

**MINUTES****REGULAR MEETING**

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

President: "Good morning. The October 16, 2019 meeting of the Board of Estimates is now called to order. In the interests of promoting the order and efficiency of these hearings, persons who are disrupted 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 resulting in charge of trespassing. I would direct the Board members attention to the memorandum from my office dated October 15, 2019, identifying matters to be considered as routine agenda items together with any corrections and additions that have been noted by the Deputy Comptroller. I will entertain a motion to approve all the items contained on the routine agenda."

MINUTES

City Solicitor: "I Move approval Mr. President."

Comptroller: "I Second."

President: "All of those in favor say Aye. All of those 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:

Dixie Construction Company, Inc.	\$ 8,000,000.00
Eastern Highway Specialists, Inc.	\$17,640,000.00
Highlander Contracting Company, LLC	\$77,070,000.00

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:

ADS LLC	Engineer
CityScape Engineering, LLC	Engineer
Constellation Design Group, Inc.	Engineer
Land Collective, LLC	Landscape Architect
STV Incorporated	Architect Landscape Architect Engineer Construction Management
The Sheward Partnership, LLC	Architect

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

**MINUTES**

Fire Department - Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of the Grant Award from the Federal Emergency Management Agency. The period of the Grant Award is September 18, 2019 through September 17, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$227,272.72 - 4000-437120-2142-229400-404001 - Federal  
22,727.28 - 1001-000000-2142-229500-606004 - City match  
**\$250,000.00**

**BACKGROUND/EXPLANATION:**

The grant will allow for the purchase of a Bariatric Medic Unit.

**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 Federal Emergency Management Agency.

**MINUTES**

Fire Department - Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of the Grant Award from the Federal Emergency Management Agency. The period of the Grant Award is September 18, 2019 through September 17, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$742,857.14 - 4000-436820-2132-228200-404001 - Federal  
37,142.86 - 1001-000000-2132-228200-606004 - City match  
**\$780,000.00**

**BACKGROUND/EXPLANATION:**

The grant will allow for the purchase of Public Service Safety Announcements, 10-year smoke alarms, and hearing-impaired bed shaker smoke alarms.

**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 Federal Emergency Management Agency.

**MINUTES**

Baltimore Police Department - Acceptance of Reimbursement

**ACTION REQUEST OF B/E:**

The Board is requested to approve and authorize acceptance of reimbursement funds from the Maryland Department of Public Safety and Correctional services for the BPD's annual reimbursement for sex offender registrants. The period of the reimbursement is from July 1, 2019 and remains effective until funds are fully expended.

**AMOUNT OF MONEY AND SOURCES:**

\$282,200.00 - 5000-588520-2021-212900-600000

**BACKGROUND/EXPLANATION:**

The Maryland Department of Public Safety and Correctional Services (DPSCS) is mandated under Criminal Procedure Article subsection 11-713(3) and (4), and under COMAR 12.06.01.17 to reimburse each local law enforcement unit annually for processing registration statements, fingerprints, photographs and for performing community notification requirements. The rate for reimbursement is \$200.00 per sexual offender registration, with 1,411 active registrants for this reimbursement period. The DPSCS has determined the total reimbursement for FY 2019 to be \$282,200.00.

**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 reimbursement funds from the Maryland Department of Public Safety and Correctional services for the Baltimore Police Department's annual reimbursement for sex offender registrants.

**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 (GOCCP) for the "Maryland Criminal Intelligence Network" Program (MCIN), Award# MCIN-2020-0010. The period of the award is July 1, 2019 through June 30, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$863,515.00 - 5000-510620-2023-744600-405001

**BACKGROUND/EXPLANATION:**

The Baltimore City Police Department's Maryland Criminal Intelligence Network program will help to reduce existing gaps in services and foster collaboration and cooperation among partner agencies and stakeholders. The program focuses on maximizing all available information and intelligence in order to identify, disrupt and dismantle gangs and violent criminal networks responsible for the distribution of illegal drugs, firearm related violence, human trafficking, and other forms of inherently violent criminal enterprises. Program funds provide personnel, equipment, contractual services and other expenses.

This Grant Award is late because of the recent receipt of the award document.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

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

**MINUTES**

Baltimore Police Department - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Grant Award from the Governor's Office of Crime Control and Prevention for the "Maryland Criminal Intelligence Network" Program, Award# MCIN-2020-0010.



**MINUTES**

Office of the City Council - Governmental/Charitable  
Solicitation Application

**ACTION REQUESTED OF B/E:**

The Board is requested to endorse a Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City to allow Mr. Zeke Cohen and staff to solicit donations from local individuals, businesses, civic leaders, the foundation community and the general public to fund an initiative to train all City agency staff members into becoming trauma informed for young people, their families, and Baltimore City residents. The period of the campaign is effective upon Board approval through October 1, 2020.

**AMOUNT OF MONEY AND SOURCE:**

No general funds are involved in this transaction.

**BACKGROUND/EXPLANATION:**

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

Funds would be solicited for the purposes of supporting an initiative to train all city agencies to become trauma informed as they interact with young people, their families, and Baltimore City residents. The initiative would involve providing trauma informed training and ongoing coaching to city agency staff so that they are prepared to recognize the signs and symptoms of trauma and toxic stress. The training and coaching would also provide them with the skills to support students who have experienced trauma and to manage the secondary trauma that the

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

staff experience as they support these students. Finally, the initiative would ensure that 1 -2 staff will be hired to support the training initiative.

This program will be a collaboration between partners in industry, non-profits, and government. Mr. Cohen and staff have been working with Baltimore City Recreation and Parks, the Baltimore City Health Department, the Mayor's Office of Children and Family Success, and the Mayor's Office of Criminal Justice to devise a plan for the initiative.

The goal is to raise \$5,000,000.00 to support the training of all city agencies into becoming trauma informed. The funds will be used to finance the training and coaching of all City agency staff, and the hiring of support staff.

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

**MBE/WBE PARTICIPATION:**

N/A

**MINUTES**

Office of the City Council - cont'd

UPON MOTION duly made and seconded, the Board endorsed a Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City to allow Mr. Zeke Cohen and staff to solicit donations from local individuals, businesses, civic leaders, the foundation community, and the general public to fund an initiative to train all City agency staff members into becoming trauma informed for young people, their families, and Baltimore City residents. The Mayor **ABSTAINED**. The President **ABSTAINED**.

MINUTES

TRANSFERS OF FUNDS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

4773 - 4774

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

MINUTES

TRANSFERS OF FUNDS

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Baltimore Development Corporation</u>			
1.	<b>\$500,000.00</b>	9910-925013-9600	9910-937013-9601
	3 <sup>rd</sup> Eco. Bond	Constr. Res.	Façade Improv.
	Fund	(Façade Improv.)	

This transfer will provide funding to continue the Baltimore Development Corporation Façade Improvement Grant Program within Citywide commercial districts. The goal of the program is to aesthetically improve the look of business districts while making revitalization efforts affordable and creative to small business owners.

2.	<b>\$250,000.00</b>	9910-908064-9600	9910-923100-9601
	1 <sup>st</sup> Eco. Bond	Constr. Res.	Industrial & Comm.
	Fund	(Innovative Fund)	Financing

This transfer will provide funding to continue the Baltimore Development Corporation Innovation Loan and Grant Program to support full-time, quality, year round employment opportunities, and in the expansion of small, entrepreneurship Citywide.

Bureau of Accounting and Payroll Services

3.	\$1,725,300.16	9908-921034-9149	
	General Funds	Technology Improv.	
	1,214,000.00	9908-908336-9149	
	M&CC Funds	Real Prop. Tax Sys.	
		Upgrade	
	1,000,000.00	9908-910335-9146	
	General Funds	Real Prop. Tax Sys.	
		Upgrade	
	<b>\$3,939,300.16</b>	-----	9908-903035-9146
			Technology Improv.

MINUTES

TRANSFERS OF FUNDS

AMOUNT

FROM ACCOUNT/S

TO ACCOUNT/S

Bureau of Accounting and Payroll Services - cont'd

This transfer will fund the costs associated with the Department of Finance system technology improvements. Systems improvements will provide upgraded controls and functionality.

**MINUTES**

Department of Planning - Renewal of Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize exercising the option to renew the agreement between the Mayor and City Council and Groundswell, Inc. (Groundswell). The renewal will extend the term through on June 9, 2020 to run concurrent with the grant between the Maryland Energy Administration and the City of Baltimore.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The funding for this grant came from a \$250,000.00 grant, approved by the Board of Estimate on July 26, 2017, from the Maryland Energy Administration to support the creation of Community Resiliency Hubs. The purpose of the Groundswell subgrant, approved by the Board of Estimates on May 9, 2018, for \$245,000.00 to terminate on July 26, 2019, was to further the deployment and mitigate the costs and risks of innovative energy technologies. Groundswell is using their experience and expertise to support Community Resiliency Hubs that serve residents of low-income communities by mitigating the impact of emergency weather events on residents.

The grant provides funds to install solar PV systems and incorporated battery storage systems at community centers. The project is part of Baltimore's larger Disaster Preparedness Project and Plans to support minority and low-income residents who will be increasingly vulnerable as extreme events become more frequent and severe. On September 11, 2019, the Board approved a time extension for the Maryland Energy Administration grant to end on June 9, 2020.

**MINUTES**

Department of Planning - cont'd

The renewal term of this agreement will commence immediately upon the date of approval by the Board of Estimates of Baltimore City and will terminate June 9, 2020, pursuant to the amendment of the City's grant with the Maryland Energy Administration.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized exercising the option to renew the agreement between the Mayor and City Council of Baltimore and Groundswell, Inc.



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

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Housing and Community Development (DHCD) - Option</u>			
1. HMN, Inc.	3103 Virginia Avenue	G/R \$67.50	\$ 619.00

Funds are available in account no. 9910-903183-9588-900000-704040, Park Heights Major Redevelopment Area Complete Project.

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

DHCD - Condemnation

2. Worldwide Properties and Services, LLC	2006 E. Madison Street	F/S	\$ 5,000.00
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Funds are available in account no. 9910-910427-9588-900000-704040, EBDI Project.

DHCD - Condemnation or Redemption

3. William Wallace O'Burke, Personal Representative of the Estate of Anna Cullen Estate	3109 Virginia Avenue	G/R \$67.50	\$ 450.00
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Funds are available in account no. 9910-903183-9588-900000-704040, Park Heights Major Redevelopment Project.

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

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

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

UPON MOTION duly made and seconded, the Board approved the Option, Condemnation, and the Condemnation or Redemption.

**MINUTES**

Department of General Services - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 001 to Sabra and Associates under Project 1905. The period of the task assignment is approximately 14 months.

**AMOUNT OF MONEY AND SOURCE:**

\$129,719.69 - 9965-910043-9580-9000000-706063

**BACKGROUND/EXPLANATION:**

Under this task, Sabra and Associates will provide design, bid analysis, and post award services for improvement to the Market Center Parking Garage.

**MBE/WBE PARTICIPATION:**

Sabra Wang and Associates has committed to utilize the following firm on this project:

**MBE:** iDesign Engineering, Inc.           \$24,901.44           19.2%

**THE EAR WAS APPROVED BY MWBOO ON SEPTEMBER 10, 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. 001 to Sabra and Associates under Project 1905.

**MINUTES**

Department of General Services - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No 001 to Sanders Designs under Project 1803. The period of the task assignment is approximately three years.

**AMOUNT OF MONEY AND SOURCE:**

\$114,585.21 - 2029-000000-1982-709500-60326

**BACKGROUND/EXPLANATION:**

Under this task, Sanders Designs will provide design services and construction management support for renovations to the 500 Fallsway building.

**MBE/WBE PARTICIPATION:**

Sanders Designs has committed to utilize the following firms on this task.

<b>MBE:</b> Min Engineering, Inc.	\$0-\$360,000.00	0-18%
Kumi Construction Management Corporation	\$0-\$360,000.00	0-18%
<b>TOTAL (In the aggregate)</b>	<b>\$0-\$360,000.00</b>	<b>0-18%</b>
<b>WBE:</b> Carroll Engineering	\$0-\$200,000.00	0-10%
MK Consulting Engineers, LLC	\$0- 200,000.00	0-10%
<b>TOTAL (In the aggregate)</b>	<b>\$0-\$200,000.00</b>	<b>0-10%</b>

**THE EAR WAS APPROVED BY MWBOO ON JANUARY 26, 2018.**

**APPROVED FOR FUNDS BY FINANCE**

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

**MINUTES**

Department of General Services - cont'd

UPON MOTION duly made and seconded, the Board approved the assignment of Task No 001 to Sanders Designs under Project 1803.

**MINUTES****CITY COUNCIL BILL**

19-0456 - An Ordinance concerning High-Performance Newly Constructed Dwellings - Clarification for the purpose of clarifying the tax credit qualification deadline for certain high-performance newly constructed dwellings; and providing for a special effective date.

**THE DEPARTMENT OF PLANNING HAS NO OBJECTION AND DEFERS TO THE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT AND THE DEPARTMENT OF FINANCE AS THE MORE DIRECTLY IMPACTED AGENCIES.**

**THE DEPARTMENT OF FINANCE MAINTAINS ITS POSITION ADOPTED FOR CITY COUNCIL BILL 19-0414 AND HAS NO OBJECTION TO THE CLARIFICATION PROPOSED BY CITY COUNCIL BILL 19-0456.**

**ALL OTHER REPORTS RECEIVED WERE FAVORABLE.**

UPON MOTION duly made and seconded, the Board approved City Council Bill No. 19-0456 and directed that the bill be returned to the City Council with the recommendation that it also be approved by that Honorable Body. The Mayor **ABSTAINED**. The President **ABSTAINED**.

**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. 3200 Saint Paul Street	The Johns Hopkins University	One single face electric sign 20.7 sf., one bracket sign 4.5 sf., one flat sign 2 sf.
Flat charge: \$ 428.75		
2. 624 N. Broadway	Maryland Transit Administration	One bus shelter 12'9" x 6'4"
No charge:		
3. 400 W. Fayette Street	Baltimore Properties, LLC	One oriel window 33.125, two metal canopies 102 sf. each
Annual charge: \$1,502.01		

There being no objections, the Board, UPON MOTION duly made and seconded, approved the foregoing Minor Privilege Permits. The Mayor **ABSTAINED** on item no. 1. The President **ABSTAINED** on item no. 1.

**MINUTES**

Department of Transportation - Amendment One to the Memorandum  
of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Amendment One to the Memorandum of Understanding (MOU) for Water Taxi Terminals with the Maryland Department of Transportation acting for and on behalf of the State of Maryland by and through the State Highway Administration (SHA) for the Water Taxi Terminals. The project term will be effective upon Board approval for 36 months.

**AMOUNT OF MONEY AND SOURCE:**

\$1,048,195.00 - 9950-912054-9527-000000-490360

**BACKGROUND/EXPLANATION:**

On Wednesday, December 19, 2007, the Board approved a MOU for the Water Taxi Terminals, which established the roles and responsibilities in connection with constructing a new Baltimore Water Taxi Terminal on Pier One. The original MOU provided funding for the construction of the new Baltimore Water Taxi Terminal.

The parties desire to amend the original MOU to allow the following: proposed improvements to the new building, funding term, progress meetings, closeout, change orders, audit review, payments, and revision of addressee.

The project term will be a total of 36 months or three years. All project activities will begin on the execution date for Amendment One to the MOU and will end on the same month and day three years later.

**DBE PARTICIPATION:**

A DBE goal of 25% has been established under Contract No. TR 10309R, SHA No. BC44305, FAP no. HP4306(3)E Inner Harbor Water Taxi Terminal in connection with this amended MOU.



**MINUTES**

Department of Transportation - cont'd

**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 Amendment One to the Memorandum of Understanding for Water Taxi Terminals with the Maryland Department of Transportation acting for and on behalf of the State of Maryland by and through the State Highway Administration for the Water Taxi Terminals.

**MINUTES**

Department of Finance/Office - Expenditure of Funds  
of Risk Management

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Expenditure of Funds to purchase Cyber Insurance from Chubb Insurance and AXA XL Insurance for the City for those agencies who are the responsibility of Baltimore City Office of Information and Technology. The coverage period is effective upon Board approval.

**AMOUNT OF MONEY AND SOURCE:**

\$835,103.00 - 2043-000000-1450-162900-603014

**BACKGROUND/EXPLANATION:**

Following a competitive process that included 17 insurance carriers, the Office of Risk Management was able to secure a quote for \$20,000,000.00 in Cyber Liability coverage. The first \$10,000,000.00 in coverage is being provided by Chubb Insurance at a cost of \$500,103.00. The second \$10,000,000.00 in excess coverage is being provided by AXA XL Insurance at a premium of \$335,000.00.

The coverage will include, Cyber Incident response coverage including an investigative team. Business Interruption loss and Extra Expense, as well as Contingent Business Interruption and Extra Expense Loss, Digital Data Recovery, and Network Extortion. The coverage also includes third party coverage for cyber privacy and network security, payment card loss, regulatory proceedings and electronic social and printed media liability.

**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

President: The first item on the non-routine agenda can be found on page 20 Department of Finance Office of Risk Management Expenditure of Funds. Will the parties please come forward.

Director of Finance: Ah -- Good morning President Scott, Mayor Young, Comptroller Pratt, Honorable Members of the Board I'm Henry Raymond, Director of Finance. Ah -- the agenda item before you today is for the approval of Cyber Liability Insurance Contract on behalf of the Mayor and City Council. The contract is for a 12-month period for \$835,103.00. This contract will provide up to \$20,000,000.00 of -- of cyber protection and coverage. The coverage will include incident response teams, business and contingent business interruption loss, and -- and extra spent extra expense coverage, digital data recovery, network extortion the coverage also includes third-party coverage for cyber privacy and network security, payment card loss, regulatory proceedings, and electronic social and printed media liability. The first \$10,000,000.00 of coverage is being provided by Chubb Insurance at a cost of \$500,103.00. The second \$10,000,000.00 coverage in the excess coverage is being provided by AXA XL insurance at a cost of \$335,000.00 and request the Boards approval."

