

MINUTES**REGULAR MEETING**

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

President: "Good morning. The December 18, 2019 meeting of the Board of Estimates is now called to order. In the interest of promoting the order and efficiency of these hearings, persons who are disruptive to the hearing will be asked to leave the hearing room. Meetings of the Board of Estimates are open to the public for the duration of the meeting. The hearing room must be vacated at the conclusion of the meeting. Failure to comply may result in a charge of trespassing. I will direct the Board members attention to the Memorandum from my office dated December 16, 2019 identifying matters to be considered as routine agenda items together with any corrections and additions that have been noted by the Comptroller. I will entertain a Motion to approve all items contained on the routine agenda."

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City Solicitor: "So moved, Mr. President."

Comptroller: "I Second."

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

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

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

A & A Construction and Utilities, Inc.	\$ 1,500,000.00
American Siteworks, LLC	\$ 8,000,000.00
Fibrwrap Construction Services, Inc.	\$39,660,000.00
Gradeline Construction Company, Inc.	\$ 1,500,000.00
PIM Corporation	\$ 8,000,000.00
Reglas Painting Co., Inc.	\$28,960,000.00
Stella May Contracting, Inc.	\$ 8,000,000.00

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 requests the approval of the prequalification for the following firms:

EMA, Inc.	Engineer
Environ-Civil Engineering, LTD	Engineer

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

Department of Real Estate - Tax Sale Certificates

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Tax Sale Certificates to Expan, LLC, for amounts that are less than the lien amount for the properties located at 1813 and 1819 N. Bond Street.

AMOUNT OF MONEY AND SOURCE:

<u>Property Address</u>	<u>Assessed Value</u>	<u>Flat Taxes & Water</u>	<u>Total Liens</u>	<u>Recommended Purchase Price</u>
1813 N. Bond St.	\$3,000.00	\$1,533.63	\$60,998.47	\$3,000.00
1819 N. Bond St.	\$3,000.00	\$ 972.61	\$20,801.38	\$3,000.00

BACKGROUND/EXPLANATION:

The City acquired the Tax Sale Certificates on May 13, 2019 for the indicated properties located at 1813 and 1819 N. Bond Street for the lien amounts. Expan LLC, has offered to purchase the Tax Sale Certificates for the assignment amounts, file petitions to foreclose, acquire title to properties and return them to productive use. The assignment amount for these properties will cover the flat taxes and water bills for the two properties.

UPON MOTION duly made and seconded, the Board approved the assignment of Tax Sale Certificates to Expan, LLC, for amounts that are less than the lien amount for the properties located at 1813 and 1819 N. Bond Street.

MINUTES

Department of Real Estate - Tax Sale Certificates

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Tax Sale Certificates to Stinson Franklinton LLC, for amounts that are less than the lien amount for the properties located at 230 and 300 S. Franklinton Road.

AMOUNT OF MONEY AND SOURCE:

<u>Property Address</u>	<u>Assessed Value</u>	<u>Flat Taxes & Water</u>	<u>Total Liens</u>	<u>Recommended Purchase Price</u>
230 S. Franklin- town Road	\$1,000.00	\$448.75	\$7,873.79	\$1,000.00
300 S. Franklin- town Road	\$1,000.00	\$1,283.41	\$89,203.53	\$1,283.41

BACKGROUND/EXPLANATION:

The City acquired the Tax Sale Certificates on May 14, 2018 for the indicated properties located at 230 and 300 S. Franklinton Road for the lien amounts. Stinson Franklinton LLC has offered to purchase the Tax Sale Certificates for the assignment amounts, file petitions to foreclose, acquire title to the properties and return them to productive use. The assignment amount for these properties will cover the flat taxes and water bills for the two properties.

UPON MOTION duly made and seconded, the Board approved the assignment of Tax Sale Certificates to Stinson Franklinton LLC, for amounts that are less than the lien amount for the properties located at 230 and 300 S. Franklinton Road.

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Space Utilization Committee - Transfer of Building
Jurisdiction

ACTION REQUESTED OF B/E:

The Board is requested to approve the Transfer of Building Jurisdiction for properties listed below from the inventory of the Baltimore City Board of School Commissioners to the Department of General Services:

<u>ADDRESS</u>	<u>NEW JURISDICTION</u>	<u>REPORTING AGENCY</u>
Gilmor Elementary School #107 1311-1321 N. Gilmor (Block 34 Lot 1.28)	Dept. of General Services	Dept. of Real Estate
Lake Clifton Sr. High School #40 2801 St. Lo Drive (Block 4199 Lot 9)	Dept. of General Services	Dept. of Housing and Community Development
Dr. Roland E. Patterson, Sr. High School #82 4701 Greenspring Avenue (Block 4760, Lot 1)	Dept. of General Services	Dept. of Housing and Community Development
Unused Facility #227 6509 Colgate Avenue (Block 6987, Lot 48)	Dept. of General Services	Dept. of Real Estate

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Space Utilization Committee - cont'd

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

In accordance with the authority granted to the Department of General Services (DGS) by the City Charter Article VII, Section 132, the DGS is now responsible for all municipal buildings, unless otherwise provided in the Charter.

The Space Utilization Committee approved this Transfer of Building Jurisdiction at its meeting on November 26, 2019.

UPON MOTION duly made and seconded, the Board approved Transfer of Building Jurisdiction for properties listed above from the inventory of the Baltimore City Board of School Commissioners to the Department of General Services.

MINUTES

Department of Real Estate - Deed

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a deed with Remington Renaissance Properties, LLC.

AMOUNT OF MONEY AND SOURCE:

\$3,750.00

BACKGROUND/EXPLANATION:

On March 5, 2018, the City entered into a closing agreement with Remington Renaissance Properties, LLC. They would like to close and acquire certain parcel of land known as the former bed of a 10-foot alley bounded by North Howard Street, W. 24th Street, Mace Street and West 23rd Street. The owner of the abutting parcels has sole ownership and is in the process of investigating future redevelopment of the site, which would include the consolidation of the subject 10-foot alley with the remaining parcels.

The sale of the site is subject to a full width Perpetual Easement for all municipal utilities and services, not to be abandoned over the entire site and declaring it no longer needed for public use.

The closing and sale were authorized by means of Sale Ordinance No. 19-237 approved on April 22, 2019. The street closing process is intricate and involves public notice and other procedures before the deed can be prepared for submission to the Board for approval. The deed was recently submitted by the Department of Transportation to the Law Department for approval.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the deed with Remington Renaissance Properties, LLC.

MINUTES

Office Civil Rights and Wage Enforcement - Correction to Account

ACTION REQUESTED OF B/E:

The Board is requested to approve a correction to a budget account number for a grant agreement that was approved on September 25, 2019.

AMOUNT OF MONEY AND SOURCE:

4000-433820-1561-171500-607004

BACKGROUND/EXPLANATION:

On September 25, 2019, the Board approved a grant award agreement with account number 6000-433820-1561-171500-60700 incorrect and was submitted inadvertently. The correct account number is 4000-433820-1561-171500-607004.

The terms and conditions of the grant award agreement will remain the same.

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

UPON MOTION duly made and seconded, the Board approved the correction to the budget account number for the grant agreement that was approved on September 25, 2019.

MINUTESEmployees' & Elected Officials/ - Independent Auditor's Reports
Retirement System

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

1. The Independent Auditor's Report of the Baltimore City Employees' Retirement Systems for FY ended June 30, 2019.
2. The Independent Auditor's Report of the Baltimore City Elected Officials' Retirement System for FY ended June 30, 2019.
3. The Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters for FY ended June 30, 2019:
 - a) Employees' Retirement System and
 - b) Elected Officials' Retirement System.
4. FY ended June 30, 2019 Comprehensive Annual Financial Reports (CAFR) for:
 - a) Employees' Retirement System and
 - b) Elected Officials' Retirement System.

UPON MOTION duly made and seconded, the Board **NOTED** receipt of the foregoing Audit Reports from CliftonLarsonAllen LLP.

MINUTES

Department of Audits - Audit Reports

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

1. Baltimore City Fire Department Biennial Performance Audit Report Fiscal Years Ended June 30, 2018 and 2017.

President: "The first item on the non-routine agenda can be found on pages 9 Department of Audits, Audit Reports item 1 Baltimore City Fire Department Biennial Performance Audit Report Fiscal Years ending 20 -- June 30 2018 and 2017 will the parties please come forward."

Thandee Maung, Deputy City Auditor: "Good morning Mr. President, Mr. Mayor, Madam Comptroller--"

Comptroller: "Speak up."

Deputy City Auditor: "Good morning Mr. President, Mr. Mayor, Madam Comptroller and members of the Board of Estimates. My name is Thandee Maung. I'm the Deputy City Auditor. I am honored to be here to present you the Audit results from the Baltimore City Fire Department (BCFD), Biannual Performance Audit. Before starting my presentation, I would like to formally thank the BCFD team for their cooperation throughout the audit. Also, I would like to thank

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my team to work very hard to be able to issue the audit report timely today. This audit has three objectives. Objective number one was to determine whether BCFD met its performance measures targets. Objective number two was to determine whether BCFD has adequately designed internal controls related to the selected performance measures, and objective number three was to follow up on prior finding recommendations and -- findings and recommendations included in the previous report issued in March 2018. Our audit scope was Fiscal Year 2017 and 2018. The three selected performance measures and the -- this audits are Service 609 Percent of Emergency Medical Services fees collected versus total billable, 611 Percent of fire code violations corrected within 30-days of issuance and 614 Percent of emergency calls answered in 10 seconds or less. According to the Fiscal Year 2017, 18, 19 and 20 budget books BCFD did not meet the targets of these selected Performance Measures. As a result, we did not validate the accuracy of the actual results reported in the budget books. However, we evaluated the internal controls designed for the processes of these selected Performance Measures based on our Audit's limited scope. We did not find any significant control

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design weaknesses. We followed up on the 13 prior year recommendations. One recommendation is no longer relevant to a performance measure. One recommendation is related to a performance measure, which is no longer used. One recommendation will not be implemented until FY 2021. This is because of the citywide be-- ah workday payroll system implementation. Of the remaining 10 recommendations, we concluded that seven recommendations were fully implemented, and three were partially implemented. Of the three partially implemented recommendations, two are related to Service 608 - Emergency Management. The selected Performance Measure for this service is the percentage of City agencies with a Complete Continuity of Operations Plan (COOP). We concluded the recommendations were not fully implemented because some agencies are not participating in the Continuity Planning Program. The program is led by the Mayor's Office of Employment - - I'm sorry the Mayor's Office of Emergency Management (MOEM). The plan is a multi-phase program designed to help agencies build a basic COOP Plan from scratch. The Administrative Manual 110-01 requires all City agency to develop a COOP in coordination with MOEM. However, our review indicated that only 17 agencies

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are currently participating in the Continuity Planning Program. Also, we found that MOEM is not tracking and monitoring City agencies' most current version of their COOPs. This is because of two reasons. One -- the first reason is because MOEM is not a repository for all City agency to submit their COOPs. Reason number two is because the current Administrative Manual does not require MOEM to track and monitor City agencies implementation or revision of COOPs. MOEMs operational role is to coordinate inter-agency's response and recovery in case of emergency. Without the knowledge of the updated status of the COOPs, MOEM cannot effectively fulfill this operational role. So, our recommendations are to revise the current Administrative Manual 110 to require all agency to participate in the continuity planning program and periodically communicate with MOEM and report the current version of their COOPs. We also recommend the Director of MOEM to follow the AM 110-01 when revised. The last partially implemented recommendation is related to the Service 611, Fire Code enforcement. The BCFD has processes in place to follow-up with businesses and individuals after renewal notices are sent. The purpose of this follow-up is to ensure expired permits are properly renewed and do not need to

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be renewed. BCFD follows the processes. However, it has not formally documented these processes through policies and procedures. Formal pro-- formal policies and procedures promote compliance, accountability, consistency and sustainability. This concludes my presentation and I will be happy to answer any questions if you may have. Thank you."

President: "Thank you. Chief."

Niles Ford, Chief of Baltimore City Fire Department: "I don't have anything --"

Comptroller: "State your name."

President: "State your name."

Chief of Baltimore City Fire Department: "Oh, sorry. Niles Ford, Fire Chief, I really don't have anything to share. We met with the auditors and we -- we agree with their findings and we're going to work on what they requested. In fact, we're - we're planning on sitting out in respects to uh -- the procedures we need to have -
-"

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President: "Pull the mic up Chief Ford."

Chief of Baltimore City Fire Department: "In respect to the procedures we need to have in place, um -- we are going to send out a uh -- distribution email to all of our members to give them the direction on how we do it and it will consequently foll -- be followed by a policy."

Comptroller: "Thank you."

President: "Thank you. Thank you, the report has been **NOTED.**"

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MINUTES

Department of Audits - Audit Reports

2. City of Baltimore Department of Finance Biennial Financial Audit Fiscal Years Ended June 30, 2018 and 2017.

President: "The second item on the non-routine agenda can be found on page nine, Department of Audits - Audit Reports, item two City of Baltimore Department of Finance, Biennial Financial Audit Fiscal Years ended June 30, 2018 and 2017. Will the parties please come forward."

Ezra Lulandala: "Good morning President Scott, Mayor Young, Comptroller Pratt. My name is Ezra Lulandala. I'm an auditor with the Department of Audits working under--"

Comptroller: "Pull the mic up some."

Lulandala: "Thought I was short enough, all right. So I'm here today to present the audit report for the Department of Finance, their Biennial Audit Report for Fiscal Years Jan-- June 30, 2018, 2017. In our report we expressed an unmodified opinion, uh -- and noted one internal control finding, which is related to payroll if you flip to page 16 within the report. So within the finding -- the finding -- is related to -- they were unable to present all the documentation that we requested from our sample selections,

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uh -- and in return we -- we recommended the Director of Finance develop a rec-- a record retention schedule for the department. File the retention schedule with the City Archivist and require directors of -- Bureau of Accounting and Payroll Services keep payroll documentation as required by the record retention schedule for the department and filed with the City Archivist. Uh -- something else that's going on now as you know is the Workday implementation that's something that will help the whole City as a whole get away from uh - paperwork."

