approved the initial award in the amount of \$904,650.00. The award contained four 1-year renewal options. Subsequent actions have been approved. This increase in the amount of \$1,000,000.00 is necessary to meet the additional operation expenses. This Fourth Amendment will enable the City to establish a payment rate based on residue rate. This increase in the amount of \$1,000,000.00 and renewal in the amount of \$3,000,000.00 will make the award amount \$9,704,560.00. The Fourth Amendment is retroactively effective July 1, 2019. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On December 1, 2015, it was determined that no goals would be set because of no opportunity to segment the contract. This is only one certified MBE/WBE Recycling Vendor and the work cannot be segmented. The Department of Public Works collects the recyclable materials and delivers to the Vendor's facility.

**MWBOO GRANTED A WAIVER ON DECEMBER 1, 2015.**

## 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

UPON MOTION duly made and seconded, the Board approved the foregoing Informal Awards, Renewals, Increases to Contracts and Extensions. In addition, the Board approved and authorized execution of the Non-competitive Procurement/Increase/Fourth Amendment to Agreement/Renewal with WM Recycle America, L.L.C. (item no. 7).

**MINUTES**

Mayor's Office of Emergency Management - FY2017 State Homeland Security Program Grant Extension

**ACTION REQUESTED OF B/E:**

The Board is requested to ratify and approve an extension for the FY 2017 State Homeland Security Program Grant, Award #EMW-2017-SS-00019-SHSP from the Maryland Emergency Management Agency (MEMA). The original performance period for this award was September 1, 2017, through July 31, 2019. The new performance period is September 1, 2017 through March 31, 2020.

**AMOUNT AND SOURCE OF FUNDS:**

\$0.00 - 4000-482118-2023-212600-600000

**BACKGROUND/EXPLANATION:**

On November 15, 2017, the Board approved the grant award from MEMA for the FY 17 State Homeland Security Program Grant. The grant provides for support to the development and sustainment of core capabilities to fulfill the goal of National Preparedness. The funds will be used for costs related to planning, organization, equipment, and training and exercise needs associated with acts of terrorism.

The grant extension is late because of late receipt of award documents.

**MBE/WBE PARTICIPATION:**

N/A

**MINUTES**

Mayor's Office of Emergency Management - cont'd

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS NOTED THE TIME EXTENSION.**

UPON MOTION duly made and seconded, the Board ratified and approved the extension for the FY 2017 State Homeland Security Program Grant, Award #EMW-2017-SS-00019-SHSP from the Maryland Emergency Management Agency.

## MINUTES

Mayor's Office of Emergency Management - FY17 Urban Area Security Initiative Grant Reduction and Extension

**ACTION REQUESTED OF THE B/E:**

The Board is requested to ratify and approve a grant reduction and extension of the FY17 Urban Area Security Initiative grant, award #EMW-2017-SS-00019-UASI from the Maryland Emergency Management Agency (MEMA). The original performance period for this award was from September 1, 2017, through July 31, 2019. The new performance period is September 1, 2017, through March 31, 2020.

**AMOUNT AND SOURCE OF FUNDS:**

Project	Account Code	From Amount	To Amount	Delta
Maritime Support Operations	4000-482018-2023-212600-600000	\$33,270.76	\$33,270.76	\$0.00
Mobile Command Vehicle	4000-482018-2023-212601-600000	\$16,500.00	\$16,500.00	\$0.00
Emergency Management Planners	4000-482018-2023-212602-600000	\$210,000.00	\$210,000.00	\$0.00
UAWG Support	4000-482018-2023-212603-600000	\$170,000.00	\$30,000.00	(\$140,000.00)
Critical Infrastructure	4000-482018-2023-212604-600000	\$189,614.24	\$189,614.24	\$0.00
Emergency Notification System	4000-482018-2023-212-605-600000	\$50,000.00	\$50,000.00	\$0.00
HAZ/MAT Response	4000-482018-2023-212606-600000	\$42,857.00	\$42,857.00	\$0.00

**MINUTES**

Mayor's Office of Emergency Management - cont'd

**BACKGROUND/EXPLANATION:**

On December 13, 2017, the Board approved and authorized execution of a grant award agreement from MEMA for the FY17 Urban Area Security Initiative Grant. The FY17 Urban Area Security Initiative Grant is intended to facilitate and strengthen the nation and Maryland against risks associated with potential terrorist attacks while concentrating on developing integrated systems for prevention, protection, response, and recovery.