## MINUTES

Mr. President: "Thank you -- Thank You Director. Ah -- you know I put these items on non-routine simply because we said that we would be transparent with this process after ah -- the cyberattack and I just have one question for you ah -- this item was included in the agenda on August and was removed can you explain what has happened since now and then."

Mr. Raymond: "Um -- the item was deferred ah -- to give the Finance Department additional time to properly vet the contract to include ah -- ensuring all entities and quasi units of ah -- City Government were included to ah -- obtain additional clarification on quotes etc., so that we could ensure for the City that for the price were paying for the premium that we're getting all of the coverage that we need in the event that there is a future ah - event, which we hope that there will not be based on the other steps that have been taken to date."

Mr. President: "Thank you. Question Comptroller Pratt."

Comptroller: "Is there a deductible?"

Mr. Raymond: "There is, ah -- very good question. The deductible is ah -- \$1,000,000.00."

## MINUTES

Comptroller: "Thank you."

Mr. President: "Thank you. I will entertain a motion."

City Solicitor: "Mr. President I move approval of this item from the non-routine agenda."

Comptroller: "Second."

President: "All those in favor say aye. The motion carries. Thank you."

\* \* \* \* \*

MINUTES

EXTRA WORK ORDERS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Orders

listed on the following pages:

4791 - 4793

All of the EWOs had been reviewed and approved

by the Department of Audits, CORC,

and MWBOO, unless otherwise indicated.

The Transfer of Funds was approved SUBJECT

to receipt of a favorable report from the

Planning Commission, the Director of

Finance having reported favorably thereon,

as required by the Provisions of the

City Charter.

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

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

Department of Public Works/Office  
of Engineering and Construction

- |  |                |                         |   |     |
|--|----------------|-------------------------|---|-----|
| 1. EWO #005, \$128,145.96.00 - WC 1295R - Towson Generator and Main Substation |                |                         |   |     |
| \$60,000.00  | \$6,928,385.00 | Cianbro,<br>Corporation | - | 98% |

The Office of Engineering and Construction requested Cianbro Corporation to provide calculations for the generator Roof Design. The Generator Building Roof Truss was designed by a Maryland PE to withstand the design loads stated in contract specifications. The roof truss can also carry the Generator Silencer (750 lbs.), exhaust piping (9-inch diameter) and ground resistor as shown on the contract drawings. The weight and sizes provided by the City in the contract drawings for the silencer and exhaust pipe to be carried by: Silencer weight grew by 400% from 750 lbs. to 3000 lbs.; the exhaust pipe also grew from 8-inch to 16-inch diameter. The Office of Engineering and Construction stated that the extra cost will be the difference of installation and material costs for a 16-inch exhaust pipe verses an 8-inch pipe and the difference between the roof truss support versus the redesigned support. The contractor proposed a difference of \$17,114.52. The contractor initially proposed a cost of \$78,483.49 to design and build a support for the Generator Muffler System. The Office found that cost unacceptable. The Contractor resubmitted a cost of \$60,000.00, which is currently under review by the Office.

**MBE/WBE PARTICIPATION:**

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

**MBE:** 28.9%

**WBE:** 8.1%%

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

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

Department of Transportation

- |   |      |                             |   |     |
|---|------|-----------------------------|---|-----|
| 2. EWO #001, \$38,866.91 - TR 03319, Replacement of Bridge No. BC3212, Harford Road Bridge over Herring Run |      |                             |   |     |
| \$60,000.00   | 0.00 | Technopref Industries, Inc. | - | 25% |

Technopref Industries, Inc. will perform the work that was deemed necessary due to differing site conditions. The additional work includes the following: 1) additional test pits for unidentified utilities near the intersection of Harford Road and Chesterfield Avenue; 2) unclogging of Recreation and Parks storm drain, which caused flooding within the construction site; 3) the removal of an unidentified electrical vault on the existing bridge, and 4) the addition of erosion and sediment control items. The work under this change order was done prior to Board approval in order to maintain the project schedule.

**DBE PARTICIPATION: 18%**

- |   |      |                                  |   |     |
|---|------|----------------------------------|---|-----|
| 3. EWO #001, \$3,000,000.00 - TR 18014, Conduit System Reconstruction at Various Locations Citywide JOC |      |                                  |   |     |
| \$9,688,300.00  | 0.00 | Highlander Contracting Co., LLC. | - | 25% |

This authorization is requested on behalf of the Department of Transportation to continue the completion of service requests issued to Conduit Maintenance by BGE on a daily basis. The work primarily consists of clearing obstructions and addressing support of planned outages in addition to the completion of accomplishing task orders issued by Conduit Design Management for rodding and installing ducts for BGE 4kV upgrades.



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

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

Department of Transportation - cont'd

**MBE/WBE PARTICIPATION:**

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

**MBE:** 13%

**WBE:** 3%

**THE EAR WAS APPROVED BY MWBOO ON SEPTEMBER 9, 2019.**

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
4. \$3,000,000.00	9962-937006-9563	9962-909045-9562-2
Other	Constr. Res.	Contingencies
	Reconstr. Manholes	Conduit Sys. Recon.
	- Various	JOC TR 18014

This transfer will fund the costs associated with change order #1 on project TR 18014, Conduit System Reconstruction at Various Locations Citywide JOC with Highlander Contracting Company, LLC.

**MINUTES**

Department of Housing and Community Development (DHCD) - Side Yard Land Disposition Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Side Yard Land Disposition Agreement for the sale of the City-owned property located at 2565 Greenmount Avenue in the Better Waverly Community to Matthew Kelley and Gregory Bowen.

**AMOUNT OF MONEY AND SOURCE:**

\$2,683.66 - purchase price

**BACKGROUND/EXPLANATION:**

The DHCD's Development Division, on behalf of the Mayor and City Council, strategically acquires and manages vacant or abandoned properties, ultimately enabling these properties to be returned to productive use and improving Baltimore' neighborhoods.

The City has agreed to convey the property known as 2565 Greenmount Avenue to the adjacent property owner. As a condition of conveyance, has agreed to the terms of the Side Yard Land Disposition Agreement, which prohibits development of the parcel for a minimum of ten years.

The authority to sell the property is given under Baltimore City Code, Article 28, Subtitle 8.

The property is being sold for \$2,283.66, as the purchaser holds title on the adjacent property as owner-occupied. The rationale for the conveyance is the sale will serve a specific benefit to the immediate community, eliminate blight, and return the property to the tax rolls.

**MINUTES**

DHCD - cont'd

**MBE/WBE PARTICIPATION:**

The Developer will purchase this property for a price that is less than \$50,000.00 and will receive no City funds or incentives for the purchase or rehabilitation; therefore, MBE/WBE is not applicable.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Side Yard Land Disposition Agreement with Matthew Kelley and Gregory Bowen for the sale of the City-owned property located at 2565 Greenmount Avenue in the Better Waverly Community.

**MINUTES**

Department of Housing and Community Development (DHCD) - Side Yard Land Disposition Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Side Yard Land Disposition Agreement for the sale of the City-owned property located at 4442 Wrenwood Avenue to Herman Oglesby and Rita Oglesby in the Wilson Park Community.

**AMOUNT OF MONEY AND SOURCE:**

\$1,448.75 - purchase price

**BACKGROUND/EXPLANATION:**

The DHCD's Development Division, on behalf of the Mayor and City Council, strategically acquires and manages vacant or abandoned properties, ultimately enabling these properties to be returned to productive use and improving Baltimore's neighborhoods.

The City has agreed to convey the property known as 4442 Wrenwood Avenue to the adjacent property owners. As a condition of conveyance, the adjacent property owners have agreed to the terms of the Side Yard Land Disposition Agreement, which prohibits development of the parcel for a minimum of ten years.

The authority to sell the property is given under Baltimore City Code, Article 28, Subtitle 8.

The property is being sold for \$1,448.75, as the purchaser holds title on the adjacent property as owner-occupied. The rationale for the conveyance is the sale will serve a specific benefit to the immediate community, eliminate blight, and return the property to the tax rolls.

**MINUTES**

DHCD - cont'd

**MBE/WBE PARTICIPATION:**

The Developer will purchase this property for a price that is less than \$50,000.00 and will receive no City funds or incentives for the purchase or rehabilitation; therefore, MBE/WBE is not applicable.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Side Yard Land Disposition Agreement with Herman Oglesby and Rita Oglesby for the sale of the City-owned property located at 4442 Wrenwood Avenue in the Wilson Park Community.

**MINUTES**

Department of Housing and        - Land Disposition Agreement  
Community Development (DHCD)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the land disposition agreement for the City-owned property located at 3215 Elmora and 3333 Elmora Avenue, in the Four by Four Community to TWS Properties, LLC, Developer.

**AMOUNT OF MONEY AND SOURCE:**

\$18,000.00 - purchase price

**BACKGROUND/EXPLANATION:**

The properties are 2-story dwellings that are boarded, vacant and requires extensive work. The Developer proposes to rehab them into residential housing for disabled clients.

The authority to sell the property is given under Baltimore City Code, Article 28, Subtitle 8.

**STATEMENT OF PURPOSE AND RATIONALE FOR SALE BELOW THE PRICE DETERMINED BY THE WAIVER VALUATION PROCESS:**

In accordance with the City's appraisal policy, the Waiver Valuation Process was used to determine the price of both properties at \$18,000.00 each. However, both properties will be sold to the Developer for \$9,000.00 each (for a total of \$18,000.00) due to the following factors:

- stabilization to the immediate area,
- elimination of blight, and
- generate real estate and other taxes.

**MINUTES**

DHCD - cont'd

**MBE/WBE PARTICIPATION:**

The Developer will purchase this property for a price that is less than \$50,000.00 and will receive no City funds or incentives for the purchase or rehabilitation; therefore, MBE/WBE is not applicable.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the land disposition agreement with TWS Properties, LLC, Developer for the City-owned property located at 3215 Elmora and 3333 Elmora Avenue, in the Four by Four Community.

**MINUTES**

Department of Housing and Community Development (DHCD) - Land Disposition Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Land Disposition Agreement for the sale of the City-owned property located at 3721 Hillside Road to Deirdre F. Ellison, Developer.

**AMOUNT OF MONEY AND SOURCE:**

\$10,000.00 - purchase price

**BACKGROUND/EXPLANATION:**

The property is a vacant lot that has been maintained by the Developer due to over grown grass and debris. The Developer's plan is to erect a fence and convert the lot into a garden/playground for the Developer's learning center. The property is located in the Howard Park Community.

The authority to sell the property is given under Baltimore City Code, Article 13, §2-7(h (2)(ii))© of the Baltimore City Code

**STATEMENT OF PURPOSE AND RATIONALE FOR SALE BELOW THE PRICE DETERMINED BY THE WAIVER VALUATION PROCESS:**

The property will be sold pursuant to the Appraisal Policy using the Waiver Valuation Process. The property was priced at \$15,000.00 using the Waiver Valuation process. The property will be sold for \$10,000.00 for the following reasons:

- specific benefit to the immediate area,
- the sale will help eliminate blight from the neighborhood, and
- the sale and rehabilitation will promote economic development through the placement of the property on the City's tax rolls.



**MINUTES**

DHCD - cont'd

**MBE/WBE PARTICIPATION:**

The Developer will purchase this property for a price that is less than \$50,000.00 and will receive no City funds or incentives for the purchase or rehabilitation; therefore, MBE/WBE is not applicable.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with Deirdre F. Ellison, Developer for the sale of the City-owned property located at 3721 Hillside Road.

**MINUTES**

Department of Housing and Community Development (DHCD) - Land Disposition Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Land Disposition Agreement for the sale of the City-owned property located at 401 N. Port Street to Robert D. McCray, Developer.

**AMOUNT OF MONEY AND SOURCE:**

\$1,700.00 - purchase price

**BACKGROUND/EXPLANATION:**

The project will involve converting the vacant lot into greenspace and a carport for his private use. The lot is directly behind the buyer's home located at 2414 Orleans Street. The property is located in the McElderry Park neighborhood.

The authority to sell the property is given under Baltimore City Code, Article 13, §2-7(h).

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

N/A

In accordance with the Waiver Valuation Process in the City's Appraisal Policy unimproved property assessed below \$2,500.00 does not require an appraisal. The vacant lot located at 401 N. Port Street is assessed at \$1,700.00 and will be sold for \$1,700.00.

**MBE/WBE PARTICIPATION:**

The Developer will purchase this property for a price that is less than \$50,000.00 and will receive no City funds or incentives for the purchase or rehabilitation; therefore, MBE/WBE is not applicable.

**MINUTES**

DHCD - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with Robert D. McCray, Developer for the sale of the City-owned property located at 401 N. Port Street.

**MINUTES**

Department of Housing and - Community Catalyst Grants  
Community Development      Operating Program

**ACTION REQUESTED OF B/E:**

The Board is requested to approve 10 project budgets and scopes of work for the Community Catalyst Operating Grants Program Awardees: One project budget and one scope of work for each of the ten Awardees. The ten Awardees are as follows:

1. Arch Social Community Network
2. Belair-Edison Neighborhoods, Inc.
3. Baltimore Youth Kinetic Energy (BYKE)
4. Central Baltimore Partnership
5. Coppin Heights Community Development Corporation
6. East North Avenue Community Development Corporation
7. Greater Baybrook Alliance
8. Historic East Baltimore Community Action Coalition (HEBCAC);
9. Leaders of a Beautiful Struggle; and
10. Station North Tool Library

The total amount of the ten projects is \$570,000.00. Following approval, the DHCD will execute individual agreements with Awardees and/or their Fiscal Agents. The term of the agreement will vary for each Awardee but can be a maximum of three years effective from the date agreements are executed with the DHCD. There is a total of 35 grantees, and information will be submitted to the Board as multiple submissions. The first submission of eight projects was approved by the Board on October 2, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$ 75,000.00	- Arch Social Community Network
48,000.00	- Belair-Edison Neighborhoods, Inc.
40,000.00	- Baltimore Youth Kinetic Energy (BYKE)
40,000.00	- Central Baltimore Partnership
75,000.00	- Coppin Heights Community Development Corporation
50,000.00	- East North Avenue Community Development Corporation
50,000.00	- Greater Baybrook Alliance
47,000.00	- Historic East Baltimore Community Action Coalition
75,000.00	- Leaders of a Beautiful Struggle
70,000.00	- Station North Tool Library
<b>\$570,000.00</b>	<b>- 9910-906222-9588</b>

**MINUTES**

DHCD - cont'd

**BACKGROUND/EXPLANATION:**

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

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

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

**MWBOO APPROVED A WAIVER FOR THE ABOVE LISTED AWARDEES ON OCTOBER 2, 2019.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**MINUTES**

DHCD - cont'd

UPON MOTION duly made and seconded, the Board approved 10 project budgets and scopes of work for the Community Catalyst Operating Grants Program Awardees.

**MINUTES**

Department of Housing and           - Grant Agreement  
Community Development (DHCD)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Grant Agreement - Perkins Somerset Oldtown Infrastructure Agreement (Grant Agreement) with the Department of Housing and Community Development and the Housing Authority of Baltimore City (HABC), Grantee. The period of the Grant Agreement is effective upon Board approval and terminates on December 31, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$ 820,000.00 - 9910-904930-9588  
779,979.00 - 9910-905931-9588  
**\$1,599,979.00**

**BACKGROUND/EXPLANATION:**

In July 2018, the Department of Housing and Urban Development (HUD) awarded the Housing Authority and the City a Choice Neighborhoods Grant in the amount of \$30,000,000.00 for the Perkins Somerset Oldtown Transformation Initiative. The HUD grant funds are focused on the redevelopment of Perkins Homes and the former Somerset Housing site, which will be replaced with 1,345 units of mixed-income housing, including 652 units of replacement housing for Perkins and Somerset residents.

In order to fully implement the Transformation Initiative, HUD funds are leveraged with City Funds. This Grant Agreement makes funds available for public infrastructure design for the Perkins and Somerset sites that is necessary to support new development. Work being performed through this Agreement includes construction design, geotechnical studies, Stormwater Management Master Plan, utility surveys and construction documents.

**MINUTES**

DHCD - cont'd

**MBE/WBE PARTICIPATION:**

The Grantee has signed a Commitment to Comply. The following participations rates have been established:

Somerset Homes

Amount Subject to Goals: \$679,340.00

**MBE:** \$183,421.80

**WBE:** \$ 67,934.00

Perkins Homes

Amount Subject to Goals: \$718,759.00

**MBE:** \$194,064.93

**WBE:** \$ 71,875.00

**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 Grant Agreement - Perkins Somerset Oldtown Infrastructure Agreement with the Department of Housing and Community Development and the Housing Authority of Baltimore City, Grantee.



**MINUTES**

Circuit Court for Baltimore City - Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve acceptance of a Grant Award from the Maryland Mediation and Conflict Resolution Office (MARCO). The period of the grant award is July 1, 2019 through June 30, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$199,698.00 - 7000-700720-1100-804100-407001

**BACKGROUND/EXPLANATION:**

The MARCO grant award will provide funding to support and expand the conflict resolution programs offered through the Circuit Court for Baltimore City.

The grant award is late because of a delay in processing the required paperwork by the Court.

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved acceptance of a Grant Award from the Maryland Mediation and Conflict Resolution Office.