Henry Raymond, Director of Finance: "Good morning President Scott, Mayor Young, Comptroller Pratt, members of the Board. I'm Henry Raymond, Director of Finance. We acknowledge receipt of the Financial Audit for the Department of Finance by the Department of Audits. We concur with the finding related to employee payroll timekeeping. Uh -- as auditors indicated, this was an issue of missing documentation prim-- primarily related to uh -- time sheets. Uh -- this issue is related to one bureau out of the seven bureaus in the Finance Department, so it was not a system-wide issue, in terms of the Department. Corrective action has been taken immediately to ensure that we retain the documentation so that

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It's available in the future for audits. And as the auditors indicated when the process of implementing Workday for payroll and with the implementation of Workday uh -- that will resolve issues related to these manual paper processes, because everything will be electronic."

President: "Thank you, thank you, thank you. The report has been

NOTED."

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MINUTES

Department of Communication Services - Amendment No. 1 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Amendment No. 1 to Agreement (Amendment No. 1) with RLH Telecom Solutions, LLC. The Amendment No. 1 extends the period of the agreement through December 31, 2020. The Board is also requested to authorize payment by Expenditure Authorization.

AMOUNT OF MONEY AND SOURCE:

\$52,500.00 - 2039-000000-1330-158400-603018

BACKGROUND/EXPLANATION:

On April 25, 2019, the Board approved an initial agreement to engage the services of RLH Telecom Solutions, LLC a subcontractor of the Battles Group to complete the implementation of the final phases of the Voice over Internet Protocol (VoIP) project through the end of Calendar Year 2019.

As a result of the Ransomware attack on the City data network, some initiatives of the VoIP project were delayed. This amendment will allow for completion of the delayed initiatives and continued support for post VoIP implementation as needed in such areas as security, cloud design for essential services and cutover support.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment No. 1 to Agreement with RLH Telecom Solutions, LLC.

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Mayor's Office of Employment - Correction to Account Nos. for
Development Customized Training Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve a correction to the account numbers applicable to the Customized Training Agreement with Second Chance, Inc.

AMOUNT OF MONEY AND SOURCE:

Correct Account Numbers:

4000-807519-6312-465905-603051

4000-806719-6312-465905-603051

BACKGROUND/EXPLANATION:

On April 17, 2019, the Board approved a Customized Training Agreement with Second Chance, Inc.

By inadvertence, the incorrect account numbers 4000-807518-6312-465505-603051 and 4000-806718-6312-465905-603051 were submitted for contract. The correct account numbers are listed above.

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 the correction to the account numbers applicable to the Customized Training Agreement with Second Chance, Inc.

MINUTES

TRANSFERS OF FUNDS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

5794

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

MINUTES

TRANSFER OF FUNDS

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Recreation and Parks</u>			
1.	\$15,000.00	9938-908078-9474	9938-901719-9474
	2 nd Parks & Public Facilities	Federal Hill Slope Stabilization (Active)	Druid Hill Park Neighborhood Access (Active)

This transfer will provide funds to cover the costs associated with construction administration services for Contract No. TR 10325, Druid Hill Park Neighborhood Access and to reconcile the account's deficit.

2.	\$20,000.00	9938-906075-9475	9938-907075-9474
	1 st Parks & Public Facilities	Park Building Renovations (Reserve)	Park Building Renovations (Active)

This transfer will provide funds to cover the costs associated with BGE upgrades for Druid Hill Park Comfort Station, Contract No. RP 17821.

MINUTES

PERSONNEL MATTERS

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UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following pages:

5796 - 5809

All of the Personnel matters have been approved

by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved

by the Law Department

as to form and legal sufficiency.

MINUTES**PERSONNEL**Circuit Court1. a. Create the following non-civil service classification:

Classification: Court Laboratory Assistant
 Job Code: 07831
 Grade: 425 (\$31,697.00 - \$33,865.00)

b. Create the following non-civil service position:

Classification: Court Laboratory Assistant
 Job Code: 07831
 Grade: 425 (\$31,697.00 - \$33,865.00)
 Position No.: To be determined by BBMR

Cost: \$53,663.00 - 5000-504320-1100-804300-601001

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

Department of Finance2. Reclassify the following vacant position:

Position No.: 14484

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

To: Operations Manager I
 Job Code: 00090
 Grade: 939 (\$87,552.00 - \$144,285.00)

Cost: \$92,912.00 - 1001-000000-1441-161800-601001

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

MINUTES**PERSONNEL**

Department of Finance - cont'd

3. Reclassify the following vacant position:

Position No.: 12144

From: Procurement Supervisor
Job Code: 33525
Grade: 936 (\$82,753.00 - \$132,342.00)

To: Operations Manager I
Job Code: 00090
Grade: 939 (\$87,552.00 - \$144,285.00)

Cost: \$9,499.00 - 1001-000000-1441-161800-601001

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

Fire Department

4. Create the following new position:

Classification: Operations Officer I
Job Code: 00085
Grade: 923 (\$62,171.00 - \$99,709.00)
Position No.: To be determined by BBMR

Cost: \$139,653.00 - 1001-000000-3191-231900-601001

MINUTES**PERSONNEL**Department of General Services5. Reclassify the following vacant position:Position No.: 20084

From: Secretary III
 Job Code: 33233
 Grade: 078 (\$37,741.00 - \$45,044.00)

To: Operations Officer V
 Job Code: 31113
 Grade: 936 (\$82,753.00 - \$132,342.00)

Cost: \$89,453.00 - 1001-000000-1981-194600-601001

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

	<u>Hourly Rate</u>	<u>Amount</u>
6. DERRICK MCCORVEY	\$24.51	\$46,569.00

Account: 1001-000000-1981-777500-601009

Mr. McCorvey will continue to serve as a Contract Services Specialist II. His duties will include but are not limited to formulating, collecting and analyzing expenditures of City-owned buildings and consulting with contractors, engineers, architects and construction project supervisors to ascertain cost estimates for purchasing/acquiring property and proposed renovation costs. In addition, he will negotiate, prepare and draft real estate agreements for City and State agencies, coordinate inter-agency Energy Measures Committee, to attempt

MINUTES

PERSONNEL

Department of General Services

Hourly Rate

Amount

to save the city funds through increasing buildings' efficiency, and entering real estate and space consolidation data into the Archibus System to ensure accuracy of square footage. This is a 2% increase in the hourly rate from the previous contract period. The period of the agreement is effective upon Board approval for one year.

Health Department

7. Create the following position:

Classification: Senior Social Service Coordinator

Job Code: 81172

Grade: 086 (\$40,487.00 - \$48,836.00)

Position No.: To be determined by BBMR

Cost: \$62,562.50 - 5000-533120-3254-767300-601001

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

8. **ANJU GURUNG**

\$17.00

\$15,470.00

Account: 6000-624920-3100-295900-601009

Ms. Gurung will work as a Contract Services Specialist II. She will be responsible for establishing, retrieving and maintaining files, assisting with payroll functions, ordering and maintaining office materials, ordering clinical supplies and equipment, creating, formatting, copying, editing, retrieving and printing forms, letters and memos, answering telephone calls and providing information and guidance regarding office functions, operations and procedures. In addition, she will be responsible for greeting visitors and answering complaints, preparing a wide variety of reports,

MINUTES**PERSONNEL**Health Department

preparing, receiving, opening, sorting, batching, delivering and distributing mail, entering, retrieving and updating information and generating reports using computer software applications. The period of the agreement is January 1, 2020 through June 30, 2020.

Department of Housing and Community Development9. Reclassify the following vacant position:

Position No.: 48479

From: Accounting Systems Analyst
 Job Code: 34151
 Grade: 923 (\$62,171.00 - \$99,709.00)

To: Accountant II
 Job Code: 34142
 Grade: 923 (\$62,171.00 - \$99,709.00)

There are no cost associated with this action.

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

10. Reclassify the following vacant position:

Position No.: 50322

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

To: Accountant II
 Job Code: 34142
 Grade: 923 (\$62,171.00 - \$99,709.00)

Costs: \$91,469.93 - 1001-000000-5930-599700-601001

MINUTES

PERSONNEL

Department of Housing and Community Development - cont'd

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

Mayor's Office of Children and Family Success

11. Classify the following position:

Position No.: 52943

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

To: Operations Specialist I
Job Code: 00083
Grade: 906 (\$53,001.00 - \$84,673.00)

Costs: \$82,130.00 - 1001-000000-1250-779400-601001

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

Mayor's Office of Emergency Management (MOEM)

	<u>Hourly Rate</u>	<u>Amount</u>
12. SHERI LUCK	\$38.46	\$80,000.00

Account: 1001-000000-2131-228200-601001

Ms. Luck, retiree, will work as a Contract Services Specialist I. She will be responsible for supervising the Duty Officer Program at MOEM for the purpose of dealing with natural and man-made disasters such as blizzards, hurricanes, wild fires, car/truck/tanker accidents, explosions, building collapses,

MINUTES**PERSONNEL**MOEM - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
<p>industrial accidents, shipwrecks, and terrorist attacks that involve chemical, biological, radiological, nuclear, and explosive materials. She will ensure full staff is available for the Duty Officer Program for each on-call shift, maintain a smooth transition between shifts and ensure staff maintains professional demeanor and discipline. Ms. Luck will train MOEM and other staff in hazardous materials identification, handling, abatement, disposal protocols, emergency management response techniques and procedures and responding to major manmade or natural incidents involving mass disasters or hazardous materials. Ms. Luck will further assist fire emergency medical staff with triage of patients and victims to area hospitals, develop and maintain effective working relationships with fire suppression, emergency medical, and other public and private City and neighboring local jurisdiction responders at accident and disaster sites. The agreement is effective upon Board approval for one year.</p>		

This management level responsibility will require any candidate to work regularly for more than 37 hours per week to manage the workload and associated projects. Hiring a contractor rather than a benefited supervisor saves almost \$35,000.00 a year in the cost of fringe benefits.

THE MAYOR'S OFFICE OF EMERGENCY MANAGEMENT IS REQUESTING A WAIVER OF THE NUMBER OF HOURS AND HOURLY RATE PORTION OF THE AM 212-1, PART 1.

Department of Planning

13. AVA I. RICHARDSON	\$35.00	\$66,771.60
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Account: 7000-708320-1875-187400-601009

Ms. Richardson will work as a Contract Services Specialist II. She will be responsible for working with the Office of Sustainability and the Natural Resources Defense Council to develop a work plan.

MINUTES**PERSONNEL**Department of Planning - cont'dHourly RateAmount

The plan will be developed using strategies from the Rescue and Recycling landscape assessments and will create a narrative describing the needs and vision of the City related to food waste prevention, food recovery and recycling of food waste. Ms. Richardson will engage stakeholders from schools, businesses, City agencies and residents. She will also build community support from existing and new partners and identify funding possibilities to carry out the work. Ms. Richardson's additional duties will include, but are not limited to partnering with the Department of Public Works, Baltimore Development Corporation and the Health Department to support activities which increase recycling and diversion rates, educate residents about food waste and zero waste, coordinate reuse opportunities for valuable materials in Baltimore's waste stream and disseminate educational materials related to waste reduction. She will also provide oversight of the project's budget and conduct analysis on metrics to assess the City's progress toward its 50% food waste reduction goal by 2030. This is a 5% increase in the hourly rate from the previous contract period. The agreement is effective upon Board approval for one year.

Baltimore Police Department14. Reclassify the following vacant positions:

Position No.: 35512 and 52627

From: Police Major
 Job Code: 10278
 Grade: 84P (\$136,695.00 FLAT)

To: Police Captain
 Job Code: 10277
 Grade: 83P (\$129,372.00 FLAT)

(Cost Savings): \$3,997.00 - 1001-000000-2021-212800-601062

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

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

15. a. Create the following positions:

Classification: Operations Officer V
 Job Code: 00089
 Grade: 936 (\$82,753.00 - \$132,342.00)
 Position No.: To be determined by BBMR

Classification: Operations Officer IV
 Job Code: 00088
 Grade: 931 (\$75,715.00 - \$121,037.00)
 Position No.: To be determined by BBMR

b. Create the following two positions:

Classification: Operations Officer III
 Job Code: 00087
 Grade: 929 (\$70,276.00 - \$112,293.00)
 Position No.: To be determined by BBMR

Cost Savings: 110,167.00 - 1001-000000-2013-198400-601062
 1001-000000-2042-198100-601062

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

16. Abolish the following three vacant positions:

a. Classification: Community Service Officer
 Job Code: 41179
 Grade: 080 (\$33,048.00 - \$38,876.00)
 Position Nos.: 18744, 18757, 43221

MINUTES**PERSONNEL**Baltimore Police Department - cont'dCreate the following position:

b. Classification: Criminal Justice Associate
 Job Code: 00111
 Grade: 903 (\$46,282.00 - \$74,009.00)
 Position No: To be assigned by BBMR

There is no cost associated with this action.

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

	<u>Hourly Rate</u>	<u>Amount</u>
17. YOLANDA BEVANS	\$20.19	\$42,000.00

Account: 1001-000000-2042-198100-601009

Ms. Bevans, retiree, will continue to work as a Contract Services Specialist I. She will be responsible for monitoring the use of force coordinator file within blue team; reviewing closed files for conformity opinion and approval of Commanding Officer; re-routing reviews without conformity opinion or approval to commands for closure; notifying division Chiefs, Inspectors, Internal Audit Commander and Inspector General of Command reviews beyond a 30 day period of blue team initial reporting; transferring and closing all reviews from blue team into IAPro; serving as a clerical assistant to the Use of Force Assessment Unit Supervisor; ensuring accuracy and completeness of paperwork and handling all inquiries from Commanders related to Command reviews within the districts. The period of the agreement is April 1, 2020 through March 31, 2021.