The grant reduction and extension is late because of late receipt of award documents.

**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 ratified and approved the grant reduction and extension of the FY17 Urban Area Security Initiative grant, award #EMW-2017-SS-00019-UASI from the Maryland Emergency Management Agency.

**MINUTES**

Mayor's Office of Emergency Management - 2019 Sub-Recipient Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a 2019 Sub-Recipient Agreement with the Maryland Emergency Management Agency for the FY19 Urban Area Security Initiative grant. The period of the 2019 Sub-Recipient Agreement is September 1, 2019 through August 31, 2021.

**AMOUNT OF MONEY AND SOURCE:**

\$421,830.00 - 4000-482120-2023-744500-600000

**BACKGROUND/EXPLANATION:**

The FY19 Urban Area Security Initiative is intended to facilitate and strengthen the nation and Maryland against risk associated with potential terrorist attacks while concentrating on developing integrated systems for prevention, protection, response, and recovery.

The 2019 Sub-Recipient Agreement is late because of late receipt of award documents.

**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 2019 Sub-Recipient Agreement with the Maryland Emergency Management Agency for the FY19 Urban Area Security Initiative grant.

**MINUTES**

Mayor's Office of Emergency Management - Grant Award Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Grant Award Agreement with the U.S. Department of Homeland Security Federal Emergency Management Agency (FEMA). The period of the Grant Award Agreement is October 1, 2019 through September 30, 2022.

**AMOUNT OF MONEY AND SOURCE:**

\$937,700.00 - 4000-437220-2023-222020-600000

**BACKGROUND/EXPLANATION:**

FEMA awarded Baltimore City \$937,700.00 to work with Baltimore Metropolitan Council to develop a regional food and water supply chain plan and exercise for vulnerable populations after a catastrophe. The funds will be used to hire two planners, buy office/communication equipment, and to conduct training/exercise sessions for the Baltimore Urban Area Securities Initiative jurisdictions (Baltimore City, Baltimore County, Annapolis, Anne Arundel County, Carroll County, Harford County, and Howard County).

The Grant Award Agreement is late due to late receipt of award documents.

**APPROVED FOR FUNDS BY FINANCE**

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

**MINUTES**

Mayor's Office of Emergency Management - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Grant Award Agreement with the U.S. Department of Homeland Security Federal Emergency Management Agency.

**MINUTES**

Department of Finance/Office - Purchase of Flood Insurance  
of Risk Management

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Purchase of Flood Insurance for various properties owned by the City which will be insured through Wright National Flood Insurance Company. The Flood Insurance will be effective within 30 days of receipt of the premium.

**AMOUNT OF MONEY AND SOURCE:**

\$82,063.00 - 2043-000000-1450-162900-603014

**BACKGROUND/EXPLANATION:**

The Federal Emergency Management Agency mandates the purchase of Flood Insurance for properties located in Special Flood Hazard Areas. The Bureau of Risk Management along with the City's Flood Plain Management Office, identified 88 City-owned properties located in these areas.

**MBE/WBE PARTICIPATION:**

There are no MBE/WBE goals for the purchase of this insurance policy.

**APPROVED FOR FUNDS BY FINANCE**

**MINUTES**

Department of Finance/Office - cont'd  
of Risk Management

UPON MOTION duly made and seconded, the Board approved the Purchase of Flood Insurance for various properties owned by the City, which will be insured through Wright National Flood Insurance Company.

**MINUTES**

Department of Planning - 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 Office of Sustainability to solicit donations from individuals, organizations, businesses, and foundations, who have an interest in reducing plastic waste in the City, to support implementation of the Comprehensive Bag Reduction Bill. The period of the campaign is effective upon Board approval through February 28, 2021.

**AMOUNT OF MONEY AND SOURCE:**

No general funds are involved in this transaction.

**BACKGROUND/EXPLANATION:**

On January 13, 2020, the Mayor signed Council Bill No. 19-401, Comprehensive Bag Reduction Bill. The Bill bans the use of plastic checkout bags and imposes a fee on any other checkout bags that are given out by retailers. In addition, Section 4 of the Bill requires that the Baltimore City Department of Health and the Baltimore Office of Sustainability lead an outreach and education campaign to all affected retailers and their customers informing them of the new Ordinance. As part of this campaign, the agencies are committed to supplying as many no-cost reusable bags as possible to low-income households to make the impact of this waste reduction bill more equitable. The agencies expect to work with multiple City agencies and outside partners to ensure that the campaign successfully educates retailers on their responsibilities, increases the use of reusable bags, and decreases plastic waste.