**MINUTES**

Circuit Court for Baltimore City - Grant Contract

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Grant Contract for the Addiction Assessment Unit. The period of the Grant Contract is July 1, 2019 through June 30, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$468,867.00 - 4000-400620-1100-119600-404001

**BACKGROUND/EXPLANATION:**

The Circuit Court for Baltimore City received the FY 20 approved Grant Contract from the grantor in early September 2019.

This grant will provide funding for personnel cost and other operating costs associated with the Addiction Assessment Unit. The program provides substance abuse assessments ordered by the Court for released defendants to determine their substance abuse and educational needs.

The grant award is late because of the administrative review process.

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Grant Contract for the Addiction Assessment Unit.

**MINUTES**

Bureau of Waste and Wastewater - Employee Expense Statement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an Employee Expense Statement to reimburse Mr. Vibhakar B. Patel for expenses incurred for the renewal of his Environmental Health Specialist License.

**AMOUNT OF MONEY AND SOURCE:**

\$200.00 - 2070-000000-5501-399602-603022

**BACKGROUND/EXPLANATION:**

Mr. Patel provided the required information in a timely manner. Processing the request was delayed because of the ransomware attack impacting document routing and approvals.

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

The Department apologizes for the lateness.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved the Employee Expense Statement to reimburse Mr. Vibhakar B. Patel for expenses incurred for the renewal of his Environmental Health Specialist License.

**MINUTES**

Department of Public Works/Bureau - Contractual Service Training  
of Water and Wastewater Agreement

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**ACTION REQUESTED OF B/E:**

The Board is requested to approve ratification of the agreements.

1. **BALTIMORE CITY COMMUNITY COLLEGE** **\$29,800.00**

Account: 2071-000000-5521-632301-603020

The Baltimore City Joint Apprenticeship Program requires that apprentices assigned to the Water Treatment Plants of Baltimore City be provided with 144 hours of classroom instruction for each year of the three years that they are employed to successfully complete the Water Treatment Technician Apprenticeship Program. The training provided by BCCC is for Professional Services. This training will be provided to 13 employees. The period of the agreement is October 9, 2018 through November 29, 2018.

The BCCC has provided a customized curriculum that enables the apprentices to be exposed to the technical requirements of the certification process as it relates to the actual work environment of the water industry. The BCCC has provided previous training for the City.

2. **BALTIMORE CITY COMMUNITY COLLEGE** **\$29,800.00**

Account: 2071-000000-5521-632301-603020

The Baltimore City Joint Apprenticeship Program requires that apprentices assigned to the Water Treatment Plants of Baltimore City be provide with 144 hours of classroom instruction for each year of the three years that they are employed to successfully complete the Water Treatment Technician Apprenticeship Program. The training provided by BCCC is for

**MINUTES**

Department of Public Works/Bureau - cont'd  
of Water and Wastewater

Professional Services. This training was provided to 13 employees. The period of the agreement is April 11, 2019 through May 30, 2019.

BCCC has provided a customized curriculum that enables the apprentices to be exposed to the technical requirements of the certification process as it related to the actual work environment of the Water industry. BCCC has provided previous training for the City, and we are requesting that the Board approve this session of the training for Water Treatment Operator.

The agreements are late because of the personnel changes within the Department of Public Works, change in City's Administration and the ransomware attack.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved the ratification of the agreements.

**MINUTES**

Health Department - Amendment No. 1 and 2 to Notice of Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of the Amendment No. 1 and 2 to Notice of Award (NoA) from the Department of Health and Human Services, Centers for Medicare and Medicaid Services.

**AMOUNT OF MONEY AND SOURCE:**

\$426,489.00 - 4000-403320-3001-568000-404001

**BACKGROUND/EXPLANATION:**

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

Amendment No. 1 to NoA was issued on June 11, 2019 by the Department of Health and Human Services to approve the Department's change in scope of work to add Johns Hopkins Hospital and Johns Hopkins Bayview as clinical delivery sites for the Accountable Health Communities project.

Amendment No. 2 to NoA was issued on September 11, 2019 by the Department of Health and Human Services to approve the Department's request to carryover funds in the amount of \$426,489.00. This will make the total amount of available funding for his budget period of \$1,139,800.00.

All other terms and conditions will remain the same.

**APPROVED FOR FUNDS BY FINANCE**

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

## MINUTES

Health Department - cont'd

The NOA's are late because of a delay in the administrative review process.

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Amendment No. 1 and 2 to Notice of Award from the Department of Health and Human Services, Centers for Medicare and Medicaid Services. The Mayor **ABSTAINED**. The President **ABSTAINED**.

**MINUTES**

Health Department - Second Revision to Notice of Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of the Second Revision to Notice of Grant Award (NGA) from the Maryland Department of Aging.

**AMOUNT OF MONEY AND SOURCE:**

(\$50,000.00) - 5000-534019-3254-767800-607001

**BACKGROUND/EXPLANATION:**

On February 13, 2019, the original NGA was approved in the amount of \$588,815.00 for the period of July 1, 2018 through June 30, 2019.

On June 27, 2019, the Department received a second NGA from the MDoA decreasing the funds by \$50,000.00, making the new total amount of \$538,815.00 for the period of July 1, 2018 through June 30, 2019.

This Second NGA will allow the Department to utilize funds to provide a variety of services for older adults in Baltimore City.

**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 Second Revision to Notice of Grant Award from the Maryland Department of Aging.



**MINUTES**

Health Department - Notification of Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve acceptance of the Notification of Grant Award (NGA) from the Maryland Department of Aging. The period of the NGA was July 1, 2019 through June 30, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$12,421.00 Action-in-Maturity, Inc.	5000-535720-3024-768905-603051
\$ 2,921.00 Dept. of Recreation & Parks (Cherry Hill)	5000-535720-3024-768900-603051
11,430.00 Edward A. Myerberg Senior Center, Inc.	5000-535720-3024-768914-603051
\$12,379.00 Forest Park Senior Center, Inc.	5000-535720-3024-768903-603051
\$19,565.00 Govans Ecumenical Development Corp. (Harford Senior Center)	5000-535720-3024-768906-603051
\$ 4,921.00 Govans Center for Retired Persons, Inc. (Senior Network Center)	5000-535720-3024-768904-603051
\$ 5,983.00 Greenmount Senior Center	5000-535720-3024-768909-603051
\$10,128.00 Hatton Senior Center, Inc.	5000-535720-3024-768200-603051
\$ 5,921.00 John Booth Senior Center, Inc.	5000-535720-3024-768400-603051

## MINUTES

Health Department - cont'd

\$11,021.00 Oliver Senior Center, Inc.	5000-535720-3024-750200-603051
\$14,175.00 Sandtown-Winchester Senior Center, Inc.	5000-535720-3024-768600-603051
\$13,418.00 Waxter Senior Center, Inc.	5000-535720-3024-768700-603051
\$14,721.00 Wayland Village Center, Inc.	5000-535720-3024-768919-603051
\$ 9,921.00 Zeta Senior Center, Inc.	5000-535720-3024-768800-603051

**\$148,925.00 - Total**

**BACKGROUND/EXPLANATION:**

This NGA will allow the Department to fund the above-listed Senior Centers for program activities and services for senior center participants.

The NGA is late because of administrative delays.

**APPROVED FOR FUNDS BY FINANCE**

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

**MINUTES**

Health Department - cont'd

UPON MOTION duly made and seconded, the Board approved acceptance of the Notification of Grant Award from the Maryland Department of Aging.

**MINUTES**

Health Department - Notification of Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve acceptance of the Notification of Grant Award (NGA) from Maryland Department of Aging (MDOA). The period of the NGA is July 1, 2019 through June 30, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$387,272.00	-	5000-533620-3255-767500-405001
184,830.00	-	5000-533120-3254-767300-405001
161,758.00	-	5000-534120-3044-767900-405001
84,183.00	-	5000-535520-3254-767300-405001
<u>147,277.00</u>	-	<u>5000-533520-3044-761500-405001</u>
<b>\$965,320.00</b>		

**BACKGROUND/EXPLANATION:**

This NGA will allow the Department to accept and utilize funds received from the MDOA for State funded programs. These funds will provide a variety of services for older adults residing in the City.

The NGA is late because of administrative delays.

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved acceptance of the Notification of Grant Award from Maryland Department of Aging.

**MINUTES**

Health Department - Notification of Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve acceptance of the Notification of Grant Award (NGA) from the Maryland Department of Aging (MDoA) for State Allocation for the Senior Care Program. The period of the NGA is July 1, 2019 through June 30, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$1,421,320.00 - 5000-535420-3254-768000-405001

**BACKGROUND/EXPLANATION:**

This NGA will allow the Department to accept and utilize funds received from the MDoA for State funded programs. These funds will provide a variety of services for older adults residing in the City.

The NGA is late because of administrative delays.

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved acceptance of the Notification of Grant Award from the Maryland Department of Aging for State Allocation for the Senior Care Program.

**MINUTES**

Health Department - Notification of Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve acceptance of the Notification of Grant Award (NGA) from the Maryland Department of Aging (MDoA) for State Allocation for the Senior Care Program. The period of the NGA is July 1, 2019 through June 30, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$33,390.01 - 6000-613320-3044-273300-603051

**BACKGROUND/EXPLANATION:**

This NGA will allow the Department to accept and utilize funds received from the MDoA for the State funded Level One Screening Program. These funds will provide a variety of services for older adults residing in the City.

The NGA is late because it 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 acceptance of the Notification of Grant Award from the Maryland Department of Aging for State Allocation for the Senior Care Program.

**MINUTES**

Health Department - Notification of Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve acceptance of the Notification of Grant Award (NGA) from the Maryland Department of Aging (MDoA) for State Allocation for Nursing Facility Program Education. The period of the NGA is July 1, 2019 through June 30, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$42,861.05 - 6000-613320-3044-273300-603051

**BACKGROUND/EXPLANATION:**

This NGA will allow the Department to accept and utilize funds received from the MDoA for State funded programs. These funds will provide a variety of services for older adults residing in the City.

The NGA is late because of administrative delays.

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved acceptance of the Notification of Grant Award from the Maryland Department of Aging for State Allocation for Nursing Facility Program Education.

**MINUTES**

Health Department - Notice of Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of the Notice of Award (NOA) from the U.S. Department of Health and Human Services, Centers for Disease Control and Prevention. The period of the NOA is September 30, 2019 through September 29, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$280,000.00 - 4000-422620-3030-271500-404001

**BACKGROUND/EXPLANATION:**

The NoA provides funds to ensure that Sexually Transmitted Disease (STD) data collections in the Baltimore region meet nationally defined goals. The project's director represents Baltimore City Health Department on national network conference calls, during Centers for Disease Control visits, and at collaborators meetings throughout the year.

The NOA is late because of a delay in the administrative review process.

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Notice of Award from the U.S. Department of Health and Human Services, Centers for Disease Control and Prevention.



**MINUTES**

Health Department - Notice of Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of the Notice of Award (NOA) from the U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration. The period of the NOA is September 30, 2019 through September 29, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$1,000,000.00 - 4000-483520-3080-294600-404001

**BACKGROUND/EXPLANATION:**

The ReCAST West Baltimore project will provide services to reduce the impact of trauma and build resilience in the Central West Baltimore Communities so young people can complete school and engage in the workforce.

**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 U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration.

**MINUTES**

Health Department - Revised Notice of Award

**ACTION REQUESTED OF B/E:**

The Board is requested to ratify the Third Revised Notice of Award (NOA) for the project titled "STD Surveillance Network" from the Department of Health and Human Services, Centers for Disease Control and Prevention. The period of the NOA is September 30, 2017 through September 29, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$235,000.00 - 4000-422618-3030-271500-404001

**BACKGROUND/EXPLANATION:**

On August 16, 2017, the Board approved the original NOA in the amount of \$235,000.00 for the period of September 30, 2017 through September 29, 2018.

On May 9, 2018, the Board approved the First and Second revised NOAs. No additional funding was associated with this action.

The Department received the Third revised NOA on July 16, 2018, which approved supplemental funding in the amount of \$235,000.00 to support a 12-month extension through September 29, 2019, and made the total award amount of \$470,000.00.

Approval of the revised NOA will allow the Department to complete all program activities through September 29, 2019.

The Third revised NOA is late because it was misplaced.

**APPROVED FOR FUNDS BY FINANCE**

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

**MINUTES**

Health Department - cont'd

UPON MOTION duly made and seconded, the Board ratified the Third Revised Notice of Award for the project titled "STD Surveillance Network" from the Department of Health and Human Services, Centers for Disease Control and Prevention.

**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 Health Department Demonstration Projects for Comprehensive Prevention, Behavioral Health, and Social Services for Men Who Have Sex with Men of Color at Risk for and living with HIV infection. The Revised Notice of Award extends the period to September 29, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$1,256,594.00 - 4000-484817-3023-718000-404001

**BACKGROUND/EXPLANATION:**

On October 17, 2018, the Board approved the original Notice of Award (NOA) in the amount of \$2,452,666.00 for the period of September 30, 2018 through September 29, 2019.

On January 3, 2019, the Department received the First revised NOA, which approved the Technical review as required in the original NOA. No additional financial assistance was associated with this action. However, because of oversight, the Department neglected to submit the first revised NOA for Board approval.

On August 9, 2019, the Department received the Second revised NOA, which approved carryover of unobligated funds in the amount of \$1,256,594.00 from budget period year 01, 02, and 03 to budget Year 04. This made the total amount of financial assistance \$3,709,260.00.

On September 4, 2019, the Department received the Third revised NOA, which approved Mr. Malcolm Green-Haynes as the authorizing business official replacing Ryan Hemminger. It also approved a 12-month no cost extension of the budget period through September 29, 2020.

**MINUTES**

Health Department - cont'd

The revised NOA's are late because of administrative delays.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized 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 Health Department Demonstration Projects for Comprehensive Prevention, Behavioral Health, and Social Services for Men Who Have Sex with Men of Color at Risk for and living with HIV infection.

**MINUTES**

Health Department - Two-Month Advance of Funding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a two-month advance of funding for the Light Health and Wellness Comprehensive Services, Inc. The period of the two-month advance is July 1, 2019 through June 30, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$7,816.67 - 5000-569720-3023-273344-603051

**BACKGROUND/EXPLANATION:**

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

The two-month advance amount is based on current Fiscal Year 2020 program year.

Light Health and Wellness Comprehensive Services, Inc., agrees that all expenditures are to be made in accordance with the terms and conditions of the funding source. Any funds advanced to Light Health and Wellness Comprehensive Services, Inc., prior to the execution of the agreement is subject to the terms and conditions of the agreement.

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

UPON MOTION duly made and seconded, the Board approved the two-month advance of funding for the Light Health and Wellness Comprehensive Services, Inc.

**MINUTES**

Health Department - Provider Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to ratify the Provider Agreement with Men and Families Center, Inc. The period was for one year ending September 30, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$15,000.00 - 5000-584419-3160-792200-603051

**BACKGROUND/EXPLANATION:**

The Department received a grant award from the Governor's Office of Crime Control and Prevention (GOCCP) for the Project Titled "Youth Services and Advocacy Project (YSAP)." This program provides services to primary and secondary victims of crime and violence. Services include case management, mental health services, support groups, educational, transportation, and housing assistance.

The Men and Families Center, Inc. provided payment processing of rental subsidies for clients enrolled in and referred by the Department's Youth Services and Advocacy Project. Services included housing linkages and placements through the vendor's Housing Connection Partners and accessing and arranging BG&E services as needed.

The Provider Agreement is late because budget reviews and revisions delayed processing.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**MINUTES**

Health Department - cont'd

UPON MOTION duly made and seconded, the Board ratified the Provider Agreement with Men and Families Center, Inc.



## MINUTES

Health Department - Agreements

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

1. **HEALTHY TEEN NETWORK, INC. (HTN)** **\$ 75,000.00**

Account: 5000-513020-3080-292300-603051

The HTN is a national nonprofit organization that builds capacity among professionals and organizations through education, advocacy, and networking to assist adolescents and young adults, including teen parents to have access to services and education that allow them to make responsible choices.

The HTN will conduct policy and program research for young fathers and provide recommendation to increase their access to support services. The HTN will also develop and implement statewide regional training on Supporting Expectant and Parenting Teens in Maryland.

The agreement is late because of administrative delays.

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

2. **THE FAMILY TREE, INC.** **\$200,000.00**

Account: 4000-498820-3080-275200-603051

The Family Tree, Inc. will offer 200 City parents Family Connects Maryland (FCM), a home visiting program to City babies born at Sinai Hospital. The FCM is an evidenced-based program that provides information, education, and support, but also screens for risk, assesses family needs, and connects families to needed resources.

The agreement is late because of administrative delays.

**MWBOO GRANTED A WAIVER ON SEPTEMBER 5, 2019.**

## MINUTES

Health Department - cont'd

3. **ICARRE FOUNDATION, INC.** **\$ 18,000.00**

Account: 4000-431120-3080-292300-603051

The iCARRe Foundation, Inc. will recruit 150 youth, ages 9-13 and implement the abstinence-focused program "Making A Difference" to provide young adolescents with the knowledge, confidence and skills necessary to reduce their risk of sexually transmitted diseases, HIV and pregnancy by abstaining from sex.

The agreement is late because of administrative delays.

4. **PACT: HELPING CHILDREN WITH SPECIAL NEEDS, INC.** **\$ 2,830.00**

Account: 4000-427120-3080-292300-603051

The PACT: Helping Children with Special Needs, Inc. World of Care Comprehensive Therapy Center, will provide therapy and Evaluation Services. The Organization's World of Care Therapy Center will coordinate its services with the Infants and Toddlers Program Staff in compliance with the local Early Intervention Systems.