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

	<u>Hourly Rate</u>	<u>Amount</u>
18. HARRY G. HARCUM	\$20.19	\$42,000.00
Account: 1001-000000-2010-197600-601009		
19. JAMES E. GUNTNER	\$20.19	\$42,000.00
Account: 1001-000000-2024-796500-603026		

The above-listed retirees will each continue to work as a Contract Services Specialist I. They will be responsible for the entry and accurate retention of all property retained by the Police Department and several surrounding agencies; receiving property/evidence submissions from police officers and lab personnel; ensuring accuracy/completeness of paperwork; ensures accuracy/completeness of all information entered into the evidence tracking system; releasing property to personnel for further examination/evidence for court; updating tracking system for chain of custody and document locations; releasing property to the public and documenting some in the tracking system and lifting and handling evidence submitted to the Evidence Control Unit. The period of the agreement with Mr. Harcum is March 28, 2020 through March 27, 2021. The period of the agreement with Mr. Guntner is March 31, 2020 through March 30, 2021.

Enoch Pratt Free Library20. Reclassify the following filled Position:Position Nos.: 15709

From: Librarian III
 Job Code: 00717
 Grade: 923 (\$62,171.00 -\$99,709.00)

To: Librarian Supervisor I
 Job Code: 00658
 Grade: 927(\$66,118.00 - \$105,788.00)

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

Cost: \$6,700.00 - 1001-000000-4501-592700-601001

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

21. Reclassify the following vacant Position:

Position Nos.: 15735

From: Office Supervisor
Job Code: 00712
Grade: 084 (\$37,741.00 - \$45,044.00)

To: Librarian Supervisor I
Job Code: 00658
Grade: 927 (\$66,118.00 - \$105,788.00)

Cost: \$22,760.00 - 1001-000000-4501-592700-601001

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

Department of Public Works22. Reclassify the following filled position:

Position No.: 23904

From: Human Resources Assistant I
Job Code: 33681
Grade: 081 (\$34,039.00 - \$40,327.00)

To: Human Resources Assistant II
Job Code: 33683
Grade: 085 (\$38,926.00 - \$46,904.00)

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

Cost: \$5,363.00 - 1001-000000-1901-190400-601001

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

Department of Recreation and Parks23. Create the following position:

Classification: Construction Project Supervisor I
 Job Code: 42221
 Grade 923: (\$62,171.00 - \$99,709.00)
 Position: To be assigned by BBMR

Cost: \$90,825.00 - 5000-577720-4711-361800-601001

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

Department of Human Resources24. Classify the following vacant position:

Position No.: 52703

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

To: Operations Assistant III
 Job Code: 00081
 Grade: 904 (\$49,054.00 - \$78,487.00)

Cost: \$74,061.00 - 1001-000000-1601-172500-601001

MINUTES

PERSONNEL

Department of Human Resources - cont'd

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

MINUTESEmployees' Retirement System - Disability Hearing Services
Agreements

The Board is requested to approve and authorize execution of the Disability Hearing Services Agreement. The period of agreement is effective January 1, 2020 for one year.

1. **JUDY G. SMYLIE** **\$20,000.00**

Account: 1001-000000-1220-147500-603026

Ms. Smylie is recommended as a Hearing Examiner by the ERS Board pursuant to the terms of the Agreement, on the basis of her experience and expertise in adjudicating retirement disability and death benefit claims.

2. **DEBRA A. THOMAS** **\$20,000.00**

Account: 1001-000000-1220-147500-603026

Ms. Thomas is recommended as a Hearing Examiner by the ERS Board pursuant to the terms of the Agreement, on the basis of her experience and expertise in adjudicating retirement disability and death benefit claims.

3. **EDWARD G. DANIELS** **\$20,000.00**

Account: 1001-000000-1220-147500-603026

Mr. Daniels is recommended as a Hearing Examiner by the ERS Board pursuant to the terms of the Agreement, on the basis of his experience and expertise in adjudicating retirement disability and death benefit claims.

The Hearing Examiners will be paid at a rate of \$700.00 per written decision for which a hearing is held and \$300.00 per written decision for which no hearing is held.

MINUTESEmployees' Retirement System - cont'd

Article 22, §9(p) of the Baltimore City Code establishes a panel of hearing examiners to adjudicate Employees' Retirement System and Fire and Police Employees' Retirement System disability and death benefit cases. Under §9(p)(2)(iii), the ERS Board of Trustees may submit to the Board recommended candidates for the panel.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Disability Hearing Services Agreement.

The Comptroller **ABSTAINED** on item 1, 2 and 3.

MINUTES

Fire and Police Employees' - Subscription Agreement Retirement System (F&P)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Subscription Agreement for investment with JLC Infrastructure Fund I, L.P., a Delaware Limited Partnership.

AMOUNT OF MONEY AND SOURCE:

\$20,000,000.00 - approximately of F&P funds

\$300,000.00 - annual management fee (1.50%) netted out of investment fee.

No General Fund monies are involved in this transaction.

BACKGROUND/EXPLANATION:

The F&P Board of Trustees conducted a search for an infrastructure fund manager and, as a result of that search, selected MLE-Loop Capital Partners, LLC, a minority-owned investment manager, to accept an initial investment of \$20,000,000.00 to be placed with JLC infrastructure Fund I, L.P. The search and selection process was conducted with the assistance and advice of the F&P System's Investment Advisor, New England Pension Consulting.

MWBOO GRANTED A WAIVER ON DECEMBER 11, 2019.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Subscription Agreement for investment with JLC Infrastructure Fund I, L.P., a Delaware Limited Partnership. The Comptroller **ABSTAINED**.

MINUTES

Mayor's Office of Homeless Services - Provider Agreements

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

1. **FAMILY AND CHILDREN'S SERVICES OF** **\$ 40,385.00**
CENTRAL MARYLAND, INC.

Account: 4000-490820-3571-764200-603051

The City received a U.S. Department of Housing and Urban Development grant to undertake the Housing Opportunities for Persons with AIDS Program. As a sub-recipient, Family and Children's Services of Central Maryland, Inc. will utilize the funds to provide supportive services to low-income HIV positive individuals in the City of Baltimore. The period of the agreement is July 1, 2019 through June 30, 2020.

2. **HARFORD COUNTY, MARYLAND** **\$203,222.00**

Account: 4000-490820-3573-763206-603051

The City received a U.S. Department of Housing and Urban Development grant to undertake the Housing Opportunities for Persons with AIDS Program. The City is the grantee for the Baltimore Eligible Metropolitan Statistical Area (EMSA), which includes Baltimore City, Baltimore, Anne Arundel, Carroll, Harford, Howard, and Queen Anne's Counties. As a sub-recipient, therefore, Harford County, Maryland will utilize the funds to provide rental assistance to 20 low-income HIV positive individuals in Harford County. The period of the agreement is July 1, 2019 through June 30, 2022.

MWBOO GRANTED A WAIVER ON AUGUST 22, 2019.

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

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Mayor's Office of Homeless Services - cont'd

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

MINUTES

Mayor's Office of Homeless Services - Correction to Account
Number and Partial Change
in Funding Source

ACTION REQUESTED OF B/E:

The Board is requested to approve a correction to an account number and a partial change in Funding Source for the agreement with St. Vincent de Paul of Baltimore, Inc.

AMOUNT OF MONEY AND SOURCE:

1. Correct Account No. From: 1000-000000-5940-781900-603051
To: 1001-000000-3572-781800-603051

2. Reduction in General

Funds	(\$502,787.15)	-	1001-000000-3572-781800-603051
	502,787.15	-	4000-407119-3571-761000-603051
	\$		0.00

BACKGROUND/EXPLANATION:

On June 19, 2019, the Board approved an agreement with St. Vincent de Paul of Baltimore, Inc. to use funds under this Agreement to provide/operate an emergency shelter and support services to 124 homeless men. The original agreement was funded solely by general funds allocation in the amount of \$2,480,500.41. The submitted account number 1000-000000-5940-781900-603951 was incorrect. The correct account number is 1001-000000-3572-781800-603051.

The U.S. Department of Housing and Urban Development (HUD) has authorized the City to utilize Emergency Solutions Grant (ESG) funds in the amount of \$502,787.15 to supplement a portion of the general funds amount. The general funds amount will be reduced by \$502,787.15. All other terms and conditions of the original agreement remain the same.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Mayor's Office of Homeless Services - cont'd

UPON MOTION duly made and seconded, the Board approved correction to an account number and a partial change in Funding Source for the agreement with St. Vincent de Paul of Baltimore, Inc.

MINUTES

Mayor's Office of Homeless Services - No-Cost Grant Agreement
Extension

The Board is requested to ratify and approve a no-cost extension for Housing Opportunities for Persons with AIDS (HOPWA) Grant Agreement. The period of the Grant Agreement is extended through April 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$0.00 - 4000-494216-3571-763500-404001

BACKGROUND/EXPLANATION:

On November 27, 2019, the Board ratified and approved a HOPWA Grant Agreement from the U.S. Department of Housing and Urban Development (HUD). The grant funds, in the amount of \$1,405,950.00, provide housing assistance and supportive services for persons living with AIDS under the Housing Opportunities for Persons with AIDS (HOPWA) Grant.

Prior to requesting the Board to ratify the HOPWA grant agreement, the Mayor's office of Human Services accepted from HUD, a no cost extension to the Agreement to continue performance and spend down remaining funds under the Grant. The MOHS requests the Board to ratify and approve the no-cost extension to continue performance and spend down of funds for an additional term.

The no-cost extension is late because of the delay in coordination of the grant extension by HUD.

AUDITS NOTED THE NO COST TIME EXTENSION.

UPON MOTION duly made and seconded, the Board ratified and approved a no-cost extension for Housing Opportunities for Persons with AIDS Grant Agreement.

MINUTES

Department of General Services - Artifact Loan Agreement-Extension

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Artifact Loan Agreement-Extension (Agreement-Extension) with the Baltimore & Ohio Railroad Museum, Inc. (B&O). The period of the Agreement-Extension is permanent with the option for either party to terminate with 30 days written notice.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On June 30, 2014, the Board approved an agreement with the B&O for the loan of a City-owned Civil War-era cannon previously housed at the War Memorial Building.

The B&O fulfilled all its obligations under the original agreement including transportation, restoration, display among their exhibits, and insuring the artifact. The extension is permanent and requires the B&O to insure the cannon bear the cost of maintenance, and give credit to the City on any displays and interpretive signage.

The City will incur no cost by loaning the cannon permanently.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Artifact Loan Agreement-Extension with the Baltimore & Ohio Railroad Museum, Inc.

MINUTES

Circuit Court - Cooperative Reimbursement Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Cooperative Reimbursement Agreement (Agreement) with the State of Maryland, Department of Human Services and Child Support Enforcement Administration. The period of the Agreement is October 1, 2019 through September 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$269,295.00 - Federal
138,728.00 - City
\$408,023.00 - 4000-401519-1100-116800-404001

BACKGROUND/EXPLANATION:

This Agreement will provide funds for operational costs and salary and expenditures for the Domestic Relations Magistrates Program.

Prior to fiscal year 1998, the City provided all funding for child support and custody enforcement, as required under spousal support obligations under the program.

The agreement is late because of administrative issues.

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 Cooperative Reimbursement Agreement with the State of Maryland, Department of Human Services and Child Support Enforcement Administration.

MINUTES

Circuit Court for - First Amendment to Consultant Agreement
Baltimore City

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the First Amendment to Agreement (Amendment) with Andre Cherry as the Acting Fiscal Administrator. The Amendment extends the period through December 31, 2019.

AMOUNT OF MONEY AND SOURCE:

\$4,582.50 - 1001-000000-1100-109500-603026

BACKGROUND/EXPLANATION:

On September 18, 2019, the Board approved the agreement with Mr. Cherry in the amount of \$22,912.00. The Amendment will increase the amount of funds by \$4,582.50, making the new total \$27,494.50 for an additional 70.5 hours at \$65.00 per hour.

All other terms and conditions of the Agreement will remain in full force and effect.

The First Amendment to Agreement is late because of administrative delays.

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 First Amendment to Agreement with Andre Cherry as the Acting Fiscal Administrator.

MINUTES

Health Department - Intergovernmental Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve the Intergovernmental Agreement (IGA) with the State of Maryland, Division of Parole and Probation/Department of Public Safety and Correctional Services (DPP/DPSCS). The period of the IGA is July 1, 2019 through June 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$400,000.00 - 5000-531120-3070-518500-405001

BACKGROUND/EXPLANATION:

The IGA will establish the terms and conditions of the grant award from the DPP/DPSCS for the purpose of allowing the Behavioral Health System Baltimore (BHSB) to provide substance abuse treatment services.

The IGA is late because it is prepared by the DPSCS and was received by the Department on November 14, 2019.

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 the Intergovernmental Agreement with the State of Maryland, Division of Parole and Probation/Department of Public Safety and Correctional Services.

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, Substance Abuse and Mental Health Services Administration.

AMOUNT OF MONEY AND SOURCE:

\$25,000.00 - 4000-483520-3080-294600-404001

BACKGROUND/EXPLANATION:

On October 16, 2019, the Board approved the original Notice of Award (NoA) in the amount of \$1,000,000.00 for the period of September 30, 2019 through September 29, 2020.

The revised NoA was issued on September 11, 2019 by the Department of Health and Human Services to approve \$25,000.00 in supplemental funding for the purchase of Technical Assistance.

This makes the total amount \$1,025,000.00

The NoA 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 and authorized acceptance of the Revised Notice of Award from the Department of Health and Human Services, Substance Abuse and Mental Health Services Administration.