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

To achieve this goal, donations (monetary or in-kind) will be solicited to support the education and outreach campaign required by the Bill. Specifically, donations of reusable bags and/or materials to make reusable bags, programming, special events, and various other support and services will be solicited.

A potential donor list will be comprised of individuals, corporate entities, faith-based institutions and other non-profit organizations, and foundations 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 manner as the other potential donors.

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 government program or activity, or a City-endorsed charitable function or activity that has been approved by the Ethics Board. Ethic 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

## MINUTES

Department of Planning - 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 Office of Sustainability to solicit donations from individuals, organizations, businesses, and foundations, who have an interest in reducing plastic waste in the City, to support implementation of the Comprehensive Bag Reduction Bill.

**MINUTES**Department of Planning - Agreements

The Board is requested to approve and authorize execution of the agreements. The period of the agreement is January 1, 2020 through December 31, 2020.

1. **UPTON PLANNING COMMITTEE** **\$ 50,000.00**

Account: 1001-000000-1873-187400-603206

The Upton Planning Committee will create a nurturing climate for the arts in the City of Baltimore. The Upton Planning Committee will also ensure that the arts are an effective revitalization tool for the communities designated as Arts and Entertainment Districts by the Maryland State Arts Council, a unit of the Maryland Department of Commerce.

2. **SOUTHEAST COMMUNITY DEVELOPMENT CORPORATION** **\$ 50,000.00**

Account: 1001-000000-1873-187400-603026

The Southeast Community Development Corporation will create a nurturing climate for the arts in the City of Baltimore. The Southeast Community Development Corporation will also ensure that the arts are an effective revitalization tool for the communities designated as Arts and Entertainment Districts by the Maryland State Arts Council, a unit of the Maryland Department of Commerce.

## MINUTES

Department of Planning - cont'd

3. **DOWNTOWN PARTNERSHIP  
OF BALTIMORE, INC.** **\$ 50,000.00**

Account: 1001-000000-1873-187400-603206

The Downtown Partnership of Baltimore, Inc. will create a nurturing climate for the arts in the City of Baltimore. The Downtown Partnership of Baltimore, Inc. will also ensure that the arts are an effective revitalization tool for the communities designated as Arts and Entertainment Districts by the Maryland State Arts Council, a unit of the Maryland Department of Commerce.

The agreements are late because more time was needed to make both parties agreeable to the terms included herein.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**MINUTES**

Department of Planning - Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Memorandum of Understanding (MOU) with the Maryland Department of Natural Resources (MD-DNR). The period of the MOU is April 1, 2020 through October 31, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$32,847.00 - Maryland Department of Natural Resources

**BACKGROUND/EXPLANATION:**

Under this MOU, the MD-DNR will utilize the funds to help fund the development and preparation of Baltimore's Nuisance Flood Plan ("the Plan"). The preparation of the Plan has been mandated by the State of Maryland through Maryland House Bill 1427 (2019). The MD-DNR requested the MOU to receive full approval by the City of Baltimore before they execute the document.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Understanding with the Maryland Department of Natural Resources.

**MINUTES**

Department of Transportation - Increase to Contract Value

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an increase to the contract value for Project 1246, Automated Traffic Violation Enforcement System (ATVES) with American Traffic Solutions, Inc. (ATS).

**AMOUNT OF MONEY AND SOURCE:**

\$7,602,000.00 - 1001-000000-6971-659100-603051  
GF (HUR)

**BACKGROUND/EXPLANATION:**

On May 17, 2017, the Board approved a five-year award to the ATS in the amount of \$5,400,000.00, for fixed and portable school and work zone speed cameras. The contract expires May 17, 2022, and contains two renewal options of two years each.

The original contract provided that the Department anticipated starting the contract with 20 speed cameras (10 fixed and 10 portable). Importantly, the Department recognized that if the speed camera program was a success, the number of cameras would be increased over time. Accordingly, the contract expressly provides that, "At any time, the City may increase or decrease the number of complete camera systems installed for the ATVES program."

The cost of the camera system is based on an agreed flat price for each installed camera system as per law, (pursuant to Maryland Code Annotated, Transportation Article, §21-809 (i)(2), Use of Contractors; Restrictions on Fee). The Contractor does not receive any portion of the fines levied or collected by the City. The per camera price was set forth in an attachment to the contract dated May 17, 2017. The prices as of May 17, 2017 remain in effect now.