The agreement is late because of administrative delays.

5. **PACT: HELPING CHILDREN WITH SPECIAL NEEDS, INC.** **\$46,124.00**

Account: 4000-427120-3080-292300-603051

The PACT: Helping Children with Special Needs, Inc. will provide services to assist children ages birth to four who are suspected of having a developmental delay(s) and their families in accessing a full range of early intervention services and/or creating linkages with community agencies and institutions.

The agreement is late because of administrative delays.

## MINUTES

Health Department - cont'd

6. **BALTIMORE HEALTHY START, INC.** **\$750,000.00**

Account: 1001-000000-3030-271500-603050

This agreement will enable the Department to disburse funds to Baltimore City Healthy Start, Inc. in order to support a deficit in federal funding for home-visiting services and support to pregnant and parenting women residing in the communities of East and West Baltimore.

The agreement is late because of administrative delays.

7. **RONA MARTIYAN** **\$ 35,618.40**

Account: 4000-432920-3255-761200-603018

The agreement will allow the Department to enter into an agreement with Rona Martiyan, a Registered Dietitian who will provide consultation services, nutrition monitoring, training, and related administrative services for the Department. These services will be provided to over 4,000 seniors in 60+ congregate nutrition sites in Baltimore City and other Department services.

Her duties will include, but are not limited to follow-up and referral services associated with nutritional screenings of clients, and analyze and evaluate nutritional educational materials. The period of the agreement is October 1, 2019 through September 30, 2020.

8. **CARING FOR YOU ASSISTED LIVING, LLC** **\$37,700.00**

Account: 5000-534020-3254-767800-607001

This facility is enrolled in the Senior Assisted Living Group Home Subsidy Program, and will provide subsidized senior assisted housing services for individuals age 62 and over, who have temporary or periodic difficulties with the

**MINUTES**

Health Department - cont'd

activities of daily living. The Senior Assisted residents receive shelter, meals, housekeeping, personal care services, and 24-hour on-site supervision.

**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**

Mayor's Office of Children - Provider Agreement  
and Family Success

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Provider Agreement with Union Baptist Church-School, Inc. The period of the agreement is July 1, 2019 through June 30, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$1,520,736.00 - 4000-486320-1772-516000-603051

**BACKGROUND/EXPLANATION:**

The City has received a U.S. Department of Health and Human Services grant to undertake the Head Start program. Union Baptist Church-School, Inc. will utilize the funds to operate a Head Start Program for 175 children and families in the City of Baltimore.

The agreement is late because of a delay in the announcement of the grant award.

**MBE/WBE PARTICIPATION:**

**MWBOO SET MBE AND WBE GOALS ON THE AMOUNT OF \$83,456.00.**

**MBE: \$22,533.12**

**WBE: \$ 8,345.60**

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

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

MINUTES

Mayor's Office of Children - cont'd  
and Family Success

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Provider Agreement with Union Baptist Church-School, Inc.

## MINUTES

Mayor's Office of Homeless Services - Provider Agreements and  
Acceptance of Grant Award

The Board is requested to approve and authorize execution of the various Provider Agreements. The period of the agreement is October 1, 2019 through September 30, 2020. The Board is further requested to approve and authorize acceptance of a grant award.

CONTINUUM OF CARE PROGRAM1. **PROJECT PLASE, INC.** **\$1,233,339.00**

Account: 4000-407018-3571-756802-603051

Project PLASE, Inc. will utilize the funds to provide rental assistance and supportive services to 60 individuals and families in Baltimore City experiencing homelessness.

**MWBOO GRANTED A WAIVER ON AUGUST 13, 2019.**

2. **PROJECT PLASE, INC.** **\$ 70,478.00**

Account: 4000-407018-3572-756101-603051

Project PLASE, Inc. will utilize the funds to provide rental assistance and supportive services to 10 individuals diagnosed with HIV/AIDS who are experiencing a combination of mental health issues, chemical dependencies, or serious physical health issues and who are experiencing homelessness in the Baltimore City.

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

3. **PEOPLE ENCOURAGING PEOPLE, INC.** **\$ 589,295.00**

Account: 4000-407018-3573-758800-603051

People Encouraging People, Inc. will utilize the funds to provide rental assistance and supportive services to 44 individuals and families in Baltimore City experiencing homelessness.

**MWBOO GRANTED A WAIVER ON AUGUST 13, 2019.**

## MINUTES

Mayor's Office of Homeless Services - cont'd

The City has received a U.S. Department of Housing and Urban Development grant to undertake the Continuum of Care program. The goal of the project is to increase housing stability and enhance self-sufficiency so client do not return to a homelessness status.

PROVIDER AGREEMENTS

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

Account: 1001-000000-3572-779200-603051

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

**MWBOO GRANTED A WAIVER ON SEPTEMBER 25, 2019.**

**A PROTEST WAS RECEIVED FROM TIME ORGANIZATION, INC.**

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

Account: 1001-000000-3572-781900-603051

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

**MWBOO GRANTED A WAIVER ON SEPTEMBER 25, 2019.**

**A PROTEST WAS RECEIVED FROM TIME ORGANIZATION, INC.**



## MINUTES

Mayor's Office of Homeless Services - cont'd

6. **ST VINCENT DE PAUL OF BALTIMORE, INC.** **\$ 892,310.25**

Account: 1001-000000-3572-778500-603051

The St. Vincent de Paul of Baltimore, Inc., will operate an emergency homeless shelter for 151 families experiencing homelessness in the Baltimore City. The Provider will offer services through their Sarah's Hope Program.

**MWBOO GRANTED A WAIVER ON SEPTEMBER 24, 2019.**

The agreements are late because of a delay at the administrative level.

GRANT AWARD

7. **MARYLAND DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT** **\$ 2,261,500.00**

Account: 5000-529120-3571-327200-405001

The Mayor's Office of Homeless Services has been awarded funds under the Homeless Solutions Program operated by the Maryland Department of Housing and Community Development. Through this program, sub-recipients will provide and operate housing assistance and or supportive services to homeless individuals and families experiencing homelessness in the City of Baltimore. The period of the agreement is July 1, 2019 through June 30, 2020.

The delay in submission is due to late announcement of the grant award.

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

**APPROVED FOR FUNDS BY FINANCE**

SCHULMAN, HERSHFIELD & GILDEN, P. A.

ATTORNEYS AT LAW

ONE EAST PRATT STREET

SUITE 904

BALTIMORE, MARYLAND 21202

(410) 332-0850

(410) 659-0111

FAX (410) 332-0866

October 14, 2019

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

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

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

Dear Ms. Taylor:

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

I. REQUEST FOR PROPOSALS

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

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

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

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

## II. BACKGROUND

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

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

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

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

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

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

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

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

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

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

**III. REASONS TO UPHOLD THE PROTEST ON BOTH AWARDS**

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

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

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

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

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

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

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

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

#### IV. PROCEDURAL PROBLEMS

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

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

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

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

Respectfully Submitted,



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

RBS/mb

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

# **EXHIBIT 1-A**



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



### Project Description

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

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

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

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

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

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

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

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- Providing opportunities for self-development as peer support leaders
- Offering voluntary life skills courses such as resume writing, basic banking
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**Note any evidence-based, best, or promising practices, or otherwise innovative practices your organization uses to ensure the best quality and targeted services are available to clients in a cost effective way. Discuss why the service delivery model you describe will help individuals/families maintain or regain housing stability.**

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

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

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

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

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

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

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

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

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

### Organizational Capacity

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

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

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

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

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

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

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

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

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

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

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

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

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

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Community Partnerships & Leveraging

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

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

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

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

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

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

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

# **EXHIBIT 1-B**



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

### Project Description

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

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

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

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

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

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

TIME Organization, Inc. Response to Baltimore City's Mayor's Office of Homeless Services Emergency Overflow Shelter Request for Proposals\_1200 N. Fremont Avenue

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1. Strengthening Families (this allows both parents and children to participate in a group designed to strengthen family attachment, and is based off of five protective factors: parental resilience, social connections, concrete support in times of need, knowledge of parenting and child development, and social and emotional competence of children)
2. Seeking Safety (EBP practice that is designed to support survivors of addiction and/or PTSD. Participants learn how to incorporate coping skills, such as grounding in their recovery process).
3. Helping Men Recover (EBP curriculum that supports men in their recovery process and helps them strengthen social-emotional connections)
4. Housing First (TIME begins with this practice, acknowledging that clients have the right to choose or deny a service, with no penalty)
5. Trauma-informed care- Six Principles: Safety, Trustworthiness & Transparency, Peer Support, Collaboration & Mutuality, Empowerment, Voice and Choice, and Inclusion of Cultural, Historical & Gender Issues; Includes TF-CBT and Mental Health First Aide
6. Equity (racial and gender)- Focus is on ensuring that individuals and families receive tailored supports to assist them in setting and reaching their stated goals; also highlights inclusion and representation
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second) and strengths-based approach, makes it more likely for them to increase income, maintain stable housing, and not return to an at-risk of homelessness status.

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

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

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

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

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

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



### Organizational Capacity

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Community Partnerships & Leveraging

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

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

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

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

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

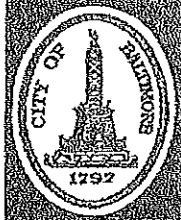
**Describe the extent to which you leverage in-kind donations and volunteers for the project.**

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

# **EXHIBIT 2**

CITY OF BALTIMORE

Bernard C. "Jack" Young, Mayor



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

September 11, 2019

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

Subject: Emergency Shelter Request for Proposal (RFP)

Dear Mr. Ellis,

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

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

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

Requests for appeals should be sent to:

[angela.mccauley@baltimorecity.gov](mailto:angela.mccauley@baltimorecity.gov)

[wade.carver@baltimorecity.gov](mailto:wade.carver@baltimorecity.gov).

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

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

Sincerely,

*Angela McCauley*

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

# **EXHIBIT 3**

SCHULMAN, HERSHFIELD & GILDEN, P.A.

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

September 19, 2019

Angela McCauley  
Emergency Services Coordinator  
Mayor's Office of Homeless Services  
7 East Redwood Street, 5<sup>th</sup> Floor  
Baltimore, MD 21202  
Attention: [angela.mccauley@baltimorecity.gov](mailto:angela.mccauley@baltimorecity.gov)  
[wade.carver@baltimorecity.gov](mailto:wade.carver@baltimorecity.gov)

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

Dear Ms. McCauley and Mr. Carver:

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

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

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



SCHULMAN, HERSHFIELD & GILDEN, P.A.

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

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

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

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

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

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

Sincerely,

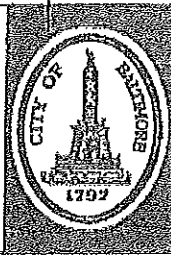


Robert B. Schulman, Esquire  
for Time Organization, Inc.

# **EXHIBIT 4**

CITY OF BALTIMORE

Bernard C. "Jack" Young, Mayor



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

September 20, 2019

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

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

Good afternoon Mr. Schulman.

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

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

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

Sincerely,

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

**MINUTES**

Mayor's Office of Homeless Services - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the forgoing the Continuum of Care program Provider Agreements. The Board further approved and accepted a grant award from the U.S. Department of Housing and Urban Development. Item nos. 4 and 5 were **DEFERRED** for one week.

**MINUTES**

Department of Public Works - Amendment No. 1 to Memorandum  
of Understanding \_\_\_\_\_

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 1 to Memorandum of Understanding (Amendment No. 1 MOU) with Northeast Maryland Waste Disposal Authority (NMWDA). The Amendment No. 1 to MOU will increase the period time of the MOU by two years for a total contract duration time of three years. The Amendment No. 1 extends the period of the MOU from December 31, 2019 through December 31, 2021.

**AMOUNT OF MONEY AND SOURCE:**

\$0.00 - 6000-608719-5161-389800-603026

\$0.00 - 9948-922014-9517-900020-706063

**BACKGROUND/EXPLANATION:**

On December 12, 2018, the Board approved the original MOU for the period December 12, 2018 through December 31, 2019. The Bureau of Solid Waste is requesting a two-year no-cost time extension of the MOU to continue implementing regulatory compliance projects at the Quarantine Road Landfill.

Quarantine Road Landfill has received numerous violations from the Maryland Department of Environment for non-compliance with Refuse Disposal Permit No. 2014-WMF-0325 and Industrial 12-SW Stormwater General Discharge Permit and from the City of Baltimore for non-compliance with Baltimore City Code, Article 7, §31-8. The proposed scope of work will include the installation, repair, or maintenance of:

- (i) Sediment and Erosion Controls;
- (ii) Leachate Conveyance and Control System;
- (iii) Leachate Storage;
- (iv) Refuse Permit Compliance;
- (v) Industrial Stormwater Compliance; and
- (vi) Other miscellaneous compliance issues.

**MINUTES**

Department of Public Works - cont'd

In addition, the scope of work will include the installation and monitoring of groundwater monitoring wells at the Quarantine Road Landfill and former Millennium Landfill.

**AUDITS NOTED THE NO COST TIME EXTENSION**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment No. 1 to Memorandum of Understanding with Northeast Maryland Waste Disposal Authority.

**MINUTES**

Department of Public Works - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the renewal of membership in the Maryland Association of Municipal Wastewater Agencies. The Board is further requested to authorize payment by Expenditure Authorization.

**AMOUNT OF MONEY AND SOURCE:**

\$22,020.40 - FY 2020 dues  
26,026.27 - Ongoing Technical Research Support  
**\$48,046.67** - 2070-000000-5501-397101-603022

**BACKGROUND/EXPLANATION:**

The Maryland Association of Municipal Wastewater Agencies, Inc. (MAMWA) is an Association of city and county utilities in Maryland that operate wastewater collection systems and treatment plants. This organization exists to share information regarding regulatory efforts and funding opportunities that would benefit the operation of these facilities. The organization is a strong advocate on the local level for appropriate and common sense regulations governing point source discharges.

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

UPON MOTION duly made and seconded, the Board approved and authorized the renewal of membership in the Maryland Association of Municipal Wastewater Agencies. The Board further authorized payment by Expenditure Authorization.

**MINUTES**

Department of Public Works - Amendment No. 2 to Memorandum of Understanding \_\_\_\_\_

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 2 to Memorandum of Understanding (MOU) between the Mayor and City Council of Baltimore and the Chesapeake Bay Trust (Trust). The period of the Amendment No. 2 to Memorandum of Understanding is effective for 24-months upon Board approval.

**AMOUNT OF MONEY AND SOURCE:**

No funds are required for this extension.

**BACKGROUND/EXPLANATION:**

On August 30, 2017, the Board approved the original agreement. The Department of Public Works provided \$200,000.00 towards the Outreach and Restoration grant program for Baltimore City specific projects that address awareness and behavior changes to reduce Stormwater runoff as well as stormwater retrofit projects. Chesapeake Bay Trust matched the City's funds with \$100,000.00 of its own funds for a total program amount of no less than \$300,000.00. The Department of Public Works funding source is the Watershed Protection and Restoration Funds, also known as the Stormwater utility. On October 31, 2018, the Board approved Amendment No. 1 for a six-month extension.

Fiscal Year 2020 will be the fifth year the Department of Public Works has partnered with Chesapeake Bay Trust to provide funding to community-based education, outreach, and restoration projects that improve water quality, create greener neighborhoods and help the City meet its Municipal Separate Storm Sewer System (MS4) Permit. This Amendment No. 2 will continue the services as states in the original agreement. No funds are required.

**AUDITS NOTED THE NO-COST TIME EXTENSION.**



**MINUTES**

Department of Public Works - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 2 to Memorandum of Understanding between the Mayor and City Council of Baltimore and the Chesapeake Bay Trust.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to ratify the Amendment No. 1 to Grant Agreement from Maryland Energy Administration (MEA) Grant Agreement. The period of this Memorandum is May 4, 2018 through November 30, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$0.00 - 5000-509719

**BACKGROUND/EXPLANATION:**

The DPW office of sustainable Energy (OSE) applied for funds from the Maryland Energy Administration Clean Energy Communities Low-to-Moderate Income Grant Program to install energy efficiency improvements in various City buildings. The Board approved the Grant Agreement on December 12, 2018.

The Amendment No. 1 to Grant Agreement extends the time period for activities to be completed from August 02, 2018 to November 30, 2019 and the required submission of documentation to the MEA from September 06, 2018 to no later than December 30, 2019.

An administrative error caused the delay in processing this document.

**MBE/WBE PARTICIPATION:**

N/A

**AUDITS NOTED THE NO-COST TIME EXTENSION.**

**MINUTES**

Department of Public Works - cont'd

UPON MOTION duly made and seconded, the Board ratified the Amendment No. 1 to Grant Agreement from Maryland Energy Administration Grant Agreement.

**MINUTES**

Department of Real Estate - Renewal of Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the exercise of the renewal option of a Lease Agreement between the Mayor and City Council of Baltimore, Landlord, and Park Heights Renaissance, Inc. Tenant, for the rental of a portion of the property known as 3939 Reisterstown Road, Suites 268 and 283 consisting of approximately 4,109 square feet. The period of the lease renewal is July 01, 2019 through June 30, 2026.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Monthly Installments</u>
\$18,689.88	\$1,557.69

**BACKGROUND/EXPLANATION:**

The Board approved the original lease agreement on November 22, 2017. The term of the lease was for one year commencing July 1, 2017 and terminating June 30, 2018 with the option to renew at terms to be negotiated 60 days prior to the lease expiration.

On January 30, 2019 the Board approved a one year renewal commencing July 1, 2018 and terminating June 30, 2019, as well as approving an amendment to the original lease agreement which defined subsequent renewal provisions as three one-year renewal options. The Park Heights Renaissance, Inc. is exercising their first renewal option under the amended Lease Agreement commencing July 1, 2019 and termination June 30, 2020.