MINUTES

Health Department - Agreements

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

1. **THE JOHNS HOPKINS UNIVERSITY** **\$ 124,000.00**

Account: 4000-480620-3080-291900-603051

The Johns Hopkins University School of Medicine, Harriet Lane Teen Clinic serves as a medical home to approximately 8,500 infants, children and adolescents. The clinic is a Title X site under the Baltimore City Health Department and will utilize the funds to provide U Choose Evidence-Based Teen Pregnancy Prevention Services using the Seventeen Days Curriculum within its setting. This curriculum is a theory-based interactive DVD designed to educate young women about contraception and STDs.

MWBOO GRANTED A WAIVER ON SEPTEMBER 12, 2019.

2. **THE JOHNS HOPKINS UNIVERSITY** **\$ 95,154.00**

Account: 5000-522320-3030-271500-603051

The Johns Hopkins University, Center for Child and Community Health will utilize the funds to provide the services of a Policy and Program Associate to serve as a Sexually Transmitted Infection Prevention (STIP) Coordinator. The STIP Coordinator provides technical assistance and consultation to state agencies, healthcare provider organizations, professional medical associations, insurers and other stakeholders on federal and statewide health reform changes related to Sexually Transmitted Infections (STIs). The STIP Coordinator assists in coordination of STI clinical services by "safety net" providers statewide.

MWBOO GRANTED A WAIVER ON OCTOBER 22, 2019.

The agreements are late because of administrative delays.

MINUTES

Health Department - cont'd

3. **THE JOHNS HOPKINS UNIVERSITY** **\$1,260,472.00**
(JHU)

Account: 4000-499019-3023-513200-603051

The JHU's Center for Child Health Research (CCHR) assists the Department by updating the community viral load maps, using the most up-to-date available surveillance data from the City and State Health Departments. The CCHR assists in evaluating the Department's response to the syphilis outbreak in as real-time as possible, providing information from other similar efforts as well as an assessment document describing positives and opportunities for improvement in the outbreak control efforts. The period of the agreement is January 1, 2019 through December 31, 2019.

The agreement is late because budget revisions delayed processing.

MWBOO GRANTED A WAIVER ON OCTOBER 22, 2019

4. **THE JOHNS HOPKINS UNIVERSITY (JHU)** **\$ 219,452.00**

Account: 4000-422620-3030-271500-603051

The JHU will utilize the funds to provide scientific guidance and oversight in all aspects of the Sexually Transmitted Disease Surveillance Network, including coordination and development of the grant application. The network coordinates across all agencies and facilities collaborating on the network and serves as principal liaison with project officers at the Centers for Disease Control. The period of the agreement is September 30, 2019 through September 29, 2020.

MINUTES

Health Department - cont'd

The agreement is late because it was delayed during the administrative review process.

MWBOO GRANTED A WAIVER ON OCTOBER 22, 2019.

5. **THE JOHNS HOPKINS UNIVERSITY** **\$ 273,500.00**

Account: 4000-499019-3023-513200-603051

The Johns Hopkins University, School of Medicine, Department of Emergency Medicine will provide HIV counseling, linkage to care for newly diagnosed and People Living with HIV/AIDS, and referrals for Partner Services. The organization will comply with all HIV testing, reporting, and documentation requirements including timely submission of data as required by the Health Department, the Maryland Department of Health and the Centers for Disease Control. The period of the agreement is January 1, 2019 through December 31, 2019.

The agreement is late because budget revisions delayed processing.

MWBOO GRANTED A WAIVER ON OCTOBER 24, 2019.

6. **THE JOHNS HOPKINS UNIVERSITY** **\$ 30,000.00**

Account: 5000-569720-3023-273307-603051

The Johns Hopkins University, School of Medicine will provide limited short-term assistance to support emergency, temporary, or transitional housing to enable a client or family to gain or maintain outpatient/ambulatory health services. Housing related referral services include assessment, search placement, advocacy, and the fees associated with these services.

MINUTES

Health Department - cont'd

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

7. **CHASE BREXTON HEALTH SERVICES, INC.** **\$ 225,273.00**

Account: 4000-499019-3023-513200-603051

Chase Brexton Health Services, Inc. will conduct marketing and advertising for the Undetectable = Untransmittable (U=U) campaign. Chase Brexton Health Services, Inc. will utilize the funds to provide website management for the U=U website, collaborate with the U=U Coalition including the Baltimore City Health Department for all project management, design and print educational materials for the U=U campaign with the Department's approval of all materials prior to printing, design and distribute promotional materials. The period of the agreement is July 1, 2019 through December 31, 2019.

The agreement is late because of administrative delays.

MWBOO GRANTED A WAIVER ON NOVEMBER 27, 2019.

8. **INDEPENDENT MARYLANDERS ACHIEVING GROWTH THROUGH EMPOWERMENT, INC. (IMAGE)** **\$ 42,750.00**

Account: 5000-533820-3254-767700-603051

The Health Department receives funding from the Maryland Department of Aging for the development of a Disability Resource Center through the Area Agencies on Aging Federal Financial Participation (AAA/FPP) Program. The Department engages IMAGE to perform services in the area of FFP Options Counseling for nursing home residents that want to explore the option to return to the community.

MINUTES

Health Department - cont'd

The Provider will provide Nursing Home Program Education and Medicaid application assistance to all referred individuals aged 18 - 49 who are referred to the AAAFFP by the Department of Health and Mental Hygiene or its designees. For individuals aged 50 - 64, the options counseling will be provided through a collaboration between AAA and the Provider.

The agreement is late because it was misplaced by the Department.

9. **PLANNED PARENTHOOD OF MARYLAND, INC.** **\$175,000.00**

Account: 4000-480620-3080-291900-603051

Planned Parenthood of Maryland, Inc. will utilize the funds to provide services for the U Choose Evidence-Based Teen Pregnancy Prevention Program. The organization will serve as lead for the implementation of the Seventeen Days curriculum within the project's clinic settings and implement the Seventeen Days curriculum within its Baltimore City Clinic.

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

MWBOO GRANTED A WAIVER ON OCTOBER 10, 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 foregoing agreements. The Mayor **ABSTAINED** on item nos. 1, 2, 3, 4, 5, and 6. The President **ABSTAINED** on item nos. 1, 2, 3, 4, 5, and 6.

MINUTES

Health Department - Business Associate Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve a Business Associate Agreement (BAA) with University of Maryland Medical System Corporation (UMMS). The period of the BAA is effective upon Board approval until either party terminates the BAA.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The purpose of the BAA is to establish a data sharing agreement between the UMMS and the Department for the Accountable Health Communities project funded by the Centers for Medicare and Medicaid Services (CMS).

The UMMS shares social-needs screening data with the Department, which is then reported to the CMS. Patients of the UMMS consent to having their data shared, but the Department is required to establish BAAs with participating clinical sites per the CMMS guidelines.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Business Associate Agreement with University of Maryland Medical System Corporation.

MINUTES

Office of Risk Management - Office of Employment Development -
Additional Workers Compensation
Premium

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize an additional premium charge as a result of an audit of the July 1, 2018 through July 1, 2019 policy, for the Worker's Compensation Policy for the Mayor's Office of Employment Development (MOED) trainees and Youth Works programs.

AMOUNT OF MONEY AND SOURCE:

\$82,154.00 - 4000-806418-6313-460105-603017

BACKGROUND/EXPLANATION:

MOED receives federal grant money, a requirement of which is the purchase of Worker's Compensation Insurance for the participants in its various programs. MOED has completed its 24th year under the Chesapeake Employers Insurance Program.

A payroll audit for the July 1, 2018 through July 1, 2019 policy resulted in an additional premium due to correct reporting of payroll.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the additional premium charge as a result of an audit of the July 1, 2018 through July 1, 2019 policy, for the Worker's Compensation Policy for the Mayor's Office of Employment Development trainees and Youth Works programs.

MINUTES

Department of Recreation and Parks - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 20 to Murphy & Dittenhafer, Inc., under Project No. 1234, On-Call Architectural Design Services. The period of the Task is approximately 12 months.

AMOUNT OF MONEY AND SOURCE:

\$87,193.37 - 9938-916017-9474-900000-703032

BACKGROUND/EXPLANATION:

This task will include design services for Riverside Park Athletic Field House.

MBE/WBE PARTICIPATION:

MBE: 27.82%

WBE: 16.22%

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

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Department of Recreation and Parks - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$21,000.00	9938-915017-9475 Rec. & Parks 27 th (Reserve)	
63,000.00	9938-915017-9475 State (Program Open Space) Riverside Park Fields and Dog Park (Reserve)	
<u>\$84,000.00</u>		9938-916017-9474 Riverside Park Fields and Dog Park (Active)

This transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1234, Task No. 20 to Murphy & Dittenhafer, Inc.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 20 to Murphy & Dittenhafer, Inc., under Project No. 1234, On-Call Architectural Design Services. 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 Recreation and Parks - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 24 to Greenman-Pedersen, Inc., under Project No. 1167, On-Call Engineering Services. The period of the Task is approximately 10 months.

AMOUNT OF MONEY AND SOURCE:

\$61,575.05 - 9938-908081-9474-900000-703032

BACKGROUND/EXPLANATION:

This task will include post award design services for Jones Falls Trail Phase V.

MBE/WBE PARTICIPATION:

MBE: 22.67%

WBE: 18.43%

THE EAR WAS APPROVED BY MWBOO ON NOVEMBER 26, 2019.

APPROVED FOR FUNDS BY FINANCE

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

TRANSFER OF FUNDS

MINUTES

Department of Recreation and Parks - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$15,000.00	9938-907081-9475 2 nd Parks & Public Facilities (Reserve)	
45,000.00	9938-907081-9475 State (Program Open Space) Park Trail Network (Reserve)	
<u>\$60,000.00</u>		9938-908081-9474 Park Trail Network (Active)

This transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1167, Task No. 24 to Greenman-Pedersen, Inc.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 24 to Greenman-Pedersen, Inc., under Project No. 1167, On-Call Engineering Services. 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.

MINUTESDepartment 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. 1900 E. Eager St.	Eager Place, LLC	(4) Areaways (1) @ 8.17 x 250' (2) @ 9' x 3', (1) @ 8.17' x 3.33'
\$1,052.30 Annual Charge		
2. 2700 Reisterstown Rd.	Metro Heights, LP	(4) 4" Ducts @ 61 lf. Each
\$ 854.00 Annual Charge		
3. 501 E. Madison St.	State of Maryland	(1) 2" Conduit @ 185 lf. (1) 2" conduit @ 183 lf.
\$1,288.00 Annual Charge		
4. 425 W. Baltimore St.	Golden Arch LP	(5) Metal Canopies @ 28.5 sf (2) Single Face Electric Signs @ 4.58 sf. Each, (2) Double Face Electric Signs @ 12.75 sf. each
\$1,242.60 Annual Charge		

MINUTES

Department of Transportation - cont'd

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
5. 1813 Light St.	1813 Light Street Partners, LLC	Window Well 15 sf.
\$ 63.00 Annual Charge		
6. 3310 E. Baltimore	Baltimore St.	ADA Ramp Science Fiction Society 18' 9" x 3' 5"
\$ 70.30 Flat Charge		
7. 1100 S. Charles St.	1100 Charles, LLC	Outdoor Seating 6' x 5' on Charles St., 6' x 5' on Cross St.
\$ 675.00 Annual Charge		
8. 410 N. Eutaw St.	400 Lofts, LLC	(7) Metal Canopies 2@ 18' x 1' 4" 1@ 17' 2" x .9' 1@ 18' x 5' 1@ 18' 6" x 1' 1' 1@ 16' 10" x 1" 1@ 16' 10" x 1' 1"
\$ 359.07 Annual Charge		

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

MINUTES

Department of Transportation - Employees Expense Statement

ACTION REQUESTED OF B/E:

The Board is requested to approve an Employee Expense Statement to reimburse Mr. Greg Bauer for expenses incurred on May 29, 2019.

AMOUNT OF MONEY AND SOURCE:

\$289.00 - 1001-000000-5033-749800-603020

BACKGROUND/EXPLANATION:

Mr. Bauer submitted his employee expense statement and appropriate back up documents on time, but it was inadvertently misplaced due to oversight.

The Administrative Manual, Section 240-11, states that Employee Expense Reports that are submitted more than 40 work days 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. Greg Bauer for expenses incurred on May 29, 2019.

MINUTES

Department of Transportation - Amendment No. 2 to Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 2 to Grant Agreement (Amendment No. 2) with the Maryland Department of Transportation (MDOT). Amendment No. 2 will extend the period of the Grant Agreement through June 30, 2021 or when all payments of the grant have been made, whichever is sooner.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On March 29, 2017, the Board approved the original grant agreement in connection with the Melrose Avenue Bike Boulevard Project in which the Maryland Department of Transportation granted the Department \$99,600.00 for Preparation of Draft and Final Design Plans; Public involvement in finalizing Design Plans; Submittal of Draft Design Plans to MDOT for review and comment; Installation of a bicycle boulevard, signage and sharrows along Melrose Avenue between Bellona Avenue and Roland Avenue; Construction of a 5 foot sidewalk and repaving on the block between Roland Avenue and the West Melrose Avenue pedestrian/bicycle bridge; Installation of a crossing treatment on Melrose Avenue at North Charles Street; Preparation of quarterly status reports and final reports, as requested by the Department; and Monitoring and supervising the compliance of all provisions of the Agreement.

On June 6, 2018, the Board approved Amendment No. 1 to amend the term of the original agreement as follows: The term of this Agreement shall commence upon the date first set forth above and shall terminate when all payments of the Grant have been made or on December 31, 2019, whichever is sooner.

MINUTES

Department of Transportation - cont'd

Invoices/requests for reimbursement submitted by the grantee after the grant termination date will be identified as a disallowed cost and not processed for payment by the MDOT. At its discretion, the Department may elect to extend the term of the Grant by up to six months, upon written notice by the MDOT.