MINUTES

Department of Transportation - cont'd

The total amount now requested by the Department covers the installation and deployment of cameras over 3 fiscal years. The total amount requested for FY20 and FY21 is \$5,187,000.00 and \$2,415,000.00 respectively.

Based on an analysis of collected crash data, pre-installation speed camera testing and community requests, the Department has increased the number of installed camera systems from the original 20 to a current total of 115. The installation period of the 115 speed cameras took place between May 2017 and April 2019. Based on the pricing structure and the number of deployed systems, the Department has calculated that to continue operation of the speed camera system, requires an increase in the approved funding in the amount of \$7,602,000.00 over the original Board approval amount of \$5,400,000.00. Additionally, the Department anticipates, based on past demand and need that the number of deployed cameras will increase over the remaining term of the 2017 agreement. The Department cannot accurately predict how many additional cameras may be needed and respectfully notes that it will be necessary for the Department to return to the Board later to request additional funding for the remainder of the contract term.

**MWBOO SET GOALS OF 4% MBE AND 1% WBE.**

		<u>Commitment</u>	<u>Performed</u>
<b>MBE:</b> Mimar Architects	4%	\$ 23,924.00	( 0.67%)
Calmi Electrical		<u>490,745.00</u>	<u>(13.74%)</u>
		<b>\$514,669.00</b>	<b>(14.41%)</b>
 <b>WBE:</b> Greibo Designs, LLC	 1%	 \$ 2,500.00	 (0.07%)

**MINUTES**

Department of Transportation - cont'd

The ATS has not met the WBE goals for this contract. However, on the February 26, 2020 payment verification form, the CEO of Greibo Designs, LLC stated that there is a good working relationship with the prime and that more work is forthcoming. After many attempts, MWBOO was not able to verify any additional information with Greibo Designs, LLC. ATS has exceeded the MBE goal, and made an effort to utilize the WBE subcontractor. Therefore, MWBOO has found ATS compliant based on a good faith effort.

**MWBOO FOUND CONTRACTOR IN COMPLIANCE.**

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the increase to the contract value for Project 1246, Automated Traffic Violation Enforcement System with American Traffic Solutions, Inc.

**MINUTES**

Department of Transportation - Increase to Contract Value

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an increase to the contract value for Project 1246, Automated Traffic Violation Enforcement System (ATVES) with Conduent State & Local Solutions, Inc.

**AMOUNT OF MONEY AND SOURCE:**

\$7,771,015.00 - 1001-000000-6971-659100-603051  
GF (HUR)

**BACKGROUND/EXPLANATION:**

On May 17, 2017, the Board approved a five-year award to Conduent State & Local Solutions, Inc. in the amount of \$4,167,614.55, for fixed and portable red light and commercial vehicle enforcement cameras. The contract expires May 17, 2022, and contains two renewal options of 2 years each.

The original contract provided that the Department anticipated starting the contract with 20 red light cameras (10 fixed and 10 portable) and 6 commercial vehicle enforcement cameras. Importantly, the Department recognized that if the camera programs were a success the number of cameras would be increased over time. Accordingly, the contract expressly provides that, "At any time, the City may increase or decrease the number of complete camera systems installed for the ATVES program."

The cost of the camera system is based on an agreed flat price for each installed camera system as per law, (pursuant to Maryland Code Ann Transportation Article §21-809 (i)(2) Use of Contractors; Restrictions on Fee). The Contractor does not receive any portion of the fines levied or collected by the City. The per camera price is set forth in an attachment to the contract dated May 17, 2017. The prices as of May 17, 2017 remain in effect now.

## MINUTES

Department of Transportation - cont'd

The total amount now requested covers the installation and deployment of cameras over 3 fiscal years. The total amount now requested for FY19, FY20 and FY21 is \$742,820.00, \$4,859,520.00, and \$2,108,675.00 respectively.

Based on an analysis of collected crash data, pre-installation red light camera testing and community requests, the Department has increased the number of installed red light camera systems from the original 20 to a current total of 115. The installation period of the 115 red light cameras took place between August 2017 and January 2020. Based on the pricing structure and the number of deployed systems, the Department has calculated that to continue operation of the red-light camera system, requires an increase in the approved funding in the amount of \$7,711,015.00 over the original Board approval amount of \$4,167,614.55. Additionally, the Department anticipates, based on past demand and need, that the number of deployed cameras will increase over the remaining term of the 2017 agreement. The Department cannot accurately predict how many additional cameras may be needed and respectfully notes that it will be necessary for the Department to return to the Board later to request additional funding for the remainder of the contract term.