The Leased Premises will continue to be used for office space to provide community based planning, human development, and housing services. The Landlord will remain responsible for the parking area, exterior of the building, all interior common areas, all equipment and systems servicing the building, trash and snow

**MINUTES**

Department of Real Estate - cont'd

removal, and utilities including water, gas, and electric. The Tenant will remain responsible for liability insurance, security, and janitorial services.

All other terms and conditions of the original lease approved on November 22, 2017 and the Amendment to Lease Agreement approved by the Board of Estimates on January 30, 2019 remain in full force and effect.

The renewal of the lease agreement is late because of delays in the administrative process.

UPON MOTION duly made and seconded, the Board approved the exercise of the renewal option of a Lease Agreement between the Mayor and City Council of Baltimore, Landlord, and Park Heights Renaissance, Inc. Tenant, for the rental of a portion of the property known as 3939 Reisterstown Road, Suites 268 and 283 consisting of approximately 4,109 square feet.

**MINUTES**

Department of Real Estate/Mayor's - Renewal of Lease Agreement  
Office of Children & Family Success

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the renewal option of the Lease Agreement between the Mayor and City Council of Baltimore acting through the Mayor's Office of Human Services, now known as the Mayor's Office of Children and Family Success, Landlord and Dayspring Programs, Inc., Tenant, for the rental of a portion of the property at 621 N. Eden Street, also known as 1400 Orleans Street, consisting of approximately 6,350 square feet.

**AMOUNT OF MONEY AND SOURCE:**

\$1.00 - annual rent payment, if demanded

**BACKGROUND/EXPLANATION:**

The Board approved the Lease Agreement on November 8, 2017. The term of the lease is two years commencing October 1, 2017 and terminating September 30, 2019 with the right to renew for three one-year periods.

The Dayspring Programs, Inc. is exercising their first renewal option, commencing October 1, 2019 and terminating September 30, 2020. The Leased premises will be used for the operation of Head Start Services.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the renewal option of the Lease Agreement between the Mayor and City Council of Baltimore acting through the Mayor's Office of Human Services, now known as the Mayor's Office of Children and Family Success, Landlord, and Dayspring Programs,

**MINUTES**

Department of Real Estate/Mayor's - cont'd  
Office of Children & Family Success

Inc., Tenant, for the rental of a portion of the property at 621 N. Eden Street, also known as 1400 Orleans Street, consisting of approximately 6,350 square feet.

**MINUTES**

Space Utilization Committee - First Amendment to Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the First Amendment to Lease Agreement with Park Heights Community Health Alliance, Inc., Tenant, for the rental of a portion of the property known as 4151 Park Heights Avenue, consisting of approximately 1,232 sq. ft. The period of the First Amendment to Lease Agreement is October 1, 2019 through November 14, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$1,700.00 for the month of October and \$850.00 for the partial month of November.

Account: 1001-000000-1090-779400-603013

**BACKGROUND/EXPLANATION:**

On December 19, 2018, the Board approved the original lease agreement for the period of October 1, 2018 through September 30, 2019. This First Amendment to Agreement will extend the period of the agreement for 45 days.

All other terms and conditions of the original Lease Agreement approved by the Board of Estimates on December 19, 2018 remain in full force and effect.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the First Amendment to Lease Agreement with Park Heights Community Health Alliance, Inc., Tenant, for the rental of a portion of the property known as 4151 Park Heights Avenue, consisting of approximately 1,232 sq. ft.



**MINUTES**

Department of Real Estate - Tax Sale Certificate

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of a Tax Sale Certificate in an amount that is less than the lien amount for the property located at 109 S. Carey Street.

**AMOUNT OF MONEY AND SOURCE:**

<u>Property Address</u>	<u>Flat Taxes &amp; Water</u>	<u>Total Liens</u>	<u>Assignment Amount</u>
109 S. Carey Street	\$2,456.60	\$11,410.78	\$2,456.60

**BACKGROUND/EXPLANATION:**

The City acquired the Tax Sale Certificate for 109 S. Carey Street on October 24, 2018. The Southwest Partnership, Inc. has offered to purchase the Tax Sale Certificate for \$2,456.60, file the petition to foreclose, acquire title to the property and return it to productive use. The assignment amount of \$2,456.60 for the Tax Sale Certificate will cover the flat taxes and water bills on that property.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the assignment of a Tax Sale Certificate in an amount that is less than the lien amount for the property located at 109 S. Carey Street.

**MINUTES**

Department of Real Estate - Tax Sale Certificate

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of a Tax Sale Certificate for an amount that is less than the lien amount for the property located at 1314 W. Baltimore Street.

**AMOUNT OF MONEY AND SOURCE:**

<u>Property Address</u>	<u>Assessed Value</u>	<u>Flat Taxes &amp; Water</u>	<u>Total Liens</u>	<u>Assignment Amount</u>
1314 W. Baltimore Street	\$7,800.00	\$2,223.27 \$2,031.12 \$ 192.15	\$164,397.45	\$7,800.00

**BACKGROUND/EXPLANATION:**

The City acquired the Tax Sale Certificate for 1314 W. Baltimore Street on May 14, 2018. The Calhoun Street Investment II, LLC has offered to purchase the Tax Sale Certificate for \$7,800.00 file the petition to foreclose, acquire title to the property, and return it to productive use. The assignment amount of \$7,800.00 for the Tax Sale Certificate will cover the flat taxes and water bills on that property.

UPON MOTION duly made and seconded, the Board approved assignment of a Tax Sale Certificate for an amount that is less than the lien amount for the property located at 1314 W. Baltimore Street.

**MINUTES**Mayor's Office of Criminal Justice - Grant Agreements

The Board is requested to approve and authorize execution of the Grant Agreements. The period of the agreement is effective for one year upon Board approval through the first anniversary of the effective date.

- |    |  |                     |
|----|--|---------------------|
| 1. | <b>HER RESILIENCY CENTER</b>             | <b>\$ 50,000.00</b> |
| 2. | <b>ARAMINTA FREEDOM INITIATIVE, INC.</b> | <b>\$ 50,000.00</b> |

Account: 1001-000000-2254-786000-603050

The Baltimore City Human Trafficking Grant Program was created to provide funding to victim service organizations for victims of human trafficking in Baltimore City. Funding under this program will support trauma informed comprehensive services for all victims of human trafficking - sex trafficking and labor trafficking, foreign national/U.S. citizen/legal permanent resident, adult/minor, male/female and LGBTQ victims of trafficking.

The funds will also support the efforts to increase the capacity of local communities to respond to human trafficking victims through the development of interagency partnerships, professional training and public awareness activities.

**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 Grant Agreements.

## MINUTES

Mayor's Office of Criminal Justice (MOCJ) - Agreements

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

1. **ASSOCIATED CATHOLIC CHARITIES, INC.** **\$500,000.00**

Accounts: 5000-511020-2255-702300-603051	\$300,000.00
1001-000000-2255-702300-603026	\$200,000.00

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

2. **FAMILY HEALTH CENTERS BALTIMORE, INC.** **\$413,917.00**

Accounts: 5000-511020-2255-702300-603051	\$300,000.00
1001-000000-2255-702300-603026	\$113,917.00

**MWBOO GRANTED A WAIVER ON JUNE 12, 2019.**

In 2018, the General Assembly passed House Bill 113 - The Tyrone Ray Safe Streets Act - to provide Baltimore City with State funding to support the Safe Streets program implementation. Through the Governor's Office of Crime Control and Prevention, MOCJ will receive \$3.6 million to fund six additional Safe Street sites.

The organizations will provide Safe Streets program services at the Brooklyn and Cherry Hill sites. The organization will focus on mediations, which has been shown to be most effective in reducing shootings and homicides in Baltimore. The sites will utilize a team of Violence Interrupters to sustain previous efforts to eradicate violence by focusing on the following approach: identifying and detecting potential shooting events, identifying and detecting individuals and groups at highest risk of involvement of shootings or killing, interrupting potential violence by mediating conflicts and preventing retaliation, changing behaviors and norms of those at highest risk of involvement of shooting or killing using data to inform daily efforts and make necessary changes to interruption strategies.

**MINUTES**

MOCJ - cont'd

**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 Human Resources (DHR) - Group Sales Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Group Sales Agreement with the Hampton Inn & Suites. The Board is further requested to approve payment by Expenditure Authorization. The period of the agreement is October 20, 2019 through October 26, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$59,639.27 - 1001-000000-1603-172500-603026

**BACKGROUND/EXPLANATION:**

The Police Lieutenant promotional assessment occurs bi-annually. The assessment includes a written component, which was administered on August 24, 2019 and the oral exam component is scheduled to take place October 21, 2019 through October 26, 2019. Thirty rooms will be necessary to administer the exam. 20 rooms will be rented for overnight accommodations for the 18 examiners and two assessment administrators. Ten rooms will be rented for administration of the exam.

The rooms will be utilized for training of examiners, candidate interview preparation, for candidates to prepare responses to interview questions and to conduct panel interviews. The number of candidates who will be scheduled for the oral portion of the exam will not be available until after the written component, administered on August 24, 2019 at the Baltimore Convention Center, is scored by the DHR and the test vendor. Room reservations for this function must be arranged many months in advance.

Most examiners will arrive in Baltimore on Sunday, October 20, 2019. The oral component will begin on Monday, October 21, 2019 with training, orientation, and run through October 25, 2019.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

## MINUTES

## Detailed Breakdown of Expenses

\$ 16,950.60	Hampton Inn & Suites Downtown Baltimore Inner Harbor: Sun. Oct 20 <sup>th</sup> – Sat. Oct 26 <sup>th</sup> Oral Examination Overnight Guestrooms Sun. Oct 20 <sup>th</sup> – Sat. Oct 26 <sup>th</sup> 20 rooms x 6 nights x \$129.00 net rate = \$15,480.00 \$15,480.00 x 9.5% occupancy tax = \$1,470.60
5,650.20	Exam/Interview Rooms (converted guestrooms) Mon. Oct 21 <sup>st</sup> – Fri. Oct 25 <sup>th</sup> 10 rooms x 4 days x \$129.00 net rate = \$5,160.00 \$5,160.00 x 9.5% occupancy tax = \$490.20
5,250.00	Valet Sun. Oct 20 <sup>th</sup> - Sat. Oct 26 <sup>th</sup> 25 cars x 6 nights x \$35 per day = \$5,250.00
3,050.00	Training/Registration Room Mon. Oct 21st – Fri. Oct 25th (Fidelity) – (Mon. 10/21 = 30 ppl)/ (Tues. 10/22– Fri. 10/25 = up to 15 ppl @ a time) \$500.00 rental x 1-day x 5 days = \$2,500.00 \$2,500.00 + 22% service fee = \$550.00
1,309.62	Hospitality Suite/Break Room Tues. Oct 22 <sup>nd</sup> - Fri. Oct 25 <sup>th</sup> (Room 722) – 30 ppl \$299.00 rental x 4 days = \$1,196.00 \$1,196 + 9.5% occupancy tax = \$113.62
217.77	Coffee Service & Light Snacks (training day) Mon. Oct 21 <sup>st</sup> 30 attendees x \$5.95 per person x 1 day = \$178.5 \$178.5 + 22% service fee = \$217.77
871.08	Coffee Service Beverage/Snack Break Tues. Oct 22 <sup>nd</sup> - Fri. Oct 25 <sup>th</sup> 30 attendees x \$5.95 per person x 4 days + 22% = \$714.00 \$714.00 + 22% service fee = \$871.08
244.00	Audiovisual Equipment (training day) Mon. August 26 <sup>th</sup> Screen & Projector Rental: \$200.00 x 1 day + 22% = \$44.00
13,550.00	Examiners' Airfare (Roundtrip): Eighteen (18) examiners traveling from various locations @ \$750.00

## MINUTES

DHR - cont'd

8,946.00	Per Diem Meal Allowance Per Diem Rate - \$71.00 per day x 7 days = \$497.00 1 Examiners - \$497.00 x 18
3,600.00	Ancillary expenses – 18 Examiners x \$200.00 Each for (reimbursement of travel expenses, luggage fees, cab/shuttle fees, to and from the airport, parking)

Total Estimated Expenses = **\$59,639.27**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Group Sales Agreement with the Hampton Inn & Suites. The Board further approved payment by Expenditure Authorization.



**MINUTES**

Mayor's Office of Children - Provider Agreement  
and Family Success

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Provider Agreement with Dayspring Programs, Inc. The period of the agreement is July 1, 2019 through June 30, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$5,151,455.00 - 4000-486320-1772-516000-603051

**BACKGROUND/EXPLANATION:**

The City has received a U.S. Department of Health and Human Services grant to undertake the Head Start Program. As a sub-recipient, Dayspring Programs, Inc. will utilize the funds to operate a Head Start Program for 584 children and families in Baltimore City.

The agreement is late because of a delay in the announcement of the grant award.

**MBE/WBE PARTICIPATION:**

**MWBOO SET MBE AND WBE GOALS ON THE AMOUNT OF \$69,000.00.**

**MBE: \$18,630.00**

**WBE: \$ 6,900.00**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

MINUTES

Mayor's Office of Children - cont'd  
and Family Success

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Provider Agreement with Dayspring Programs, Inc.

**MINUTES**

Department of Public Works/Office - Agreement for Project No. 1293  
of Engineering and Construction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement with Arcadis U.S., under Project No. 1293 Construction Management Assistance Services for SC 940 - The Hydraulic Improvements to the High Level Sewershed. The period of the agreement is effective upon Board approval for 3.5 years or until the upset limit is reached, whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

\$1,999,921.46 - 9956-906647-9551-900020-703032

**BACKGROUND/EXPLANATION:**

The Office of Engineering and Construction is in need of Arcadis U.S., Inc. to provide construction management services in assistance to the city during construction of S.C. 940 to oversee and inspect the work performed by the contractor and is completed in conformance with the design and as specified in the contract documents. Sanitary Contract 940 work is within the High Level Sewershed Area. Construction Management Services will include field inspections, daily report, and maintenance of project records, attend pre-construction meetings, monthly progress meetings, as-build meetings, quality check meetings, constructability review, and review contract claims and supporting documents.

The scope of the original agreement includes: Arcadis U.S. will provide the city of Baltimore with construction management services construction of SC 940. The Sanitary Contract 940 work area is within the High Level Sewershed extending from Lake Ashburton on the southern end to Pimlico Raceway on the northern end. The project consists of construction of a relief sewer and upsizing of existing sewer.

**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 goals of 29% and WBE goals of 10% assigned to the original agreement.

<b>MBE:</b> DM Enterprises of Baltimore, LLC	\$182,208.82	9.11%
Delon Hampton and Associates, Chartered	<u>400,022.13</u>	<u>20.00%</u>
	<b>\$582,230.95</b>	<b>29.11%</b>
<b>WBE:</b> Ross Technical Services, Inc.	\$200,014.60	10.00%

**MWBOO FOUND VENDOR IN COMPLIANCE ON MAY 1, 2019.**

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with Arcadis U.S., under Project No. 1293 Construction Management Assistance Services for SC 940 - The Hydraulic Improvements to the High Level Sewershed.

**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. 001 with AECOM Technical Services, Inc. under Project No. 1803, On-Call Project and Construction Management. The period of the Task Assignment is two years.

**AMOUNT OF MONEY AND SOURCE:**

\$501,965.14 - 9960-905096-9557-900020-705032

**BACKGROUND/EXPLANATION:**

The Office of Engineering and Construction is in need of inspection services for W.C. 1365-Berea Neighborhood and Vicinity Water Main Rehabilitation.

The scope of the original agreement includes: Construction monitoring and inspection, preparation of daily reports, maintenance of project record and documentation, review and processing 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.

**MBE/WBE PARTICIPATION:**

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

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

**MINUTES**

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

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**APPROVED FOR FUNDS BY FINANCE**

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

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<b>\$605,887.31</b>	9960-909100-9558	9960-905096-9557-5
Water Utility Funds	Water Infra- structure Rehab	Inspection

This transfer will cover the deficit for Project - 1803 - (WC 1365) O/C Project and Construction Management Task 001.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 001 with AECOM Technical Services, Inc. under Project No. 1803, On-Call Project and Construction Management. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement with Rummel, Klepper and Kahl, LLP under Project 1292 - (SC 941) Construction Management Assistance Services for the Wastewater Collection System Improvements in the Jones Falls Sewershed. The period of the agreement is effective upon Board approval for four years or until the upset limit is reached whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

\$2,299,810.94 - 9956-905648-9551-900020-705032

**BACKGROUND/EXPLANATION:**

The Office of Engineering and Construction will provide the necessary construction management services to rehabilitate the Wastewater Collection System in the Jones Falls Sewershed and provide the City with a long term solution for an aging piece of its critical infrastructure.

The scope of the original agreement includes assistance with construction monitoring and inspection, provide field inspections of work in progress to ensure compliance with plans, specifications and permits, preparation of daily reports, maintenance of project records and documentation, review of contractor's construction item quantities and application for payment; attend pre-construction meeting, progress meetings, as-built meetings, design review meetings, quantity check meetings and other field meetings; maintenance of as-built drawings records and red line changes, coordinate with local community and inform the residents about the upcoming work, report instances of apparent non-compliance with contract plans, specifications to Public Works staff for resolution, perform constructability reviews, submittal reviews and responses, Request for Information (RFI) reviews and responses, review of contract claims and supporting documents,

MINUTES

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

estimating construction contract administrative support, estimating, project engineering, and project management, prepare the final checklist and attend the conditional walkthrough and perform other inspection activities as required.