MBE/WBE PARTICIPATION:

This Grant will establish the framework for roles and responsibilities for the project. Future procurement as a result of the outlined funding above will be considered for MBE/WBE participation.

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 2 to Grant Agreement with the Maryland Department of Transportation.

MINUTES

Department of Transportation - Amendment No. 1 to Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution Amendment No. 1 to Grant Agreement with the Maryland Department of Transportation (MDOT). The amendment will extend the period of the agreement through June 30, 2021 or will terminate when all payments of the Grant have been made, whichever is sooner.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On July 11, 2018, the Board approved the original grant agreement in connection with the Eutaw Street/Eutaw Place Separated Bike Lane Design Project in which the Maryland Department of Transportation granted \$70,000.00 to the Department for the Eutaw Street/Eutaw Place Separated Bike Lane Design Project.

The project's scope of work includes, but is not limited to completion of 60% and final design plans for signing and separated bike lanes on Eutaw Street! Eutaw Place between Centre Street and Druid Park Lake Drive; public involvement in the development of plans; submittal of 60% plans to the Department for review and comment; submittal of final design plans to the Department; preparation of quarterly status reports and final reports, as requested by the Department; and monitoring and supervising the compliance of all provisions in this Agreement.

The parties wish to amend the term of the original agreement as follows: The term of this Agreement shall commence upon the date first set forth above and shall terminate when all payments of the Grant have been made or on June 30, 2021, which is sooner.

MINUTES

Department of Transportation - cont'd

Invoices/request for reimbursement submitted by the grantee after the grant termination date will be identified as disallowed cost and not processed for payment by MDOT. At its discretion, the Department may elect to extend the term of the Grant by up to six months, upon written notice by MDOT.

MBE/WBE/DBE PARTICIPATION:

This Grant will establish the frame work for roles and responsibilities for the project. Future procurement as a result of the outlined funding above will be considered for MBE/WBE participation.

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 1 to Grant Agreement with the Maryland Department of Transportation.

MINUTES

Department of Transportation - Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Memorandum of Understanding (MOU) with the Neighborhood Housing Services of Baltimore. The period of the MOU is effective upon Board approval for five years with an option to renew for an additional five years unless terminated earlier in the accordance with this Agreement.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The Organization has submitted an application for two program recognition signs to be owned by the City and maintained by the Organization, located in the right-of-way for Neighborhood Housing Services of Baltimore in the landscape median located at 3400 Auchentoroly Terrace. The MOU establishes the framework for the organization to maintain the recognition signs, all at its sole cost and subsequently for the Organization to perform ongoing maintenance of all aspects of the Project during the term of the MOU.

MBE/WBE PARTICIPATION:

Not a competitive procurement. The organization is paying for all costs.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Understanding with the Neighborhood Housing Services of Baltimore.

MINUTES

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

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

1. **SOUTH BALTIMORE LEARNING CORPORATION** **\$ 65,000.00**
 INC. (SBLC)

Account: 2089-208920-5930-438034-603051

Under the terms of this Agreement, the funds will be utilized to subsidize a portion of SBLC's operating costs. SBLC will provide Adult Basic Education (ABE), Pre-GED, GED, tutoring and career counseling services to low-and moderate-income youth and adults that have dropped out of high school. The period of the agreement is July 1, 2019 through June 30, 2020.

MWBOO GRANTED A WAIVER ON OCTOBER 11, 2019.

2. **PUBLIC JUSTICE CENTER, INC.** **\$130,000.00**

Account: 2089-208920-5930-433329-603051

Under the terms of this Agreement, the funds will be utilized for the Human Right to Housing Project (HR2H Project). The HR2H Project will provide free legal services and training in tenant rights to low-and moderate-income tenants to prevent unnecessary or unjust evictions that may cause homelessness and neighborhood destabilization and to improve housing conditions that do not meet housing and health codes. The HR2H Project will pair tenants facing eviction and/or living in substandard housing with well-trained volunteer advocates and attorneys who will counsel or represent them during summary eviction and rent escrow proceedings. The HR2H Project will also provide community education and outreach presentations. The period of the agreement is July 1, 2019 through June 30, 2020.

MWBOO GRANTED A WAIVER ON OCTOBER 10, 2019.

MINUTES

DHCD - cont'd

3. **PIGTOWN MAIN STREET, INC.** **\$50,000.00**

Account: 2089-208920-5930-715926-60305	\$ 8,000.00
2089-208920-5930-715972-603051	\$42,000.00

Under the terms of this Agreement, the Subgrantee will work to revitalize the Washington Village (Pigtown) neighborhood by attracting and retaining businesses and engaging in community sanitation and greening efforts. Subgrantee will facilitate economic development in the Washington Boulevard Commercial Business District by providing technical assistance and workshops to new and existing businesses. The period of the agreement is July 1, 2019 through June 30, 2020.

MWBOO GRANTED A WAIVER ON OCTOBER 11, 2019.

On July 17, 2019, the Board approved the Resolution authorizing the Commissioner of the Department of Housing and Community Development (DHCD), on behalf of the Mayor and City Council, to file a Federal FY 2019 Annual Action Plan for the following formula programs:

1. Community Development Block Grant (CDBG)
2. HOME Investment Partnership Act (HOME)
3. Housing Opportunities for Persons with AIDS (HOPWA)
4. Emergency Solution Grant Program (ESG)

The DHCD began negotiating and processing the CDBG agreements effective July 1, 2019 and beyond, as outlined in the Plan, and upon approval of the Resolution. Consequently, the agreements were delayed due to final negotiations and processing.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

DHCD - cont'd

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

MINUTES

Department of Housing and - Amendment No. 1 to Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 1 to Agreement (Amendment No. 1) with KCI Technologies, Inc. under Project No. 1231, On-Call Environmental and Engineering Services for Hazardous Waste Handling for the Department of Housing & Community Development. Amendment No. 1 will extend the period of the agreement through October 27, 2020.

AMOUNT OF MONEY AND SOURCE:

\$650,000.00 - increase in upset limit

BACKGROUND/EXPLANATION:

On October 28, 2015, the Board approved the original agreement with KCI Technologies, Inc. for four years with an option to renew for one additional year.

KCI Technologies, Inc. provides engineering services, asbestos inspections, environmental site assessments, and pre-demolition hazardous materials building surveys for condemned residential and commercial buildings as part of the City's demolition program.

The Department is now requesting a one-year time extension and an increase to the upset limit in the amount of \$650,000.00, making the total upset limit of \$2,650,000.00.

Amendment No. 1 will allow continuation of environmental consulting for City demolitions.

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

MBE/WBE PARTICIPATION:

The Prime did not meet the WBE goal for the contract. On November 11, 2019, MWBOO held a teleconference with representatives from

MINUTES

Department of Housing and - cont'd
Community Development

KCI Technologies, Inc. and Bay Associates to discuss the shortfall. KCI Technologies, Inc. has memorialized a plan to add Bay Associates in the Stach apps to communicate task orders to Bay Associates so the WBE can have an opportunity to engage in more projects. MWBOO has accepted this plan and will monitor the contract for compliance on a monthly basis.

	Commitment	Performed
MBE: EBA Engineering, Inc.	18.00%	9.29% (\$135,753.39)
Batta Environmental Associates, Inc.	8.99%	16.71% (244,277.00)
Nan Technologies	.05%	0.37% (5,333.00)
	27.00%	26.37% (\$385,345.39)
 WBE: Bay Associates		
Environmental, Inc.	10.00%	3.35 (\$ 48,955.00)

MWBOO FOUND CONSULTANT IN NON-COMPLIANCE ON NOVEMBER 21, 2019 WITH AN APPROVED PLAN AND AGREEMENT WITH IMPACTED M/WBEs.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment No. 1 to Agreement with KCI Technologies, Inc. under Project No. 1231, On-Call Environmental and Engineering Services for Hazardous Waste Handling for the Department of Housing & Community Development.

MINUTES

Department of Housing and - Eighth Amendatory Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is asked to approve and authorize execution of the Eighth Amendatory Agreement with Healthy Neighborhoods, Inc. (HNI) for its Matching Grants Program. The Eighth Amendment extends the period of the agreement through October 31, 2021.

AMOUNT OF MONEY AND SOURCE:

\$400,000.00 - 9910-902231-9588

BACKGROUND/EXPLANATION:

Matching grant funds are provided to homeowners that use Healthy Neighborhoods Home Improvement Loan Products to acquire, improve or refinance their homes. The Matching Grant is structured as a second or third deed of trust against the property and is forgiven by 20% for each year the owner occupant remains in the property. The borrower is responsible for paying all closing costs, including points.

On April 23, 2008, the Board approved the original Agreement, in the amount of \$1,000,000.00, through Ordinance 07-513 to provide matching loans to qualified homeowners.

In April 2010, the Board approved the First Amendment to Agreement, in the amount of \$250,000.00.

In September 2011, the Board approved the Second Amendment to the Agreement to increase the amount by \$300,000.00.

In December 2011, the Board approved the Third Amendment to the Agreement to extend the period provided to make loans.

In July 2012, the Board approved the Fourth Amendment to Agreement in the amount of \$150,000.00, to add to the Matching Grants fund.

MINUTES

DHCD - cont'd

In October 2014, the Board approved the Fifth Amendment to Agreement to increase the contract amount by \$290,000.00.

In April 2016, the Board approved the Sixth Amendment to Agreement to increase the contract amount by \$450,000.00.

In December 2016, the Board approved the Seventh Amendment to Agreement to increase the contract amount by \$200,000.00.

This Eighth Amendment will increase the contract amount by \$400,000.00, making the total amount of the Matching Grants Fund \$3,040,000.00

All other terms and conditions of the original Agreement remain unchanged.

The Matching Grant Fund is one of the HNI's most effective tools for building value in stable, but underpriced communities. Since the fund's inception, Healthy Neighborhoods has provided over 300 Matching Grants.

MBE/WBE PARTICIPATION:

The HNI has signed the Commitment to Comply with the Minority and Women's Business Enterprise Program of the City of Baltimore.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTESDHCD - cont'd**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$400,000.00	9910-902935-9587	9910-902231-9588
29 th CDB	Healthy Neighborhoods (Reserve)	Healthy Neighbor- hoods Matching Grant Amendment 8

This transfer will provide funding from the HNI's reserve account to the active account to fund the HNI's Home Improvement Loan Program.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Eighth Amendatory Agreement with Healthy Neighborhoods Inc. for its Matching Grants Program. 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 Housing and - Weatherization Assistance Grant
Community Development Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Weatherization Assistance Grant Agreement with the Maryland Department of Housing and Community Development (MD-DHCD). The period of grant is effective upon Board approval through December 31, 2019.

AMOUNT OF MONEY AND SOURCE:

\$70,375.00 - 5000-585019-5971-439500-405001

BACKGROUND/EXPLANATION:

The MD-DHCD is providing the City with funds to operate a local weatherization assistance program, which will reduce electricity and natural gas consumption and help low-income families lower their utility bills. The source of this funding is the Strategic Energy Investment Fund (SEIF) through the MD-DHCD.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Weatherization Assistance Grant Agreement with the Maryland Department of Housing and Community Development.

MINUTES

Department of Housing and - Maryland Energy Assistance Program
Community Development Grant Agreement

ACTION REQUESTED OF B/E:

The Board is asked to approve and authorize execution of the Maryland Energy Assistance Program (MEAP) Grant Agreement with the Maryland Department of Housing and Community Development (MDDHCD). The period of grant is effective upon Board approval through November 30, 2021.

AMOUNT OF MONEY AND SOURCE:

\$225,370.00 - 5000-585920-5971-439500-405001

BACKGROUND/EXPLANATION:

The MDDHCD has designated the Baltimore City Department of Housing and Community Development as the Local Weatherization Agency for the Federal Weatherization Assistance Program and the State's EmPOWER Maryland Program.

The MDDHCD receives MEAP funds from the Maryland Department of Human Resources, and then provides the City with funding for emergency heating system repair and replacement services to low income families. The MDDHCD is providing the City with \$225,370.00 under this Grant Agreement to meet the heating system needs of weatherization program clients. Services will be provided by the subgrantee.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Department of Housing and - cont'd
Community Development

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Maryland Energy Assistance Program Grant Agreement with the Maryland Department of Housing and Community Development.

MINUTES

Department of Housing and - Grant Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to retroactively approve execution of the Agreement with Live Baltimore Home Center, Inc. (LBHC). The period of the grant agreement is July 1, 2019 through June 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$649,685.00 - 1001-000000-8151-700300-603051

BACKGROUND/EXPLANATION:

The City of Baltimore provides Live Baltimore Home Center, Inc. (LBHC) with funding on a yearly basis to implement programs that market Baltimore City by promoting the benefits of Baltimore City living to current and potential city residents. The LBHC has satisfactorily carried out marketing efforts under previous agreements and desires to continue its marketing and promotional efforts. The LBHC will accelerate Baltimore's growth by promoting the City as a great place to live and accentuating its thriving neighborhoods. The LBHC will continue to support the Mayor's residential development by engaging in a highly successful mode of reaching prospective and existing city residents through website, e-news, phone, e-mail, one-on-one engagement and event-based outreach tactics. The LBHC will continue with enhanced and targeted outreach in conjunction with Department and the Mayor's Office along with a resident retention outreach campaign. The FY 2020 City of Baltimore Agency Detail for Service 815; Live Baltimore outlines City of Baltimore's budget commitment to support Live Baltimore.

The agreement is late because of the administrative processes and obtaining approval from involved parties.

MINUTES

Department of Housing and Community Development - cont'd

MBE/WBE PARTICIPATION:

MBE: \$22,249.89

WBE: \$8,204.70

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board retroactively approved and authorized execution of the Agreement with Live Baltimore Home Center, Inc.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve acceptance of funds and Assistance Award/Amendment with the U.S. Department of Housing and Urban Development. The period of the Grant Award is September 16, 2019 through March 16, 2020.