**MWBOO SET GOALS OF 4% MBE AND 1% WBE.**

	<u>Commitment</u>	<u>Performed</u>
<b>MBE:</b> Plexus Installations	4%	\$1,244,264.00 (34.86%)
Calmi Electrical		<u>39,009.00 ( 1.09%)</u>
		<b>\$1,283,273.00 (35.95%)</b>
<b>WBE:</b> Custom Media	1%	\$ 106,701.00 ( 2.98%)
Profiles, Inc.		<u>123,950.00 ( 3.47%)</u>
		<b>\$ 230,651.00 ( 6.45%)</b>

**MINUTES**

Department of Transportation - cont'd

**MWBOO FOUND CONTRACTOR IN COMPLIANCE.**

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the increase to the contract value for Project 1246, Automated Traffic Violation Enforcement System with Conduent State & Local Solutions, Inc.

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 contract

listed on the following pages:

1160-1161

to the low bidder meeting the specifications,

or rejected bids on those as indicated

for the reasons stated.

MINUTES

**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

Department of General Services

- 1. GS 18833, Baltimore Trionfo Builders, \$ 533,000.00  
 Visitor Center Inc.  
 Renovation

On October 30, 2019, the Board opened four bids for GS 18833. The bids ranged from a low of \$319,000.00 to a high of \$398,554.00. The low responsive bid is 43% above the Engineer's Estimate due to several factors such as the location of the Visitor Center, which raised the mobilization cost, the small quantity of storefront, and required glazing, which drove up the cost as it lacked the efficiency and quantity of a large-scale project. The Department of General Services recommends the award of the base bid, plus Alternate No. 1, Roofing & Fascia for \$189,000.00; and Alternate No. 2 for \$25,000.00, Soffit Panels for a total amount of \$533,000.00.

**MBE/WBE PARTICIPATION:**

The Chief of MWBOO has recommended Trionfo Builders, Inc. as being in full compliance with Article 5 Section 28 of the Baltimore City Code. As part of their bid, Trionfo Builders, Inc. has committed to utilize the following:

**MWBOO SET GOALS OF 19% FOR MBE AND 11% FOR WBE.**

<b>MBE:</b> Global Roofing and Construction, Inc.	\$ 69,500.00	13.04%
Master Builders Construction Company, Inc.*	<u>31,770.00</u>	<u>5.96%</u>
	<b>\$101,270.00</b>	<b>19.00%</b>

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSDepartment of General Services - cont'd

<b>WBE:</b> JD Carpets, Inc.	\$ 35,090.00	6.58%
Eastwood Painting & Contracting, Inc.	<u>23,540.00</u>	<u>4.42%</u>
	<b>\$ 58,630.00</b>	<b>11.00%</b>

\*MWBOO was unable verify Part B: Statement of Intent form for Master Builders Construction Company, Inc.

**MWBOO FOUND VENDOR IN COMPLIANCE ON FEBRUARY 18, 2020.**

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of General Services</u>			
1. Robert Holste	22 <sup>nd</sup> Annual International Aboveground Storage Tank Conference and Trade Show Orlando, FL April 14 - 17, 2020 (Reg. Fee \$495.00)	Internal Service Fund	\$2,402.10

The subsistence rate for this location is \$193.00. The hotel cost is \$219.00 per night, plus hotel taxes of \$27.38 per night. The Department is requesting additional subsistence of \$26.00 per day to cover the hotel cost and \$40.00 per day for meals and incidentals. The airfare cost of \$987.96 and total hotel cost of \$739.14 were prepaid on a City-issued procurement card assigned to Mr. David Gold. Therefore, the disbursement to Mr. Holste is \$180.00.

2. Gilbert Hall	Nexus 2020 Chicago, IL April 25 - 28, 2020 (Reg. Fee \$1,295.00)	Internal Service Fund	\$3,208.38
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The subsistence rate for this location is \$294.00. The hotel cost is \$269.00 per night, plus hotel taxes of \$46.80 per night. The Department is requesting additional subsistence of \$15.00 per day for meals and incidentals. The airfare cost of \$785.96 and registration fee of \$1,295.00 were prepaid on a City-issued procurement card assigned to Mr. Benjamin Brosch. Mr. Hall personally incurred the total hotel cost of \$947.42. Therefore, the disbursement to Mr. Hall is \$1,127.42.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
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Department of General Services - cont'd

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 if 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.