**MBE/WBE PARTICIPATION:**

<b>MBE:</b> Bryant Associates, Inc.	\$459,949.22	19.99%
Delon Hampton and Associates, Chartered	344,993.90	15.00%
<b>Total</b>	<b>\$804,943.12</b>	<b>34.99%</b>

**WBE:** Hayat Brown, LLC

<b>Total</b>	<b>\$229,888.35</b>	<b>9.99%</b>
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**MWBOO FOUND VENDOR IN COMPLIANCE ON MARCH 13, 2019.**

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

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$2,537,795.82 (Revenue Bond)	9956-911634-9549 (Sewer System Rehab Program)	9956-905648-9551-5 (CMA)

This transfer will cover cost of Project 1292 - SC 941, Construction Management Assistance Services for the Wastewater Collection System Improvements in the Jones Falls Sewershed.



## MINUTES

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with Rummel, Klepper and Kahl, LLP under Project 1292 - (SC 941) Construction Management Assistance Services for the Wastewater Collection System Improvements in the Jones Falls Sewershed. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

**MINUTES**

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. 002, to EA Engineering, Science and Technology, Inc. under Project No. 1237E, On-Call Environmental Site Design and Engineering Services. The original contract will expire on July 13, 2021. The period of this Task Assignment is zero months.

**AMOUNT OF MONEY AND SOURCE:**

(\$75,293.81) - 9958-905418-9525-900020-709001

**BACKGROUND/EXPLANATION:**

The Office of Engineering and Construction is requesting a credit in the amount of \$75,293.81 from the Consultant on Task 001 as it has expired. The funds will be used to write a new Task for ER 4129 - Environmental Restoration Project 13, which includes ER 4042 - Environmental Site Design Project, ER 4062 - Environmental Site Design Project, ER4048 - Environmental Site Design Project. The projects are listed in the Watershed Implementation Plan for the renewal of the National Pollutant Discharge Elimination System Municipal Separate Storm Sewer (MS4) permit to the City of Baltimore. These projects have deadlines to which there are stipulated penalties.

On December 27, 2013, The Maryland Department of the Environment reissued a National Pollutant Discharge Elimination System Municipal Separate Storm Sewer (MS4) permit to the City of Baltimore. The City prepared and submitted the Baltimore City Municipal Separate Storm Sewer System (MS4) and Total Maximum Daily Load Watershed Implementation Plan (WIP) as required by the MS4 Permit. EA Engineering, Science and Technology, Inc. will evaluate specific sites within Baltimore City for the potential to implement Best Management Practices to meet or exceed the total of 22 acres of impervious area treatment goals and prepare biddable

**MINUTES**

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

documents for each of the following projects: ER 4042 - Environmental Site Design Project, ER 4062 - Environmental Site Design Project, and ER 4048 - Environmental Design Project. The projects are in the WIP and they have deadlines and there are stipulated penalties associated with these projects.

**MBE/WBE PARTICIPATION:**

The Vendor will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE/WBE goals established in the original agreement. Currently, this On-Call Agreement is in compliance with the goals set by MWBOO.

**MBE:** 36%

**WBE:** 10%

**THE EAR WAS APPROVED BY MWBOO ON AUGUST 15, 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. 002, to EA Engineering, Science and Technology, Inc. under Project No. 1237E, On-Call Environmental Site Design and Engineering Services.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

- |   |              |         |
|---|--------------|---------|
| 1. ANNE ARUNDEL VETERINARY<br>HOSPITAL, INC.  | \$ 50,000.00 | Renewal |
| Contract No. B50003831 - Veterinary Services for Police K-9<br>Unit - Baltimore Police Department - P.O. No.: P529809 |              |         |

On December 24, 2014, the Board approved the initial award in the amount of \$104,375.00. The award contained two renewal options. Subsequent actions have been approved. This final renewal in the amount of \$50,000.00 is for the period January 1, 2020 through December 31, 2020. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On October 30, 2014, MWBOO determined that no goals would be set because there is no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER ON OCTOBER 30, 2014.**

- |   |             |         |
|---|-------------|---------|
| 2. SUBURBAN PROPANE   | \$ 5,000.00 | Renewal |
| Contract No. 06000 - Propane - Police Department - P.O. No.:<br>P533999 |             |         |

On December 30, 2015, the City Purchasing Agent approved the initial award in the amount of \$8,000.00. The award contained four renewal options. Three renewal options have been exercised. This final renewal in the amount of \$5,000.00 is for the period January 1, 2020 through December 31, 2020. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

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

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement - cont'd

## 3. MERKLE RESPONSE

SERVICES, INC.	\$800,000.00	Renewal
Contract No. B50005149 - Lock Box Services - Department of Finance - P.O. No.: P541824		

On November 27, 2013, the Board approved the initial award in the amount of \$1,500,000.00. The award contained three 1-year renewal options. The vendor provides lockbox services to the City which includes transportation, processing and reporting of check payments. The first renewal in the amount of \$800,000.00 is for the period December 5, 2019 through December 4, 2020, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On July 25, 2017, MWBOO approved a Waiver request.

**MWBOO GRANTED A WAIVER ON JULY 25, 2017.**

4. ACTIVU CORPORATION	\$ 28,347.18	Renewal
Contract No. 08000 - Maintenance Plan for LCD TV and DLP Projection Monitors - Department of Transportation - P.O. No.: P540463		

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

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

On August 4, 2015, the City Purchasing Agent approved the initial award in the amount of \$24,356.93. The award contained four renewal options. Three renewal options have been

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

exercised. This final renewal in the amount of \$28,347.18 is for the period August 4, 2019 through August 3, 2020. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

This meets the requirement for certification as a sole source procurement. The initial award was below the threshold for MWBOO goals.

- |  |         |         |
|--|---------|---------|
| 5. FREE STATE REPORTING  | \$ 0.00 | Renewal |
| Contract No. B50003712 - Court Reporting - Liquor Board, Zoning Board, Baltimore Police Department, Housing and Community Development, Employees' Retirement System and Fire and Police Employees' Retirement System - P.O. No.: P529113 |         |         |

On October 15, 2014, the Board approved the initial award in the amount of \$150,000.00. The award contained two renewal options. On October 4, 2017, the Board approved the first renewal in the amount of \$150,000.00. This final renewal in the amount of \$0.00 is for the period November 1, 2019 through October 1, 2021. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On August 19, 2014, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER ON AUGUST 19, 2014.**

- |  |              |         |
|--|--------------|---------|
| 6. COLOSSUS, INCORPORATED,<br>d/b/a INTERACT PUBLIC<br>SAFETY SYSTEMS                                  | \$200,000.00 | Renewal |
| Contract No. 08000 - Pocket Cop Maintenance Contract - Baltimore Police Department - P.O. No.: P537278 |              |         |

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

On October 19, 2016, the Board approved the initial award in the amount of \$181,165.71. The award contained five 1-year renewal options. Two renewal options have been exercised. This third renewal in the amount of \$200,000.00 will provide continuation of the required access to the National Crime Information Center and the PocketCop handheld application for law enforcement officers in the field. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

Not applicable. This meets the requirement for certification as sole source procurement.

- |   |              |         |
|---|--------------|---------|
| 7. THE SEGAL COMPANY<br>(EASTERN SALES), INC. | \$430,000.00 | Renewal |
|---|--------------|---------|
- Contract No. B500033904 - Health Care Consultant and Actuarial Services - Department of Human Services - P.O. No.: P533754

On November 18, 2015, the Board approved the initial award in the amount of \$1,652,655.00. The award contained three 1-year renewal options. On December 12, 2018, the Board approved the first renewal in the amount of \$448,000.00. This second renewal in the amount of \$430,000.00 is for the period November 18, 2019 through November 17, 2020, with one 1-year renewal option remaining.

**MBE/WBE PARTICIPATION:**

On March 4, 2019, MWBOO set goals of 5% MBE and 2% WBE. On July 12, 2019, MWBOO found vendor in compliance.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>		<u>AWARD BASIS</u>
		<u>Commitment</u>	<u>Performed</u>
<u>Bureau of Procurement - cont'd</u>			
<b>MBE:</b> Financial & Realty Services, LLC	2%	\$63,175.00	4.2%
Walker Benefit Services, LLC	3%	32,226.25	2.1%
		<b>\$95,401.25</b>	<b>6.3%</b>
<b>WBE:</b> DANA Insurance Services, Inc.	2%	<b>\$31,037.50</b>	<b>2.0%</b>

**MWBOO FOUND VENDOR IN COMPLIANCE ON JULY 12, 2019.**

8. ABBOTT INFORMATICS CORPORATION d/b/a STARLINS CORPORATION \$100,000.00 Ratification and Renewal  
Contract No. 08000 STAR Laboratory Information Management System - Health Department - P.O. No.: P535998

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 29, 2016 the Board approved the initial award in the amount of \$210,207.52. The award contained four 1-year renewal options. Two renewal options have been exercised. The period of the ratification is June 29, 2018 through October 2, 2019. The period of the renewal is October 3, 2018 through June 28, 2020, with one 1-year renewal option remaining.

**MBE/WBE PARTICIPATION:**

Not applicable. This meets the requirement for certification as a sole source procurement. This proprietary software is only available from the vendor, and is not available from subcontractors.



## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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

**MBE/WBE PARTICIPATION:**

Not applicable. This meets the requirement for certification as a sole source procurement. This proprietary software is only available from the Vendor, and is not available from subcontractors.

- |  |                     |                 |
|--|---------------------|-----------------|
| 9. <u>PATUXENT MATERIALS, INC.</u>   | <u>\$400,000.00</u> | <u>Increase</u> |
| Contract No. B50004682 - Furnish and Deliver Various Soil and Sand Products - Department of Public Works - P.O. No.: P536976 |                     |                 |

On September 21, 2016, the Board approved the initial award in the amount of \$206,679.00. The award contained three 1-year renewal options. Subsequent actions have been approved. This increase is necessary to continue the services of furnishing and delivering various soil and sand products for the Department of Public Works. This increase in the amount of \$400,000.00 will make the award amount \$1,056,679.00. The contract expires on September 20, 2020, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On July 6, 2016, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER ON JULY 6, 2016.**

**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

10. <u>MISSION MEDIA, LLC</u>	\$ 88,492.50	Selected Source
Contract No. 06000 - TV Website Upgrades and Migration - Mayor's Office of Cable and Communications - Req. No.: R829849		

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

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

This one-time procurement will provide the upgrades and enhancements for the CharmTV website to allow for additional live webstreams in response to a directive from the City Council requesting all City Council meetings and hearings to be made available live. This necessary upgrade will create a second webstream channel as part of CharmTVBaltimore.com to be used exclusively for this purpose. The above amount is the City's estimated requirement.

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

**MBE/WBE PARTICIPATION:**

On October 2, 2019, MWBOO determined that no goals would be set because of no opportunity to segment the contract. The necessary CharmTV website platform upgrades and content management system upgrades can only be performed by the vendor who designed the original platform.

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

## 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

11. CUMMINS, INC.	\$800,000.00	Non-Competitive Procurement/Sole Source
Contract No. 08000 - OEM Parts and Service for Orion Bus Batteries - Department of General Services, Fleet Management - Req. No.: R837444		

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

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

The vendor is the manufacturer's sole authorized source of these products and services in the Maryland area that are qualified to provide batteries on the City-owned hybrid buses. The period of the award is October 16, 2019 through October 15, 2021, with three 1-year renewal options. The above amount is the City's estimated requirement.

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

**MBE/WBE PARTICIPATION:**

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

12. VECTOR MEDIA	\$ 38,455.00	Non-Competitive Procurement/Sole Source
Contract No. 08000 - Transit Advertising Bus Shelter Ads - Baltimore City Health Department - Req. No.: R835308		

## 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:**

The vendor is the sole provider of transit advertising for Baltimore Maryland Transit Administration buses, bus shelters, light rail, metro and MARC trains. The period of the award is October 16, 2019 through November 24, 2019. The above amount is the City's estimated requirement.

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

**MBE/WBE PARTICIPATION:**

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

- |  |              |   |
|--|--------------|---|
| 13. MICROCEPTION, INC.   | \$122,750.00 | Non-Competitive Procurement/Sole Source |
| <u>Contract No. 08000 - Digital Recording Equipment and Software</u> |              |   |
| - Police Department - Req. Nos.: R831958 and R819432                 |              |   |

The vendor is the manufacturer's sole authorized source of VideOversight software which is the currently installed software at the Police Department. The Federal Consent Decree mandates that all interview rooms have digital recording capabilities. This software and equipment needs to be installed in all nine district interview rooms and includes a

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

three-year software maintenance plan. The period of the award is October 16, 2019 through October 15, 2022. The above amount is the City's estimated requirement.

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

**MBE/WBE PARTICIPATION:**

Not applicable. This meets the requirement for certification as sole source procurement.

14. COLLECTIVE TESTING		Non-Competitive Pro-
<u>SERVICES, INC.</u>	<u>\$ 27,485.00</u>	<u>curement/Sole Source</u>
Contract No. 08000 - Proficiency Tests - Police Department -		
Req. No.: R833238		

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

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

Accreditation requires forensic laboratories to complete proficiency tests. The Test changes from accreditation to accreditation. The vendor is the manufacturer's sole authorized source of these products which must be ISO/IEC 17043 accredited and approved by the State of Maryland. This is a one-time procurement. The above amount is the City's estimated requirement.

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

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

**MBE/WBE PARTICIPATION:**

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

- |  |              |       |
|--|--------------|-------|
| 15. J.E. ROBERTS PAINTING<br>CO., INC.   | \$ 44,000.00 | Award |
| Solicitation No. B50005885 - Painting for Interior Trusses at<br>BCC - Baltimore Convention Center - Req. No.: R826246 |              |       |

Vendors were solicited by posting on CitiBuy. On September 4, 2019, five bids were received and opened. Award is recommended to be made to the J. E. Roberts Painting Co., Inc. as the lowest responsible and responsive bidder. This is one time-procurement. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

Not applicable. Award is below MBE/WBE subcontracting threshold of \$50,000.00.

- |   |              |  |
|---|--------------|--|
| 16. MARYLAND FIRE EQUIPMENT<br>CORPORATION  | \$100,000.00 | Non-Competitive Pro-<br>curement/Extension |
| Contract No. B50003046 - Firefighter Helmets - Baltimore Fire<br>Department - P.O. No.: P524875 |              |  |

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:**

On September 18, 2013, the Board approved the initial award in the amount of \$115,000.00. The award contained five renewal options. Subsequent actions have been approved and five renewal options have been exercised. An extension is necessary to allow for helmet purchases while a new solicitation is being advertised and awarded. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On June 25, 2013, MWBOO determined that no goals would be set because of opportunity to segment the contract. This procurement is for commodities only. There are no MBE/WBE certified to provide the helmets.

**MWBOO GRANTED A WAIVER ON JUNE 28, 2019.**

- |   |              |   |
|---|--------------|---|
| 17. CRYPSIS GROUP HOLDINGS, LLC D/B/A THE CRYPSIS GROUP | \$300,000.00 | Non-Competitive Procurement/Master Services Agreement |
|---|--------------|---|
- Contract No. 08000 - Crypsis Master Services Agreement - Department of Public Works - Baltimore City Office of Information Technology - Req. No.: To be determined.

The Board is requested to approve and authorize execution of the Master Services Agreement with Crypsis Group Holdings, LLC D/B/A The Crypsis Group. The period of the agreement is effective upon Board approval and terminate 130 calendar days.

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

## 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

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

The Contractor was brought on board during the Ransomware event for support and other tasks. During this time, the Contractor was able to identify risks and provide remediation suggestions based on the City's environment. As a result, the Contractor obtained unique familiarity with BCIT's network current environment. The execution of this agreement will provide the necessary evaluation of current security policies and procedures, identify gaps, and provide recommendations to assist the City's Cyber program to maturation. Otherwise, the City would be at risk if another Cyber event were to take place. The above amount is the City's estimated requirement.

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

**MBE/WBE PARTICIPATION:**

This contract was originally awarded as an emergency. The services are only available from the vendor.



## MINUTES

President: "The second item on the non-routine agenda can be found on pages 103 to 104, Informal Awards, Renewals, Increases to Contracts and Extensions, Item 17, Agreement with Crypsis Digital Security. Will the parties please come forward?"

City Purchasing Agent: "Excuse me. Good morning Council, President, Mr. Mayor, Madam Comptroller, Honorable Members of the Board Erin Sher Smyth, City Purchasing Agent. We are requesting that the ah -- Board approve a sole source award to Crypsis Digital ah--Security. Crypsis was brought on during the emergency and gained unique understanding of the City's network which is why we did approve this as a sole source when it comes through the details of exactly what they're doing with ah -- our network I'd like to differ to the CIO."

Mr. Todd Carter, Acting CIO: "Ah - yes, good morning."

President: "Yes um Mr. CIO -- pull the mic up please."

Mr. Todd Carter, Acting CIO: "Ah -- Good morning Mr. President, Mayor, um - Madam Comptroller. Crypsis has been."

Comptroller: "State your name."

## MINUTES

Mr. Todd Carter. "Um - I'm sorry Todd Carter Acting CIO for BCIT. And ah, Crypsis has been working with us for ah -- several months since ah -- May 7<sup>th</sup>. Ah -- they've gained a unique set of experience in working with us in terms of understanding our policies and procedures. So they're in a unique position to help us work through revising them or adding new ones. If we were to bring someone else on to do that work ah -- it would cause probably a month a couple month delay because that same individual would need to get to know us, understand our policies, our procedures. Our people, our teams have trust in this individual and have trust in the firm not just to do this work but also to advise us from a holistic security perspective."