AMOUNT OF MONEY AND SOURCE:

\$4,100,000.00 - 4000-468520-5825-179400-404001

BACKGROUND/EXPLANATION:

The Department's Division of Homeownership and Housing Preservation developed the comprehensive Lead Hazard Reduction Program. The LHRP utilizes funding from the United States Department of Housing and Urban Development (HUD) Lead-Based Paint Hazard Reduction and Health Homes Supplemental Program, Department of Housing and Community Development Special Loans Program, and Community Development Block Grant to mitigate lead hazard risks and create lead-safe homes.

HUD is providing \$3,500,000.00 in HUD Lead-Based Paint Hazard Reduction Program funds and \$600,000.00 in Healthy Homes Supplemental funding over 42 months, which will produce 250 lead safe and healthy units in the city's target areas of greatest need as determined by the Baltimore City Health Department. DHCD will provide matching funds of \$1,797,969.28 from its public, private, and community-based partners for a total project investment of \$7,289,788.00 over 43 months.

The agreement is late because of the administrative delays.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

DHCD - cont'd

UPON MOTION duly made and seconded, the Board approved acceptance of funds and Assistance Award/Amendment with the U.S. Department of Housing and Urban Development.

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:

5859

to the low bidders meeting the specifications,

or rejected bids on those as indicated

for the reasons stated.

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

- | | | | |
|----|---------------------------------------|-------------------------------|---------------|
| 1. | B50005801, Tandem
Wheel Dump Truck | Beltway International,
LLC | \$ 218,723.00 |
|----|---------------------------------------|-------------------------------|---------------|

(Dept. of General Services,
Fleet Management)

MBE/WBE PARTICIPATION:

On February 01, 2019, it was determined that no goals would be set because of no opportunity to segment the contract. This is for the purchase of commodities from an authorized heavy equipment dealer who is required to provide associated pre-delivery inspection and warranty repairs.

MWBOO GRANTED A WAIVER ON FEBRUARY 01, 2019.

- | | | | |
|----|---|---|---------------|
| 2. | B50005892, OEM
Parts and Service
for Freightliner
Trucks | Harbor Truck Sales
and Service, Inc.
(First Call) | \$ 400,000.00 |
|----|---|---|---------------|

Efficiency Enterprises
of MD, LLC
(Second Call)

(Dept. of General Services,
Fleet Management)

On July 23, 2019, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON JULY 23, 2019.

MINUTES

Department of Transportation - Amendment No. 3 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 3 to Agreement (Amendment No. 3) for Project 1191 On-Call Consultant Services for Federal Aid Resurfacing and Reconstruction Projects with Century Engineering, Inc. The Amendment No. 3 extends the period of the agreement through March 31, 2021.

AMOUNT OF MONEY AND SOURCE:

\$3,500,000.00 - increase in upset fee

BACKGROUND/EXPLANATION:

On April 1, 2015, the Board approved the original three-year agreement in the amount of \$3,000,000.00 with Century Engineering, Inc. which provided for engineering design services that would include reconstruction, resurfacing streetscapes, developing roadway alignment, Americans with Disabilities Act (ADA) pedestrian facilities, drainage improvements, street lighting, electric duct banks, traffic signal design, water and wastewater, signing and pavement markings, traffic control, erosion and sediment control, surveys, landscaping, planning, project scope development, environmental site assessments, National Environmental Policy Act (NEPA) clearance and other engineering related tasks with the project. On January 10, 2018, the Board approved Amendment No. 1 for a one-year time extension to continue design services for various projects. On September 26, 2018, the Board approved Amendment No. 2 for a one-year time extension and increase to the upset limit by \$1,000,000.00 to continue Central Avenue Design Build and Hawkins Point Road Bridge projects. This approval will result with a reviewed expiration date of March 31, 2021 and an upset limit of \$7,500,000.00.

DBE PARTICIPATION:

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

MINUTES

Department of Transportation - cont'd

DBE: 25.00%

AUDITS NOTED THE TIME EXTENSION

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment No. 3 to Agreement for Project 1191 On-Call Consultant Services for Federal Aid Resurfacing and Reconstruction Projects with Century Engineering, Inc.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 007 to ARM Group, Inc. under Project 1272A, On-Call Solid Waste Engineering Services. The Task Assignment is approximately 12 months.

AMOUNT OF MONEY AND SOURCE:

\$18,552.20 - 9948-922014-9517-900020-703032

BACKGROUND/EXPLANATION:

The Department is in need of a Stormwater Pollution Prevention Plan for various solid waste facilities. The Contractor will prepare a Stormwater Pollution Prevention Plan for the new Sisson Street facility, updates to the Stormwater Pollution Prevention Plans of Bowley's Lane Landfill and Reedbird Landfill and Facilities. All three mentioned are under National Pollutant Discharge Elimination System No. MDR000/MDE General Discharge Permit No. 12-SW. In addition, Reedbird Landfill operates under Permit No. GP 02-SW-0252 and Bowley's Land operates under permit GP 02-SW-0254.

Up-to-date, Stormwater Pollution Prevention Plans are required for the compliance of Stormwater and Operating Permits.

MBE/WBE PARTICIPATION:

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals assigned to the original agreement MBE: 27.2% and WBE: 10.2%.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT</u>	<u>TO ACCOUNT</u>
\$230,179.56	9948-938013-9516	9948-922014-9517-3
2 nd Parks & Public Facilities	LF Groundwater Well & Compliance	Design

This transfer will fund the costs associated with Task No. 007 on Project 1272A, On-Call Solid Waste Engineering Services.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 007 to ARM Group, Inc. under Project 1272A, On-Call Solid Waste Engineering Services. 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 - Partial Release of Retainage
of Engineering and Construction Agreements

The Board is requested to approve and authorize execution of the Partial Release of Retainage Agreements with the following contractors for the various contracts:

	<u>Contractor</u>	<u>Contract No.</u>	<u>Amount</u>
1.	AM-LINER EAST, INC.	SC 908	\$287,414.14

Account: 9956-907651-9551-000000-200001

All work by AM-Liner East, Inc. has completed for SC 908, Improvements to Sanitary Sewers. The contractor has requested a Partial Release of Retainage in the amount of \$287,414.14. Currently, the City is holding \$574,828.28 in retainage for the referenced project and the contractor is requesting to reduce the amount of retainage to \$287,414.14. The remaining \$287,414.14 is sufficient to protect the interest of the City.

2.	SPINIELLO COMPANIES	WC 1369	\$ 69,065.50
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Account: 9960-915103-9557-000000-200001

All work by Spiniello Companies has completed 100% of all the work for WC 1369, Urgent Needs Water Infrastructure Rehabilitation. The contractor has requested a Partial Release of Retainage in the amount of \$69,065.50. Currently, the City is holding \$98,665.00 in retainage for the referenced project and the contractor is requesting to reduce the amount of retainage to \$29,599.50. The remaining \$29,599.50 is sufficient to protect the interest of the City.

MWBOO APPROVED THE RELEASES OF RETAINAGE.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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 Partial Release of Retainage Agreements with the foregoing contractors for the foregoing contracts.

MINUTES

Department of Public Works/Office of Engineering and Construction - Amendment No. 4 to Agreement for Sanitary Contract No. 920 Improvements to the Gwynns Falls Sewershed Collection System

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Amendment No. 4 to Agreement (Amendment No. 4) with Johnson, Mirmiran & Thompson, Inc. under Project No. SC 920. This Amendment No. 4 will extend the period of the agreement through June 15, 2020.

AMOUNT OF MONEY AND SOURCE:

\$0.00

BACKGROUND/EXPLANATION:

The office of Engineering & Construction is requesting approval of Amendment No. 4 for Post Award Services for SC 920 - Gwynns Falls Sewershed collection System - Area A. Under this amendment, the designer will continue to assist the City during construction to oversee that the work performed by the contractor is completed in accordance with the design and as specified in the contract documents for SC 920 and it is in compliance with Paragraph 9 of the Consent Decree. Amendment No. 1 was approved by the Board on October 7, 2015. Under Amendment No. 1, additional scope of work was added to the contract. Amendment No. 2 was approved by the Board on January 25, 2017. Under Amendment No. 2, the contract was extended for a term of two years until February 15, 2019. Amendment No. 3 was approved by the Board on February 6, 2019. Under Amendment No. 3, the contract was extended for a term of ten months under until December 15, 2019. Amendment No. 4 will increase the duration of the contract by six months for a total contract duration of 100 months, terminating on June 15, 2020.

The scope of the original agreement includes: Under the original agreement, the consultant provides engineering services during the

MINUTES

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

construction of SC 920. The services include review and provide written response/recommendations to Request For Information (RFI), conduct field investigation of construction problems, review and provide written recommendations for Proposed Change Order (PCO) from Contractor, attend all project meetings, review Close Circuit Television and update recording drawings (as-build drawings) and Geographic Information Systems.

MBE/WBE PARTICIPATION:

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

MBE: 27%

WBE: 9%

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 Amendment No. 4 to Agreement with Johnson, Mirmiran & Thompson, Inc. under Project No. SC 920.

MINUTES

Department of Public Works/Office - Amendment No. 3 for
of Engineering and Construction Sanitary Contract No. 951-
Comprehensive BIOSOLIDS Plan

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 3 with HDR Engineering, Inc. (Amendment No. 3) Amendment No. 3 will extend the period of the agreement through December 15, 2020.

AMOUNT OF MONEY AND SOURCE:

\$0.00 - 9956-928009-9551-900020-703032

BACKGROUND/EXPLANATION:

The Office of Engineering and Construction is requesting approval of Amendment No. 3 for HDR Engineering, Inc. The original agreement was approved on December 15, 2015 for a period of two years. Amendment No. 1 to the original agreement was approved on October 25, 2017 and extended the duration of the contract. Amendment No. 3 will extend the period of the contract by one year for a total contract duration time of five years. This additional time extension is needed for the Consultant to complete the Thermal Hydrolysis process pilot testing and perform evaluation on BIOSOLIDS management alternatives. There is no budget increase on this Amendment No. 3.

MBE/WBE PARTICIPATION:

The Consultant will continue to comply with Article 5, Subtitle 28 of the Baltimore City Code and the Minority and Women's Business Enterprise goals established in the original Agreement of MBE: 27.19% and WBE 10.35%.

MINUTES

Department of Public Works - cont'd

THE EAR WAS APPROVED BY MWBOO OCTOBER 30, 2019.

AUDITS REVIEWED AND NOTED THE TIME EXTENSION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment No. 3 with HDR Engineering, Inc.

MINUTES

Department of Public Works - Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Memorandum of Understanding (MOU) between the Mayor and City Council of Baltimore acting by and through the Department of Public Works and TOPGOLF USA BALTIMORE LLC, a Delaware Limited Liability Company (TopGolf).

AMOUNT AND SOURCE OF FUNDS:

No City funds are required.

BACKGROUND/EXPLANATION:

The City wishes to enter into a MOU with TopGolf, the owner of the real property located at 1411 Warner Street. According to a Deed dated January 18, 1983 and recorded in the Land Records of Baltimore City, the City has reserved the right to construct and maintain a storm sewer line on the property. TopGolf wishes to construct an extension of the existing sewer line and also desires to install an Outfield portion of their golf entertainment facility on the property over the extended sewer line. The Outfield will be composed of compacted fill material or native material, an aggregate base, fine filler material, and 1/2 of artificial impervious turf.

This MOU grants TopGolf the right to install the Outfield on their property, notwithstanding anything to the contrary stated in the Deed or any document pertaining to the sewer line. The City still reserves the right to enter the property as necessary to maintain the sewer line, provided that reasonable notice is given to TopGolf for scheduling maintenance.

If an emergency arises involving the sewer line that makes reasonable notice impossible, the City shall make sure to minimize the extent and duration of any disruption to TopGolf's property. The City also agrees to backfill any maintenance work performed on the property.

MINUTESDepartment of Public Works - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Understanding between the Mayor and City Council of Baltimore acting by and through the Department of Public Works and TOPGOLF USA BALTIMORE LLC, a Delaware Limited Liability Company.

MINUTES

Department of Public Works - Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to approve a Memorandum of Understanding (MOU) by and between Baltimore Affordable Housing Development, Inc. (BAHD), and Somerset Extension Limited Partnership.

AMOUNT OF MONEY AND SOURCE:

This MOU is being granted to the Mayor and City Council of Baltimore at no consideration.

BACKGROUND/EXPLANATION:

The Baltimore Affordable Housing Development and Somerset Extension Limited Partnership are working together to redevelop the Somerset Homes Housing Project.

In the approved design it was determined that a couple of the proposed buildings encroach into an existing easement under the control of the Department.

This MOU, when approved will allow the construction to proceed while all the parties work together to reduce the width of the easement, the reduction of the easement has been reviewed.

MBE/WBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, the Board approved the Memorandum of Understanding by and between Baltimore Affordable Housing Development, Inc., and Somerset Extension Limited Partnership.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

MBE/WBE PARTICIPATION:

On April 24, 2017, MWBOO determined that no goals would be set because there is no opportunity to segment the contract. The prime contractor, Higher Ground Transportation, Inc. is a City-certified MBE/WBE.

MWBOO GRANTED A WAIVER ON APRIL 24, 2017.

- | | | |
|---|---------|---------|
| 3. THE JOHNS HOPKINS HOSPITAL
OUTPATIENT PHARMACY | \$ 0.00 | Renewal |
| Contract No. B50004633 - 340B Contract Pharmacy - Health Department - P.O. No.: P538702 | | |

On February 15, 2017, the Board approved the initial award in the amount of \$100,000.00. The award contained two 1-year renewal options. This first renewal in the amount of \$0.00 is for the period February 29, 2020 through February 28, 2021, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On May 20, 2016, it was determined that no goals would be set because there is no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON MAY 20, 2016.