Employees' Retirement System

3. Stacy Brown	PRISM Annual Conference Atlanta, GA April 19 - 22, 2020 (Reg. Fee \$650.00)	Special Funds ERS	\$1,800.74
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The subsistence rate for this location is \$230.00 per night. The cost of the hotel is \$205.00 per day and hotel tax of \$34.65 per day plus an occupancy tax of \$5.00 per day. The Department is requesting additional subsistence of \$15.00 per day to cover the cost of meals and incidentals. The registration cost of \$650.00 was paid directly to PRISM by the ERS.

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

4. Jonathan Pearce	PRISM Annual Conference Atlanta, GA April 19 - 22, 2020 (Reg. Fee \$650.00)	Special Funds ERS	\$1,796.90
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## MINUTES

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Employees' Retirement System - cont'd</u>			

The subsistence rate for this location is \$230.00 per night. The cost of the hotel is \$205.00 per day and hotel tax of \$34.65 per day plus an occupancy tax of \$5.00 per day. The Department is requesting additional subsistence of \$15.00 per day to cover the cost of meals and incidentals. The registration cost of \$650.00 was paid directly to PRISM by the ERS.

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

5. Joan M. Pratt	Government Finance Officers Association (GFOA) 114 <sup>th</sup> Annual Conference New Orleans, LA May 14 - 20, 2020 (Reg. Fee \$975.00)	Special Funds ERS	\$3,448.09
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The subsistence rate for this location is \$228.00 per day. The hotel cost is \$245.00 per day, plus taxes of \$39.69 per day, and occupancy taxes of \$2.00 per day.

The cost of the airfare is \$452.95. The registration cost of \$975.00 was prepaid directly to the GFOA by Ms. Pratt. The ERS is requesting additional subsistence of \$17.00 per for the hotel and \$40.00 per day for meals and incidentals. Therefore, Ms. Pratt will be disbursed \$3,448.09.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Employees' Retirement System - cont'd</u>			
Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five work days or if 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.			
<u>Department of Planning</u>			
6. Anne Draddy	National Zero Waste Conference Berkeley, CA Mar. 17 - 21, 2020 (Reg. Fee \$0.00)	National Resources Defense Council Grant Funds	\$ 0.00

The sponsor, the National Resources Defense Council, has invited Ms. Draddy to attend the National Zero Waste Conference and will pay for her airfare and registration. No expenses will be incurred by the City. Ms. Draddy does not require lodging and will pay her own ground transportation to and from the airport.

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 if it involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Planning - cont'd</u>			
7. Ava Richardson	BioCycle CONNECT West 2020 Conference Sacramento, CA Mar. 30, 2020 - Apr. 2, 2020 (Reg. Fee \$0.00)	National Resources Defense Council, Food Matters Funds	\$ 0.00

The sponsor, the National Resources Defense Council, has invited Ms. Richardson to attend and present her work at the BioCycle CONNECT West 2020 Conference and will pay for her airfare, lodging, conference and workshop registration, and lunches and reception that are included in the registration. No expenses will be incurred by the City.

UPON MOTION duly made and seconded, the Board approved the foregoing Travel Requests. The Comptroller **ABSTAINED** on item nos. 3, 4, and 5.

**MINUTES****PROPOSAL AND SPECIFICATIONS**

1. Department of General Services - GS 16830, Cummings Building  
HVAC Systemic Renovations  
**BIDS TO BE RECV'D: 04/22/2020**  
**BIDS TO BE OPENED: 04/22/2020**

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

MINUTES

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

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## MINUTES

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

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**MINUTES****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 - SC 949R, Stony Run Wastewater Pumping Station Upgrades  
**BIDS TO BE RECV'D: 03/25/2020**  
**BIDS TO BE OPENED: 03/25/2020**

**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 Public Works - WC 1404, Urgent Need Water  
Infrastructure  
Rehabilitation and  
Improvements Phase 3  
Fiscal 20

Spiniello Companies  
Metra Industries, Inc.  
J. Fletcher Creamer & Son, Inc.  
Robert E. Harrington for  
R.E. Harrington Plumbing &  
Heating Co., Inc.  
Civil Construction, LLC

Bureau of Procurement - B50005958, Windows and  
Trusses Cleaning Services,  
Convention Center Complex

**NO BIDS RECEIVED**

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, March 18, 2020.

  
JOAN M. PRATT  
Secretary