President: "Thank you. No questions from the Board? I will entertain a motion."

City Solicitor: "I move approval Mr. President."

Comptroller: "I second."

President: "All those in favor say aye. Aye. All opposed say nay. The motion carries."

\* \* \* \* \*

## 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

18. WOMEN'S HOME PRESERVATION, LLC	N/A	Correction to Solicitation
Solicitation No. B50005778 - Portable Dance Floor - Baltimore Convention Center - Req. No.: R818063		

On October 2, 2019, the Board approved the initial award Solicitation No. B50005578 to Women's Home Preservation, LLC.

However, the Solicitation No. was incorrect. The correct Solicitation No. is B50005778. The Board is requested to approve the correction of the Solicitation Number.

MBE/WBE PARTICIPATION:

On April 25, 2019, it was determined that no goals would be set because of no opportunity to segment the contract.

UPON MOTION duly made and seconded, the Board approved the foregoing Informal Award, and Increases and Extensions to Contracts. The Mayor **ABSTAINED** on item no. 10, Mission Media, LLC.

**MINUTES**Bureau of Procurement - Report on Emergency Procurement**ACTION REQUESTED OF B/E:**

The Board is requested to accept the Report of an emergency procurement for IT Services and Products to support the City during the emergency event.

**AMOUNT OF MONEY AND SOURCE:**

\$3,777,370.00 - Account No.: Various

**BACKGROUND/EXPLANATION:**

The requested action is a report on an emergency procurement. On May 7, 2019, the City began to experience outages in access to City systems. It was discovered that these outages were the result of a ransomware attack utilizing the malware known as "RobbinHood." Due to the inability to access or use City systems, B.C.I.T. contacted several vendors experienced in responding to similar situations, including during the recent ransomware attack on the City of Atlanta, in order to protect and restore City systems and functions. The vendors listed below provided emergency services, under emergency authority:

<u>Vendor</u>	<u>Services Provided</u>	<u>Amount</u>
Mandiant FireEye	Enhanced detection and remediation services (through remainder of the year term)	\$1,300,000.00
Clark Hill	Assistance with response plan	311,261.00
Seculore	Network monitoring	816,613.00
Dyntek	Rebuild Microsoft products	384,588.00
Crypsis	Forensic services	771,708.00
Deloitte	Evaluation services	150,000.00
Dysis Solutions	Network Engineer	43,200.00
Total		<b>\$3,777,370.00</b>

Where feasible, Vendors on contract were utilized to acquire supplemental staff and to purchase hardware, in the additional amount of \$3,755,616.00 at the time of this report. Those requirements contracts were previously approved by the Board of Estimates.

## MINUTES

Bureau of Procurement - cont'd

PURSUANT TO ARTICLE VI, SECTION 11 (e) (ii) OF THE BALTIMORE CITY CHARTER IT IS HEREBY CERTIFIED THAT NO ADVANTAGE WILL RESULT IN SEEKING NOR IT IS PRACTICABLE TO OBTAIN COMPETITIVE BIDS.

ON MAY 9, 2019, A WRITTEN REQUEST WAS SENT TO THE DIRECTOR OF FINANCE. THE DIRECTOR OF FINANCE APPROVED THE REQUEST.

Req. No.: N/A - Agency: BCIT

**MBE/WBE PARTICIPATION:**

Not Applicable. This is a report is of an emergency procurement.

President: "The third item on the non-routine agenda can be found on page 106 Bureau of Procurement Report. Will the parties please come forward?"

Ms. Sher-Smith: "Good morning again. Erin Sher Smith City Purchasing Agent. The Department of Finance is reporting on the emergency procurement Uh -- in response to the ransomware attack. The listed vendors in the report are those that were procured under the emergency authority of the Director of Finance. As you see, there are also -- um -- also a report on the amount of vendors on contract that we referenced earlier on during the emergency that wherever feasible contractors already ah -- approved by the Board of Estimates would also be used. So the report has both the list

## MINUTES

of vendors that were procured under the emergency authority and those already approved by the Board of Estimates, and were asking the Board to accept the Report."

Mr. President: "Thank you I will entertain a motion."

City Solicitor: "Mr. President I move that the records reflect the Boards noting of the report received."

\* \* \* \* \*

**MINUTES**

Department of General Services - Non-Competitive Procurement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize non-competitive procurement for Project 19818, City Hall Masonry Restoration Post Award Services with Building Envelope Consultants and Scientists, LLC.

**AMOUNT OF MONEY AND SOURCE:**

\$140,200.00 - 9916-907105-9197-900000-703032

**BACKGROUND/EXPLANATION:**

On August 26, 2016 the Department of Finance approved an Emergency Procurement request to perform an assessment and design repairs to the City Hall Exterior Stonework. This design has now been performed and the project is currently available for bidding.

In accordance with Article VI, Section 11(e)(i) and the approved letter to Finance dated July 31, 2019, the Department of General Services is requesting approval to engage Building Envelope Consultants and Scientists, LLC to provide post award design and oversight services of the work to be performed.

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 21, 2015, a large piece of marble trim attached to the dome of City Hall broke off and fell through the 5<sup>th</sup> Floor skylight into the atrium below. Significant property damage resulted, but fortunately, no one was injured. To be able to immediately assess the condition of City Hall's exterior, the Department of Finance approved the emergency use of a design consultant, Kann and Associates, Inc. (Kann), a firm which had extensive experience in historic restoration projects, was approved by CHAP to perform work on City Hall and was pre-qualified to perform work on behalf

**MINUTES**Department of General Services - cont'd

of the City. A large portion of the assessment and design work was performed by Kann's subcontractor, Building Envelope Consultants and Scientists, MAC (BECS), a specialist in stone repair and restoration. Kann has now completed its design work and DGS wishes to engage Building Envelope Consultants and Scientists, LLC to perform the post award services and oversight for the construction phase of the repairs, which is set to be advertised for bid imminently.

Since the time that Kann was engaged to perform assessment and design services, Kann merged with another design firm and has ceased to exist as a legal entity. Because of BECS's role in the design of the repairs BECS has intimate knowledge of the condition of the stonework and the repairs to be performed. Rather than contract with the newly merged design firm to perform post award services for construction, and in order to maintain the continuity of the firm that designed the repairs and therefore ensure that such firm will honor warranty obligations that exist as a result of the design, DGS wishes to enter into an agreement with BECS, Kann's original subcontractor. The services requested in this action include post-award services and inspection of the work that will be performed by the successful bidder.

It is hereby certified that the above procurement is of such a nature that no advantage will result in seeking, nor would it be practicable to obtain, competitive bids. Therefore, pursuant to Article VI, Section 11(e)(i) of the City Charter, the procurement of the service is recommended. The Department of Finance has concurred with this recommendation.

**MBE/WBE PARTICIPATION:**

Due to the emergency nature of this specialized work, there is no MBE or WBE participation on this agreement.



**MINUTES**

Department of General Services - cont'd

**WRITTEN NOTICE WAS PROVIDED TO THE DIRECTOR OF FINANCE AND THE INTENT TO USE BUILDING ENVELOPE CONSULTANTS AND SCIENTIST, LLC. TO PERFORM THE WORK.**

**THE DIRECTOR OF FINANCE RECOMMENDED APPROVAL.**

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

UPON MOTION duly made and seconded, the Board approved and authorized non-competitive procurement for Project 19818, City Hall Masonry Restoration Post Award Services with Building Envelope Consultants and Scientists, LLC.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

\* \* \* \* \*

On the recommendations of the City agencies

hereinafter named, the Board,

UPON MOTION duly made and seconded,

awarded the formally advertised contracts

listed on the following page:

4897

to the low bidders meeting the specifications,

or rejected bids on those as indicated

for the reasons stated.

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Public Works/Office  
of Engineering and Construction

1. WC 1405, Repaving Utility Cuts and Sidewalk at Various Locations	Monumental Paving & Excavating, Inc. Restoration	\$4,630,027.60	
<b>MBE:</b> T.E. Jeff, Inc.*		\$775,000.00	16.74%
Clopton Concrete and Construction, Inc.*		<u>\$ 60,000.00</u>	<u>1.30%</u>
	<b>Total</b>	<b>\$835,000.00</b>	<b>18.04%</b>
<b>WBE:</b> S&L Trucking, LLC		\$ 28,000.00	0.60%
American Tennis Courts, Inc.		<u>250,000.00</u>	<u>5.40%</u>
	<b>Total</b>	<b>\$278,000.00</b>	<b>6.00%</b>

**MWBOO FOUND IN COMPLIANCE ON AUGUST 27, 2019**

\*The MBE subcontractors are not in good standing with the Department of Assessments and Taxation. The Bidder will be allowed to substitute approved MBE's, if T.E. Jeff, Inc., and Clopton Concrete and Construction, Inc. are not in good standing at the time of award.

**MINUTES**

Mayor's Office of Criminal Justice - Agreement

**ACTION REQUESTED OF B/E:**

The Board of Estimates is requested to approve and authorize execution of an Agreement with the Community Mediation Program, Inc. d/b/a Baltimore Community Mediation Center (BCMC) for Safe Streets Site program services. The period of the agreement is July 1, 2019 through June 30, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$300,000.00	-	5000-511020-2255-702300-603051
<u>200,000.00</u>	-	<u>1001-000000-2255-702300-603026</u>
<b>\$500,000.00</b>		

**BACKGROUND/EXPLANATION:**

The Community Mediation Program Inc. d/b/a Baltimore Community Mediation Center will provide Safe Streets program services at the Woodbourne site. The organization will focus on what has been shown to be the most effective in reducing shootings and homicides in Baltimore, mediations. The site will utilize a team of Violence Interrupters to sustain previous efforts to eradicate violence by focusing on the following approach: identifying and detecting potential shooting events, identifying and detecting individuals and groups at highest risk of involvement of shootings or killing, interrupting potential violence by mediating conflicts and preventing retaliation, changing behaviors and norms of those at highest risk of involvement of shooting or killing using data to inform daily efforts and make necessary changes to interruption strategies.

In 2018, the General Assembly passed Hose Bill 113 - The Tyrone Ray Safe Streets Act - to provide Baltimore City with state funding to support the Safe Streets Program implementation. Through the Governor's Office of Crime Control and Prevention, MOCJ will receive \$3.6 million on July 1, 2019 to fund six additional Safe Streets sites. Approval of this Agreement will allow Community Mediation Program, Inc. d/b/a Baltimore Community Mediation Center to continue program services at the Woodbourne site.

**MINUTES**

Mayor's Office of Criminal Justice - cont'd

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

**MBE/WBE PARTICIPATION:**

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

**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 Agreement with the Community Mediation Program, Inc. d/b/a Baltimore Community Mediation Center for Safe Streets Site program services.

MINUTES

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore City Police Department</u>			
1. Alan Robinson	International Association for Property and Evidence (IAPE) Ames, IA Oct. 21 - 22, 2019 (Reg. Fee \$245.00)	General Funds	\$ 958.20

The subsistence rate for this location is \$149.00 per night. The hotel cost is \$75.00 per night, plus hotel taxes of \$18.00 per night. The airfare cost of \$337.20 and registration fee of \$245.00 were prepaid on a City-issued procurement card assigned to Mr. Tribhuvan Thacker. Mr. Robinson personally incurred the cost of the hotel. Therefore, Mr. Robinson will be disbursed \$376.00.

2. Danny Murphy	International Association of Chiefs of Police (IACP) Chicago, Oct. 23, - 29, 2019 (Reg. Fee \$500.00)	General Funds Conference	\$1,983.24
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The subsistence rate for this location is \$299.00 per night. The hotel cost is \$269.00 per night, plus hotel taxes of \$46.81 per night. The Department is requesting additional subsistence in the amount of \$10.00 per day for four days for meals and incidentals.

The airfare and hotel cost for two nights were prepaid by the sponsor IACP. Mr. Murphy personally incurred the cost of the hotel. The registration fee of \$500.00 was prepaid on a City-issued procurement card assigned to Mr. Tribhuvan Thacker. Therefore, Mr. Murphy will be disbursed \$1,483.34.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore City Police Department - cont'd</u>			

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

Baltimore City Health Department

3. Denise Parker	Healthy Teen Network Conference New Orleans, LA Oct. 27 - 31, 2019 (Reg. Fee \$679.00)	Family Planning Special Needs	\$2,071.96
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The subsistence rate for this location is \$221.00. The hotel cost is \$199.00 per night, plus hotel taxes of \$30.25 per night and occupancy tax of \$3.00 per night. The Department is requesting additional subsistence of \$18.00 per day for meals and incidentals. The airfare cost of \$243.97 and hotel cost of \$796.00 plus hotel taxes of \$30.25 per night and occupancy taxes of \$3.00 per night were prepaid on a City-issued procurement card assigned to Malcolm Green-Haynes. The registration fee of \$679.00 was paid by Purchase Order No. P548966. Therefore, Ms. Parker will be disbursed \$220.00.

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

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore City Health Department - cont'd</u>			
4. Tonya Johnson	Healthy Teen Network Conference New Orleans, LA Oct. 27 - 31, 2019 (Reg. Fee (CEU's \$70.00)	Family Planning Special Needs	\$2,121.97     \$679.00)

The subsistence rate for this location is \$221.00. The hotel cost is \$199.00 per night, plus hotel taxes of \$30.25 per night and occupancy taxes of \$3.00 per night. The Department is requesting additional subsistence of \$18.00 per day for meals and incidentals. The airfare cost of \$223.98 and hotel cost of \$796.00 plus hotel taxes of \$30.25 and occupancy tax of \$3.00 per night were prepaid on a City-issued procurement card assigned to Malcolm Green-Haynes. The registration fee of \$679.00 and CEU (Continued Education Units) of \$70.00 were paid by Purchase Order No. P548966. Therefore, Ms. Johnson will be disbursed \$220.00.

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



**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore City Health Department - cont'd</u>			
5. Shelly Choo	4 <sup>th</sup> Annual National Summit on the Social Determinants of Health: Equity in Our San Diego, CA Oct. 20 - 23, 2019 (Reg. Fee \$299.00)	Federal Funds	\$1,670.71

The transportation cost of \$496.97, registration cost of \$299.00, hotel cost of \$589.00, and hotel tax of \$73.74 were prepaid using a City-issued credit card assigned to Malcolm Green-Haynes. Therefore, the disbursement to Ms. Choo is \$212.00.

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

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
6. Kate Talbert	4 <sup>th</sup> Annual National Summit on the Social Determinants of Health: Equity in San Diego, CA Oct. 20 - 23, 2019 (Reg. Fee \$299.00)	Federal Funds  Our	\$1,670.71

The transportation cost of \$496.97, registration cost of \$299.00, hotel cost of \$589.00, and hotel tax of \$73.74 were prepaid using a City-issued credit card assigned to Malcolm Green-Haynes. Therefore, the disbursement to Ms. Talbert is \$212.00.

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

Department of Public Works

7. Rudolph S. Chow	Association of Metropolitan Water Agencies 2019 Executive Management Conference Oct. 20 - 23, 2019 (Reg. Fee \$925.00) (CEU's \$70.00)	General Funds	\$2,098.30
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MINUTES

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Public Works</u>			

The subsistence rate for this location is \$240.00 per night. The hotel cost is \$259.00 per night, plus hotel taxes of \$18.13 per night, plus tourism fee of \$1.00 per night, plus hotel resort fee of \$40.00 per night and an occupancy tax of \$15.54 per night. The airfare cost of \$285.96 includes early bird check-in. The Department is requesting additional subsistence in the amount of \$19.00 per night to cover the hotel cost and \$40.00 per day for meals and incidentals. The registration fee of \$925.00 was prepaid on a City-issued procurement card assigned to Binta Gallman. Therefore, Mr. Chow will be disbursed \$1,173.30.

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.

Department of Planning

8. Ava I. Robinson	2019 Food Waste Summit San Francisco, CA Oct. 26, (Reg. Fee \$0.00)	Non-City Funds	\$ 0.00
	-	31,	2019

The National Resources Defense Council will pay the cost of registration, airfare, ground transportation, hotel accommodations, and meals during the summit. City funds will not be expended.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Planning - cont'd</u>			
9. Sarah Buzogany	National Resources Defense Council (NDRC) Food Summit Denver, Nov. 12 (Reg. Fee \$0.00)	Non- City Funds	\$ 0.00   Matters  CO 2019

The National Resources Defense Council will pay the cost of registration, airfare, ground transportation, hotel accommodations, and meals during the summit. City funds will not be expended.

10. Anne Draddy	National Resources Defense Council Food Matters Summit Denver, Nov. 12 (Reg. Fee \$0.00)	Non- Funds City	\$ 0.00    CO 2019
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The National Resources Defense Council will pay the cost of registration, airfare, ground transportation, hotel accommodations, and meals during the summit. City funds will not be expended.

UPON MOTION duly made and seconded, the Board approved the foregoing travel requests. Acting on behalf of Mr. Rudolph S. Chow, Director of Public Works, Mr. Mathew Garbark, the Deputy Director of Public Works **ABSTAINED** on item no. 7.

**MINUTES**

Visit Baltimore, Inc. - Baltimore Tourism Improvement  
District Improvement Bylaws

**ACTION REQUESTED OF B/E:**

The Board is requested to certify the Baltimore Tourism Improvement District Bylaws.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

City Council Bill 18-0293, a bill sponsored by the administration was introduced in October 2018 for the purpose of establishing the Baltimore Tourism Improvement District. Tourism Improvement Districts are authorized to support marketing, sales and other promotional programs and activities to increase tourism and specifically benefit assessed businesses.