- | | | |
|--|---------|---------|
| 4. ITRON, INC. | \$ 0.00 | Renewal |
| Contract No. B50002877 - Advanced Metering Infrastructure and Water Meter System Installation - Department of Public Works - Water and Wastewater - Revenue Measuring and Billing - P.O. Nos.: P525586 and P546297 | | |

On November 6, 2013, the Board approved the initial award in the amount of \$81,397,913.20. The award contained renewal

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

options. Subsequent actions have been approved. The project has been accepted and with completion of close out formalities, the retainage amount was released. Itron, Inc. began providing annual software and hardware support and maintenance services from January 1, 2018 per approved contract. This renewal will enable the Department of Public Works to continue to receive these services for a total of 20 years of maintenance and support. The period of the agreement is January 1, 2020 through December 31, 2020 for providing annual software and hardware support and maintenance services. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On December 6, 2019, MWBOO approved a waiver for the maintenance period of the contract as the remaining services to be provided are proprietary.

MWBOO GRANTED A WAIVER ON DECEMBER 6, 2019.

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|---|--------------|---------|
| 5. LEXISNEXIS RISK SOLUTIONS | \$110,000.00 | Renewal |
| Contract No. 06000 - Investigative Search Licensing - Inspector General's Office, State's Attorney's Office, etc. - P.O. No.: P535078 | | |

On April 6, 2016, the Board approved the initial award in the amount of \$33,000.00. The award contained two renewal options. Subsequent actions have been approved. LexisNexis is an investigative tool currently in use by the Inspector General's Office, Sheriff's Office, State Attorney's Office and many other agencies. The vendor provides background assistance, fraud investigations, locating wanted individuals, case law, appeals and many other services and information. This final renewal is for the period January 1, 2019 through December 31, 2021. The above amount is the City's estimated requirement.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

MBE/WBE PARTICIPATION:

On November 13, 2017, it was determined that no goals would be set because of no opportunity to segment the contract. This contract was previously awarded under the M/WBE threshold of \$50,000.00. However, due to the increasing usage under the contract, a request was submitted to MWBOO to see if the contract could be segmented.

MWBOO GRANTED A WAIVER ON NOVEMBER 13, 2017.

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|--|--------------|---------|
| 6. ORASURE TECHNOLOGIES,
INC. | \$300,000.00 | Renewal |
| Contract No. 08000 - OraQuick Advanced HIV Test Kits -
Baltimore City Health Department - P.O. No.: P538032 | | |

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

On December 21, 2016, the Board approved the initial award in the amount of \$700,000.00. The award contained two 1-year renewal options. This first renewal in the amount of \$300,000.00 will allow the Baltimore City Health Department to continually purchase the proprietary oral swab (oral fluid HIV test) to test patients when drawing blood is not feasible. These test kits are Clinical Laboratory Improvements Amendments waived, which means they can be administered by non-laboratory personnel, thereby allowing City health clinic staff to administer these test in a non-laboratory setting and begin treatment on patients as quickly as possible. The period of the renewal is February 16, 2020 through February 15, 2021, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

MBE/WBE PARTICIPATION:

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

- | | | |
|---|---------|---------|
| 7. SICO AMERICA, INC. | \$ 0.00 | Renewal |
| Contract No. 08000 - Staging Equipment at the Baltimore Convention Center - Baltimore Convention Center - P.O. No.: P539760 | | |

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

On January 12, 2017, the City Purchasing Agent approved the initial award in the amount of \$24,906.01. The award contained three 1-year renewal options. Subsequent actions have been approved. This second renewal in the amount of \$0.00 allows the City to purchase proprietary SICO America stage replacement parts and equipment from the Contractor on an as-needed basis, including repair and maintenance services. The period of the renewal is January 12, 2020 through January 11, 2021 with one 1-year renewal option remaining.

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

MBE/WBE PARTICIPATION:

Not applicable. This is a sole source contract.

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

8. ATLANTIC EMERGENCY SOLUTIONS, INC.	\$2,500,000.00	Renewal
Contract No. 08000 - O.E.M. Parts and Service for Pierce Fire Apparatus - Department of General Services - Fleet - P.O. No.: P534307		

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

On January 20, 2016, the Board approved the initial award in the amount of \$2,500,000.00. The award contained two renewal options. On December 19, 2018, the Board approved the first renewal in the amount of \$2,500,000.00. This final renewal in the amount of \$2,500,000.00 is for the period January 20, 2020 through January 19, 2021.

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

MBE/WBE PARTICIPATION:

Not applicable. Refer to certification.

9. METROPOLITAN PROTECTIVE SERVICE, INC.	\$1,000,000.00	Increase
Contract No. B50004352 - Armed Security Guard - Departments of General Services, Health, Public Works, etc. P.O. No.: P534694		

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 March 2, 2016, the Board approved the initial award in the amount of \$150,000.00. The award contained five 1-year renewal options. Subsequent actions have been approved. This increase in the amount of \$1,000,000.00 is necessary for the continuation of services. This increase will make the award amount \$4,235,000.00. The contract expires on March 1, 2020 with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On October 26, 2015, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

10. AARON SHAWN BELL

d/b/a A.S.B.	\$ 100,000.00	Increase
Contract No. B50004643 - Carpet, Floor, Drapery and Upholstered Furniture Cleaning - Department of General Services - P.O. No.: P536188		

On July 14, 2016, the City Purchasing Agent approved the initial award in the amount of \$24,999.00. The award contained three 1-year renewal options. Subsequent actions have been approved. This increase in the amount of \$100,000.00 is necessary to cover additional services through the end of the term. This increase will make the award amount \$527,000.01. The contract expires on July 17, 2020, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On May 6, 2016, MWBOO determined that no goals would be set because of no opportunity to segment the contract. The Contractor, A.S.B. is a City-certified MBE.

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. NOVA BUS, A DIVISION OF PREVOST CAR (US)	\$2,656,576.93	Increase
Master Contract E194-75548-MA2277 Non-Electric Transit Buses - Department of Transportation - P.O. No.: P547876		

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

On April 17, 2019, the Board approved the initial award in the amount of \$2,574,618.00. The award contained two 1-year renewal options. This increase in the amount of \$2,656,576.93 is necessary to purchase six additional Charm City Circulator buses from a competitively bid, cooperative inter-local contract agreement #E194-75548-MA2277 between the Commonwealth of Virginia and Nova Bus, A Division of Prevost Car (US), Inc. The vendor will provide buses for the City's Charm City Circulator program. This increase will make the award amount \$5,231,194.93. The contract expires on June 1, 2020, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

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

MBE/WBE PARTICIPATION:

On April 12, 2018, MWBOO determined that no goals would be set because of no opportunity to segment the contract. This is a purchase of commodities from an authorized transit bus dealer.

MWBOO GRANTED A WAIVER ON APRIL 12, 2018.

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

12. CORRELLI, INCORPORATED	\$ 634,700.00	Increase
Contract No. B50005859 - Portable Air Compressor - Department of General Services - P.O. No.: P549308		

The amount of \$643,700.00 will be financed through the City's Master Lease Program administered by the Bureau of Treasury Management.

On October 23, 2019, the Board approved the initial award in the amount of \$229,788.00. This increase in the amount of \$634,700.00 is for 25 additional portable air compressors, which will replace older equipment in the City's fleet, as part of Fleet Management's planned replacement program. The contract expires on October 22, 2020. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On February 1, 2019, it was determined that no goals would be set because of no opportunity to segment the contract. This is a commodity purchase from an authorized dealer who is required to provide associated pre-delivery inspection and warranty parts.

MWBOO GRANTED A WAIVER ON FEBRUARY 1, 2019.

MINUTES

President: "The third item on the non-routine agenda can be found on page 92 number 12, Informal Awards Renewals Increases to Contracts and Extensions. Will the parties please come forward. Thank you Mr. Raymond and Mr. Gibson. So I asked for this contract to be placed on non-routine today because I think that this something that the public should hear about the Master Lease. How the Master Lease was awarded, what the Master Lease actually is, and why this contract is needed."

Henry Raymond, Director of Finance: "Good morning, again. I'm Henry Raymond Director of Finance. I'll address the overview related to the Master Lease. The Master Lease Agreement was awarded through a competitive process. There were uh -- two vendor, uh - there's only one remaining. The purpose of the Master Lease was to provide for financing for large-scale equipment items that the City needs and it gave the City the flexibility of being able to finance it, to preserve our cash flow. As for you know as I indicated large ticket items like load packers and motor vehicles and larger pieces of equipment. Um -- it gave the City flexibility as it allowed us to preserve cash flow. So financing for short periods for large equipment purchases has been helpful to the City."

MINUTES

City Solicitor: "Mr. Raymond can you break that down a little bit for people--"

President: "Mr. Solicitor one second--"

City Solicitor: "If I may be recognized--"

Mayor: "You need to be recognized."

President: "Mr. Solicitor, you have been recognized."

City Solicitor: "Thank You Mr. President. People may not really understand financing through lease transactions and I think it might be helpful Mr. President if the Director could just explain the difference between paying \$10,000,000.00 for example for some capital equipment as opposed to leasing it and paying it out over a period of time and why that's saves the City money. And by the way I believe this Master Lease goes back at least to 2003. Does it not?"

Director of Finance: "That is correct."

City Solicitor: "It's been renewed for well over ten years."

Director of Finance: "Yes."

City Solicitor: "So could you just address those issues. Thank You Mr. President."

MINUTES

Director of Finance: "To begin again, the Master Lease provides flexibility as opposed to paying out of pocket cash just expensing say for example \$10,000,000.00 of vehicles in one year. We're able to use master lease financing to finance the vehicle -- vehicles over a period of time. It smooths out the uh -- operating budget for the City, allows us to more properly allocate resources against all of the other priorities that the City has. As the Solicitor indicated, we've had this in place since at least 2003. It was obtained through a competitive process and essentially what it allows us to do is allows us to keep more cash on hand, as opposed to making cash outlays, and allows us in some instances to procure more of what we need over a period of time by financing, as opposed to procuring a smaller dollar amount that does not allow us to obtain the quantity primarily of vehicles that we need."

President: "So thank you for that, and Mr. Gibson for you this particular uh -- contract what -- what -- what does it accomplish for you in Fleet Management."

Mr. Gibson: "Again it allows us that if vehicles come in, get some of the older stuff out of the fleet that's -- that -- that's cost us a lot of money and maintenance and the -- should be able to you

MINUTES

know there with new equipment's under warranty for a certain periods of time and we're helpful to reduce our cost and keep this vehicles in service so, we can service the citizens of Baltimore for a longer period of time."

President: "Ah for this one, it's about air pressure. Can you go into detail what that is."

Mr. Gibson: "Air compressors."

President: "Air compressors -- for the vehicles themselves."

Mr. Gibson: "These are for uh -- for the -- for the Water Department and they're for, you know when they have water main breaks and stuff like that they can go out there and -- and cut the -- cut -- to make the cuts they have to make. Have the proper equipment make sure things are running at optimal performance. Some of the uh --older equipment like again I said is cost -- more costly to keep going, more breakdowns, and with this new equipment we feel that it'll be better -- better -- more beneficial to the citizens and to the Water Department, our customer to make sure that they can get things done in a timely manner."

President: "Do you know Mr. Gibson if there is like a backlog or if there -- you're in the emergency situation with compressors as far as the urgency of this particular contract?"

MINUTES

Mr. Gibson: "Yes sir, especially this time of year it is because some -- some of the compressors we have are -- have we're -- having issues even getting parts for some of them. Some of the companies moved overseas that we've currently owned -- have now, the brands and I've waited as long as nine months for some parts."

President: "And then but do we Mr. Gibson, do you have, say for example right now over at say Biddle Street right so, at Biddle Street do you have vehicles that are sitting there that DPW Water Wastewater can't use because you need air compressors?"

Mr. Gibson: "Yes, there is some equipment that is down right now at this time, that I -- they don't have available to them."

President: "That at all. How long have they been sitting there and how quickly do you think you can get them back out on the street?"

Mr. Gibson: "Various lengths of time, like I said some of them you know could -- could be as long as a couple days and some of them been there for months."

President: "Okay, thank you. And Mr. Director for you, you said that there were two vendors and now there's just one. Can you talk about that process and how one was not selected, how the other was selected, etcetera?"

Director of Finance: "Going back to 2003--"

President: "A long time ago, it was my freshman year in college by the way."

MINUTES

Director of Finance: "It was -- that was back when I was a budget director. So we went on a competitive process, we selected two vendors. The purpose of having two vendors was so that every time we had a transaction we wanted to execute, we could go to both of the vendors to get the lowest interest rate, and the process worked well. What occurred was a couple of years ago, the second vendor was purchased by a larger entity. When they were purchased by this other entity that entity decided that that subsidiary that they had just purchased was no longer going to be into the financing field. So uh -- we were left with one vendor. Again, we went out on a competitive process, because we wanted to have at least two vendors always competing against each other so, that the City could get the lowest interest rate. The second vendor -- the second vendor that had applied, was deemed to be non-responsive and that was during this past year. So, that left the present vendor that had a responsive bid. We have not moved to the Board for that bid yet, and what the Finance Department is doing is because we're still in the position of only having one bidder -- we're uh -- redoing the bid process. So that we can have multiple bidders again to compete against each other for every transaction that the city needs financing for."

MINUTES

President: "And how long do you think that process is going to take."

Director of Finance: "Well we want to expedite it especially under the current circumstances so, I would say in the next three months, within the next three months."

President: "Thank you and I guess this is uh -- Mr. Solicitor or someone else from the Law Department. So at last week's meeting I uh -- asked about options uh -- if either the Inspector General or the Federal Investigation came back and saw that there were some improprieties in contracts awarded before, long ago, and the Solicitor opined that we did have options. Can someone explain what those options would be Mr. Solicitor? Either you or you on the Board if you want someone else to explain it, or Mr. Raymond can explain it."