On May 6, 2019, City Council Bill 18-0293 was signed by the Mayor. In accordance to §20-7 of the City Council Bill, Bylaws are subject to approval by the Board of Estimates. The District Management Committee may adopt the Bylaws as it considers necessary to carry out the powers of the District Management Committee. Bylaws have been drafted by private counsel. Therefore, the Board is requested to certify the Bylaws of the Baltimore Tourism Improvement District.

**MBE/WBE PARTICIPATION:**

N/A

## MINUTES

RESOLUTIONS TO BE ADOPTED BY THE DISTRICT MANAGEMENT  
COMMITTEE OF THE VISIT BALTIMORE, INC. BOARD OF DIRECTORS

September 18, 2019

## I. ADOPTION OF DISTRICT MANAGEMENT COMMITTEE BY-LAWS

WHEREAS, a Baltimore Tourism Improvement District Management (the "*TID*" or "*District*") has been authorized by the enactment of Chapter 641 of the Laws of Maryland (2018) (the "*Enabling State Legislation*") and Article 14 – Subtitle 20 to the Baltimore City Revised Code (the "*City Ordinance*" and, together with the Enabling State Legislation, the "*Enabling Governmental Authority*");

WHEREAS, as authorized by the Enabling Governmental Authority, the Board of Directors (the "*Board*") of Visit Baltimore, Inc., a Maryland non-stock corporation ("*Visit Baltimore*" or the "*Association*"), has created a Board committee and delegated to same certain power and authority of Visit Baltimore to manage the TID generally (the "*District Management Committee*" or "*DMC*"); and

WHEREAS, the Board has appointed the following individuals to serve as the initial members of the District Management Committee (the "*DMC Members*");

Robert Arthur	Ted Jabara
Greg Brown	Alison Jones
Jason Curtis	Donna Marquez
Terry Donahue	Juan Webster

WHEREAS, the powers of the District Management Committee include, without limitation, the express authority to adopt its own by-laws, fix its own rules of procedure, or establish other rules for the conduct of its business.

**NOW, THEREFORE, BE IT RESOLVED:** That the By-Laws, in the form attached hereto as Exhibit A (the "*DMC By-Laws*"), are hereby adopted and approved by the DMC Members for and as the By-Laws of the District Management Committee.

**RESOLVED FURTHER:** That to the extent required by the Enabling Governmental Authority, the District Management Committee submit the DMC By-Laws to the Board of Estimates of the City of Baltimore (the "*Board of Estimates*") and recommend that the Board of Estimates approve the above adoption and approval of the DMC By-Laws.

**MINUTES****II. FILLING OF DMC VACANCY**

**NOW, THEREFORE, BE IT RESOLVED:** That pursuant to Section 2.05 of the DMC Bylaws, the DMC Members hereby fill the existing vacancy on the DMC with Bob Haislip, such individual to serve for a one (1) year term and until his successor is elected and qualifies.

**III. CHAIR APPOINTMENT**

**NOW, THEREFORE, BE IT RESOLVED:** That pursuant to Section 3.01 of the DMC Bylaws, the DMC Members hereby appoint Terry Donahue as the Chair of District Management Committee (the "**DMC Chair**"), for a one (1) year term and until his successor is elected and qualifies.

**RESOLVED FURTHER:** That the DMC Members hereby ratify, confirm and approve in all respects all prior officer elections and appointments through the date hereof.

**IV. ADOPTION OF INITIAL FINANCIAL PLAN**

**RESOLVED:** That as required by the Enabling Governmental Authority, the DMC Members hereby adopt and approve the initial Annual Financial Plan for the District (the "**Financial Plan**"), in the form presented to the instant meeting and attached to the resolutions thereof.

**V. GENERAL AUTHORIZATION**

**RESOLVED FURTHER:** That in connection with the preceding resolutions, the Secretary or the Assistant Secretary of Visit Baltimore or the DMC Chair, be and each and hereby is, authorized in the name and on behalf of the District Management Committee, to file, upon receipt of the required approval of the Board of Estimates, the DMC By-Laws in the corporate records of Visit Baltimore, to certify any more formal or detailed resolutions as such officer may deem necessary, desirable, advisable or appropriate to carry out the full intent and purposes of the foregoing resolutions; and that thereupon, such resolutions shall be deemed adopted as and for the resolutions of the District Management Committee as if set forth at length herein.

**RESOLVED FURTHER:** That if desired, the proper officers of Visit Baltimore are hereby authorized and directed to establish bank accounts with such banks as they believe necessary and convenient for the proper conduct of the affairs of the DMC, and to place such limitations on access to such accounts as they deem appropriate.

**RESOLVED FURTHER:** That the actions heretofore taken by or on behalf of Visit Baltimore and such other persons who have acted to cause the

MINUTES

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formation of the DMC, are hereby ratified, confirmed and approved in all respects.



## MINUTES

## VISIT BALTIMORE, INC.

BALTIMORE TOURISM IMPROVEMENT DISTRICT  
DISTRICT MANAGEMENT COMMITTEE

## BYLAWS

SECTION 1. Formation & Purpose Generally.

The Board of Directors (the "**Board**") of Visit Baltimore, Inc., a Maryland non-stock corporation which is qualified as exempt from taxation under Section 501(c)(6) of the Internal Revenue Code of 1986, as amended ("**Visit Baltimore**" or the "**Association**"), has formed a Tourism Improvement District Management Committee (the "**District Management Committee**" or the "**DMC**") of the Board in order to direct and carry out certain of the Association's rights and obligations set forth below regarding the Baltimore Tourism Improvement District (the "**District**" or "**BTID**"), as authorized by the enactment of Chapter 641 of the Laws of Maryland (2018) (the "**Enabling State Legislation**") and Article 14 – Subtitle 20 to the Baltimore City Revised Code (the "**City Ordinance**" and, together with the Enabling State Legislation, the "**Enabling Governmental Authority**"). Under both the Association's Second Articles of Amendment and Restatement as currently in effect (the "**Charter**"), and the Association's By-Laws as currently in effect (the "**Visit Baltimore By-Laws**" and, together with the Charter, the "**Enabling Visit Baltimore Authority**"), the Committee is composed of the nine (9) Class II Directors (as defined in the Charter). The Board resolution creating the Committee also includes the grant to the Committee of the express power to adopt its own bylaws and fix its own rules of governance and procedure to the extent permitted by the Enabling Governmental Authority.

SECTION 2. Function of Committee.2.01 *Generally.*

The Committee possesses, to the maximum extent permitted by the Enabling Governmental Authority and the Enabling Visit Baltimore Authority, fully-delegated Board power regarding the power for directing the expenditures of District funds; preparing and adopting the District's annual financial plan; and providing advice regarding the overall strategic mission and vision for, and policy, of the District. All functions of the Committee shall be exercised by or under the authority of the Committee.

2.02 *Number and Qualifications of Committee Members.*

- (a) At all times, the Committee shall be composed of the nine (9) Class II Directors, each of whom shall be either an individual owner (or an authorized representative of an entity owner) of an Assessed Business (as defined in the City Ordinance) as follows:
  - (i) At least four (4) but no more than five (5) DMC members will be owners or representatives of Assessed Business with 201 or more District lodging rooms;

## MINUTES

- (ii) At least three (3) but no more than four (4) DMC members will be owners or representatives of Assessed Business with at least 76 but no more than 200 District lodging rooms; and
- (iii) At least one (1) but no more than two (2) DMC members will be owners or representatives of Assessed Business with 75 or fewer District lodging rooms.

At all times, all members of the Committee shall be in good standing with respect to their payment of required District remittances.

- (b) Subject to the qualifications and criteria set forth in Section 2.02(a) above, the initial Committee members shall be appointed by the Board. Subsequent Committee members shall be appointed by the Committee in its capacity as the Class II Directors.
- (c) The Committee will endeavor to identify and appoint members who represent multiple and diverse geographic areas throughout the District, as well as diverse brands, ownership and management of District lodging businesses.

2.03 *Term of Committee Members.* Each member of the Committee shall serve for one or more three (3) year terms and until his or her successor shall be appointed and shall qualify; provided however, that the Committee may from time to time adopt staggered terms of service for Committee members in order to both rotate Committee membership and promote continuity in Committee composition and management. For the purpose of affecting any desired staggering of Committee terms in the foregoing sentence, the Committee shall divide the members then so serving into three (3) classes as nearly equal in number as possible, and shall appoint each such class to a term of three (3) years or less as follows: one class shall be appointed for a term of one (1) year, one class shall be appointed for a term of two (2) years, and one class shall be appointed for a term of three (3) years. At the conclusion of these initial terms, all subsequent terms shall be for a period of three (3) years, thus accomplishing a succession of staggered three-year terms with approximately one-third (1/3) of the Committee eligible for reappointment or replacement each year.

2.04 *Removal of Committee Members.* Any Committee member that ceases to meet the qualifications and criteria set forth in Section 2.02(a) shall automatically be removed from the Committee. Additionally, the Committee members may remove any member at any time with cause, by the affirmative vote of at least two-thirds of the Committee members present at a meeting for which a quorum is achieved, excepting the member subject to such vote for removal.

2.05 *Vacancy on Committee.* Subject to the composition requirements set forth in Section 2.02(a) above, a vacancy on the Committee shall be filled by the affirmative vote of at least a majority of the Committee members present at a meeting for which a quorum is achieved.

2.06 *Annual and Regular Meetings.* The Committee shall hold an annual meeting within the City of Baltimore each year during April or such other month the Committee may designate. At

## MINUTES

the annual meeting the public hearing for the annual financial plan shall be held, the financial plan shall be adopted, and any officers of the Committee shall be elected. Regular meetings of the Committee shall be held on such dates and at such places as may be designated by the Committee.

2.07 *Special Meetings.* Special meetings of the Committee may be called at any time by the Chair of the Committee or by a majority of all Committee members. Special meetings shall be held on such date and at such place as may be designated by the Chair of the Committee or the members calling the special meeting.

2.08 *Notice of Meetings.*

- (a) The Committee shall give notice to each member of the Committee of the time and place of each Committee meeting. For annual and regular meetings, notice of such meetings shall be given to a member when it is delivered personally to him or her, left at his or her residence or usual place of business, or sent by electronic mail or telephone, at least five (5) days before the time of the meeting or, in the alternative by mail to his or her address as it shall appear on the records of the Committee, at least ten (10) days before the time of the meeting. For special meetings, notice of such meetings shall be given to a member when it is delivered personally to him or her, left at his or her residence or usual place of business, or sent by electronic mail or telephone, at least twenty-four (24) hours before the time of the meeting or, in the alternative by mail to his or her address as it shall appear on the records of the Committee, at least seventy-two (72) hours before the time of the meeting. Except as set forth herein or as provided for by the Committee, the notice for any meeting need not state the business to be transacted thereat. Any meeting of the Committee may be adjourned from time to time to reconvene at the same or some other place, and no notice need be given of any such adjourned meeting other than by announcement.
- (b) Notice of the public hearing on the annual financial plan shall be published in a newspaper of general circulation in the City of Baltimore at least once a week for three (3) consecutive weeks. Additionally such notice shall be given to each Committee member at least ten (10) days before the time of the hearing.

2.09 *Committee Quorum & Action by Members.*

- (a) The presence of a majority of all Committee members shall constitute a quorum for the transaction of business. Except as otherwise provided by these bylaws, the affirmative vote of at least a majority of the Committee members present at a meeting for which a quorum is achieved, shall be the act of the Committee. Approval of the annual financial plan of the District will require the affirmative vote of at least two-thirds of the Committee members present at a meeting for which a quorum is achieved.
- (b) In the absence of a quorum, the Committee members present by a majority vote and without notice other than by announcement may adjourn the meeting from time to time until a quorum shall attend. At any such adjourned meeting at which a quorum shall be

## MINUTES

present, any business may be transacted which might have been transacted at the meeting as originally notified. Any action required or permitted to be taken at a meeting of the Committee may be taken without a meeting, if an unanimous written consent which sets forth the action is signed by each member of the Committee and filed with the minutes of proceedings of the Committee.

2.10 *Meeting by Conference Telephone.* Members of the Committee may participate in a meeting by means of a conference telephone or similar communications equipment if all person participating in the meeting can hear each other at the same time. Participation in a meeting by these means constitutes presence in person at a meeting.

2.11 *Compensation.* A member of the Committee shall not receive compensation or reimbursement for attendance of any annual, regular or special meeting of the Committee or for any service as a Committee member.

SECTION 3. Chair of the Committee.

3.01 *Chair of the Committee Required.* The Committee shall appoint from among its members a Committee chair (the "*Chair*") who shall serve for a one (1) year term and until his or her successor is elected and qualifies. The Chair shall preside at all meetings of the Committee at which he or she shall be present; he or she shall cause to be kept the minutes of the meetings of the Committee; he or she shall see that all notices are duly given in accordance with the provisions of these bylaws or as required by the District ordinance; he or she shall be custodian of the records of the Committee; and he or she shall have and may have such additional powers and duties as are from time to time assigned to him or her by the Committee.

3.02 *Removal.* If the Committee in its judgment finds that the best interests of the Committee will be served, it may remove the Chair at any time by the affirmative vote of at least two-thirds of the Committee members present at a meeting for which a quorum is achieved, excepting the Chair.

SECTION 4. Meeting Participants.

The Visit Baltimore CEO and the Visit Baltimore lead executives for each of its sales, marketing and finance/operations functions shall serve as non-voting, *ex officio* advisors to the Committee and shall have the right to attend and participate in (but not vote at) all Committee meetings. The Committee may appoint additional non-voting, *ex officio* advisors including the Executive Director of the Hotel & Lodging Association for the District. The Committee may, on a standing or episodic basis, invite any number of other observers or guests to attend and participate in (but not vote at) any Committee meeting.

SECTION 5. Miscellaneous Provisions.

5.01 *Records.* The Committee shall keep correct and complete minutes of the proceedings of the Committee and records of all financials plans for the District.

## MINUTES

5.02 *Administration of the Committee.* The Committee shall be administered by the staff of Visit Baltimore and Visit Baltimore shall provide space for the Committee to hold its meetings. The Committee may provide that any administrative expense incurred by Visit Baltimore which relates to the administrative support Visit Baltimore provides to the Committee, shall be paid or reimbursed by District funds.

5.03 *Multiple Capacities; Manner of Acting.* Any action required or permitted hereunder to be taken by the Committee which requires approval or other action under the Enabling Visit Baltimore Authority by either or both the Class II Directors and/or the members appointing the Class II Directors (the "*Class II Members*"), may be taken by the Committee members in their separate capacity as such Class II Directors and Class II Members. Notwithstanding any other term hereof, when meeting in their capacity as Committee members, such Committee members may also exercise thereat (and to the extent necessary, shall have be deemed to have exercised), their rights and powers as Class II Directors and/or Class II Members.

5.04 *Amendments.* Subject to any approval required of the Board of Estimates and to full extent authorized by the Board, the Committee may, at any meeting thereof, make and adopt new bylaws, or amend these bylaws in any respect by the affirmative vote of at least two-thirds of the Committee members present at a meeting for which a quorum is achieved.

**Adopted by the District Management Committee on September 18, 2019.**

**Approved by the Board of Estimates on \_\_\_\_\_, 2019.**

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Visit Baltimore, Inc. - cont'd

UPON MOTION duly made and seconded, the Board certified the Baltimore Tourism Improvement District Bylaws.

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President: "All right, as there are no more items before the Board.

The Board will be in recess until 12:00 noon thank you."

\* \* \* \* \*

**MINUTES**

Comptroller: "Good afternoon. The Board of Estimates is now in session for the receiving and opening of bids. In the interests of promoting the order and efficiency of these hearings persons who are disruptive to the meeting will be asked to leave the Boardroom. Meetings of the Board of Estimates are open to the public for the duration of the meeting. The Boardroom must be vacated at the conclusion of the meeting. Failure to comply me resulting in charge of trespassing."

**BIDS, PROPOSALS, AND CONTRACT AWARDS**

Prior to the reading of bids received today and the opening of bids scheduled for today, the Clerk announced that the following agency had issued Addenda extending the dates for receipt and opening of bids on the following contracts. There were no objections.

Department of General Services - GS 17809, Central Garage  
Pavement Repairs

**BIDS TO BE RECV'D: 10/23/2019**

**BIDS TO BE OPENED: 10/23/2019**



**MINUTES**

Department of Public Works - SC 1000, Cleaning and Inspection  
of Sanitary Sewer Laterals in  
Baltimore - Various Locations  
**BIDS TO BE RECV'D: 10/23/2019**  
**BIDS TO BE OPENED: 10/23/2019**

Department of Public Works - WC 1241, Water Main Replacements  
- Various Locations  
**BIDS TO BE RECV'D: 11/13/2019**  
**BIDS TO BE OPENED: 11/13/2019**

Bureau of Procurement - B50005874, OEM Parts and Service  
for Sterling Heavy Trucks  
**BIDS TO BE RECV'D: 11/06/2019**  
**BIDS TO BE OPENED: 11/06/2019**

Bureau of Procurement - B50005892, OEM Parts and Service  
for Freightliner Trucks  
**BIDS TO BE RECV'D: 11/06/2019**  
**BIDS TO BE OPENED: 11/06/2019**

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

Bureau of Procurement - B50005923, Stake Body Truck

Bayshore Ford Truck Sales, Inc.


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Department of Public Works - SC 999, Cleaning and Inspection  
of Sanitary Sewer Laterals in  
Baltimore - Citywide

B & B Partnership Initiative  
Reviera Enterprises, Inc. t/a REI Drayco  
Anchor Construction Corporation

\* \* \* \* \*

There being no objections, the Board, UPON MOTION duly made  
and seconded, adjourned until its next regularly scheduled meeting  
on Wednesday, October 23, 2019.

  
JOAN M. PRATT  
Secretary