Director of Finance: "The contract has provisions that if uh -- the allegations uh -- are indeed accurate, there are uh -- steps we will take to uh -- terminate the agreement and as I indicated last week to debar the vendor. And these were -- are all outlined in the general conditions of the contract."

President: "So knowing that Mr. -- Mr. Raymond, Direct -- Director and hearing what Mr. Gibson uh -- just said about this contract

MINUTES

and knowing that you're expediting this and this was what I spoke about last week. And listen I have the utmost uh -- respect and uh -- utmost confidence in both the ongoing Federal investigation and the Inspector General's investigation that are ongoing and know that no one has -- has not been charged other than the former Mayor and I think that that's important information for everyone to know. That we have to let these investigations play their course and act accordingly after that. But with all that information even understanding at that this uh -- equipment is needed and we can't rush to judgment on anyone and know that the situation that we in is bigger than any one person, uh -- really this goes to me to the core of a -- a outdated government structure that we have to change and address in -- in posthaste, that allow these kind of situations to grow with. But for me, it begs again the question and this is what I'm going to ask the Board if -- if we should defer these items until you're able to one, expedite the process to have multiple vendors and two until the investigations have taken their course. So uh -- members of the Board I would like to make a motion to defer this item until the investigations have taken place."

City Solicitor: "Mayor -- Mr. President may I uh--"

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President: "Yeah, sure."

City Solicitor: "May I be recognized? Mr. Raymond can you tell the Board how many, if any additional transactions are in the pipeline and are anticipated to be presented to the Board over the next two or three months?"

Director of Finance: "Not sure over the next two or three months. I do know that there are two minor uh -- transactions scheduled for the next uh -- Board of Estimates, uh -- probably with a uh -- value of less than three \$300,000.00 or so."

City Solicitor: "Wha -- what are those products -- are those -- do you recall?"

Director of Finance: "Ms. Sher."

Erin Sher-Smyth, City Purchasing Agent: "So we will regularly have - sorry --"

President: "Please state your name."

City Purchasing Agent: "Erin Sher-Smyth, City Purchasing Agent. We generally have one or two items that use Master Lease funds financing on every agenda, and for the next one, I know we have a stake body truck, which is less than \$50,000.00. There is another

MINUTES

item but they are small, but they are regular and the solicitations are already out. We are expecting to award so while the Board might look at the air compressors as something that could be held um -- there's going to be others that are continuing and some will be a lot more urgent than others. So, my office is expediting the rebid of the Master Lease, but I would ask that because it touches on so many procurements already in the works that we continue with the -- the those -- that will be using a Master Lease."

City Solicitor: "Now if I may Mr. President. If the Board decides to shut down the Grant -- the financing opportunity entirely, what are the options for the City?"

Comptroller: "We don't have any. We pay cash."

City Solicitor: "The City just pay cash--"

Comptroller: "Yeah."

Director of Finance: "Yeah -- we -- we pay cash uh -- until the issue's resolved uh -- we will look at if there are opportunities to utilize other governmental contracts from uh -- neighboring jurisdictions, pig-- piggybacking on contracts."

City Solicitor: "And then finally, Mr. Raymond has the Law Department given you any indication that so far based on what we

MINUTES

know, there's any legal impediment to continuing to utilize the Master Lease?"

Director of Finance: "The answer would be no. No legal impediment to using the present and existing contract."

City Solicitor: "Okay. Thank you Mr. President."

President: "Thank you. Questions, Madam Comptroller? Mr. Mayor? Thank you, thank you Mr. Gibson, thank you."

Director of Finance: "Thank you."

President: "All right, well is it a motion?"

City Solicitor: "I don't uh --"

President: "Well that motion died, there was no second."

City Solicitor: "There was no second."

President: "Yes, sir."

City Solicitor: "Uh -- is the motion withdrawn?"

President: "Yes, sir."

City Solicitor: "Okay. I move approval of the item as recommended by Procurement."

Deputy DPW Director: "Second."

President: All those in favor say AYE. All opposed say NAY. The President **ABSTAINS**. Thank you."

* * * * *

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

13. SHI INTERNATIONAL CORPORATION	\$16,634,448.75	Selected Source/ Agreement
Cooperative Contract No. 06000 - Microsoft Software and Services Large Account Reseller Contract - Baltimore City Information and Technology - P.O. No.: P549382		

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

The Board is requested to approve and authorize execution of an Agreement with SHI International Corporation. The period of the agreement is effective upon Board approval for five year. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On November 14, 2019, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON NOVEMBER 14, 2019.

14. SAFEWARE, INC.	\$ 500,000.00	Cooperative Purchasing Agreement
Contract No. #4400008468 ICPA - Public Safety and Emergency Preparedness Equipment and Related Services - Baltimore City Fire Department - Req. No.: R831183		

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

The Board is requested to approve and authorize execution of a Cooperative Purchasing Agreement with Safeware, Inc. The period of the agreement is December 23, 2019 through September 30, 2023 with five 1-year renewals at the City's option.

Public Safety and Emergency Preparedness Equipment and Related Services will be purchased from a competitively bid, cooperative inter-local contract agreement #44000084688-IPCA between the County of Fairfax, Virginia and Safeware, Inc. including but not limited to turnout gear. The above amount is the City's estimated requirement.

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

MBE/WBE PARTICIPATION:

Not applicable. This is a cooperative contract. Pursuant to Baltimore City Code Article 5, Subtitle 28, the Contract requires the vendor to make every good faith effort to utilize Minority and Women's Business Enterprises as subcontractors and suppliers, whenever possible, if subcontractors are used.

- | | | |
|--|---------------|-----------------------|
| 15. UNITED RENTALS (NORTH AMERICA), INC. | \$ 800,000.00 | Cooperative Agreement |
| Choice Partners Cooperative Contract No. 18/072KC-06 Industrial Equipment for Rent, Lease or Purchase - Departments of Public Works and Transportation, etc. - Req. No.: To be determined. | | |

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 Board is requested to approve and authorize execution of a Cooperative Agreement with United Rentals (North America), Inc. The period of the agreement is December 18, 2019 through October 16, 2020, with two 1-year renewal options.

The vendor was awarded the Choice Partners Cooperative Contract #121218-GPC for Industrial Equipment, which was competitively bid on behalf of the member entities by the Harris County Department of Education. The City is a member of the Choice Partners cooperative. Use of this contract allows City agencies to rent, lease or purchase industrial equipment, including but not limited to trench boxes that are necessary for repairs to water main breaks. The period of the agreement is December 18, 2019 through October 16, 2020, with two 1-year renewal options. The above amount is the City's estimated requirement.

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

MBE/WBE PARTICIPATION:

Not applicable. This is a cooperative contract. This is a cooperative contract. Pursuant to Baltimore City Code Article 5, Subtitle 28, the Contract requires the vendor to make every good faith effort to utilize Minority and Women's Business

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

practicable to obtain competitive bids. Therefore, pursuant to Article VI, §11 (e) (i) of the City Charter, the procurement of the equipment and/or services is recommended.

MBE/WBE PARTICIPATION:

Not applicable. This is a cooperative contract. Pursuant to Baltimore City Code Article 5, Subtitle 28, the Contract requires the vendor to make every good faith effort to utilize Minority and Women's Business Enterprises as subcontractors and suppliers, whenever possible, if subcontractors are used. The vendor has voluntarily agreed to the following utilization.

MBE: Walters Relocation, Inc. 5%

17. ONSOLVE, LLC f/k/a		First Amendment
EMERGENCY COMMUNICATIONS		to Agreement
NETWORK, LLC	\$ 0.00	

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

The Board is requested to approve and authorize execution of First Amendment to Agreement with OnSolve, LLC f/k/a Emergency Communications Network, LLC. The contract expires on November 29, 2020 with one 1-year renewal option remaining.

On November 30, 2016, the Board approved the initial award in the amount of \$447,500.00. The award contained two 1-year renewal options. On October 30, 2019, the Board approved the first renewal in the amount of \$0.00. This First Amendment

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

will fund the annual cost for the codeRED Mass Notification System. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

MWBOO GRANTED A WAIVER ON AUGUST 1, 2016.

18. AUDACIOUS INQUIRY, LLC	\$ 100,000.00	First Amendment to Agreement
Contract No. 06000 - Health System Integration - Health Department - P.O. No.: P541685		

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

The Board is requested to approve and authorize execution of the First Amendment to Agreement with Audacious Inquiry, LLC. The period of the First Amendment to Agreement is November 1, 2019 through October 31, 2020, with one 1-year renewal option remaining.

On November 1, 2017, the Board approved the initial award in the amount of \$149,235.00. The award contained two 1-year renewal options. On October 30, 2019, the Board approved the

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

first renewal in the amount of \$68,561.00. This First Amendment replaces the term, the scope of services and the payment provisions of the agreement. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

19. XEROX CORPORATION \$2,484,630.72 Cooperative Agreement
State of Maryland Contract No. BPO 001B3400192 - Document Imaging Equipment for Print Shop - Bureau of Procurement - Digital Document Division - Req. No. R842064

The Board is requested to approve and authorize execution of a Cooperative Agreement with Xerox Corporation. The period of the agreement is December 1, 2019 through November 30, 2022 and can be renewed by the City if renewed by Lead Procurement Agency.

The vendor was awarded the State of Maryland Cooperative Contract #BPO 001B3400192 - Document Imaging Equipment to furnish all labor, materials and equipment, and perform all work required to satisfactorily deliver all items awarded to the vendor which was competitively bid by the State of Maryland. The City is an eligible government entity. Use of this contract allows City agencies to purchase copier equipment and service. The above amount is the City's estimated requirement.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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

MBE/WBE PARTICIPATION:

Not applicable. This is a cooperative contract. Pursuant to Baltimore City Code Article 5, Subtitle 28, the Contract requires the vendor to make every good faith effort to utilize Minority and Women's Business Enterprises as subcontractors and suppliers, whenever possible, if subcontractors are used.

20. AUSTON CONTRACTING,

INC.	\$ 0.00	Extension
Contract No. B50002856 - Scrap Metal Pick Up and Removal - Department of Public Works - P.O. No.: P523766		

On July 17, 2013, the Board approved the initial award in the amount of \$0.00. The award contained two renewal options. Subsequent actions have been approved and two renewals have been exercised. An extension is necessary to continue to allow time to revise specifications, advertise a new solicitation, evaluate and award a new contract. The contract expires on December 31, 2019. The period of the extension is January 1, 2020 through June 30, 2020. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On April 25, 2013, it was determined that no goals would be set because of no opportunity to segment the contract.

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

21. PNC BANK, NATIONAL

ASSOCIATION	\$ 0.00	Extension
Contract No. B50000757 - Small Purchases Procurement Card Services - Department of Finance - Bureau of Procurement - P.O. No.: P508321		

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 3, 2009, the Board approved the initial award in the amount of \$0.00. The award contained one renewal option. Subsequent actions have been approved and the sole renewal has been exercised. PNC Bank is the card provider of the City's Small Purchasing Procurement Card Program. An extension is necessary to continue services while completing the award and transition process for Solicitation B50005774. The contract expires on December 31, 2019. The period of the extension is January 1, 2020 through February 29, 2020. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On June 27, 2008, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONSVENDOR AMOUNT OF AWARD AWARD BASIS

Bureau of Procurement - cont'd

22. DEPENDABLE SERVICES,
 GROUP, LLC
 TRUSTWORTHY STAFFING
 SOLUTIONS, LLC

 \$ 55,000.00

Extension

Contract No. B50002394 - Personal Care and Homemaker Services
 - Health Department - CARE - P.O. Nos.: P522162, P522164,
 P522027 and P522028

On October 17, 2012, the Board approved the initial award in the amount of \$432,525.00. The award contained two renewal options. Subsequent actions have been approved and two renewal options have been exercised. An extension is necessary to avoid interruption in services until Solicitation B50005924 is awarded. The contract expires on December 31, 2019. The period of the extension is January 1, 2020 through March 31, 2020. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On April 16, 2012, MWBOO determined that no goals would be set because of no opportunity to segment the contract. Dependable Services Group, LLC, and Trustworthy Staff Solutions, LLC are certified MBEs and WBEs.

MWBOO GRANTED A WAIVER ON APRIL 16, 2012.

23. ELIZABETH COONEY

 PERSONAL CARE, LLC \$ 35,000.00

Extension

Contract No. 06000 - Personal Care and Homemaker Services for
 Senior Care Clients - Department of Health - P.O. No.: P548463

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 July 26, 2019, the City Purchasing Agent approved the initial award in the amount of \$20,000.00. Subsequent actions have been approved. An extension is necessary to avoid interruption of services until Solicitation B50005924 is finalized and awarded. Bids were opened by the Board on October 30, 2019 and are under evaluation. The contract expires on December 31, 2019. The period of the extension is January 1, 2020 through March 31, 2020. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

MWBOO GRANTED A WAIVER ON OCTOBER 14, 2019.

24. RED HAWK FIRE AND SECURITY, LLC	\$5,000,000.00	Extension
Contract No. B50001080 - CCTV Maintenance and Platform Integration - Mayor's Office of Criminal Justice, Baltimore Police Department, Department of Transportation - P.O. Nos.: P508992 and P543849		

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

On February 8, 2012, the Board approved the initial award in the amount of \$2,800,000.00. The award contained three renewal options. Subsequent actions have been approved and three renewal options have been exercised. An extension is necessary to continue CCTV maintenance and support services for various City agency locations while new requirements are developed.

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

The period of the extension is January 1, 2020 through June 30, 2020. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On April 23, 2009, MWBOO set goals of 7% MBE and 2% WBE. Red Hawk Fire and Security, LLC was found in compliance on August 15, 2019.

MBE: Paniagua Enterprises, Inc.	7%	\$472,762.50	16.5%
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WBE: Fleet Electric, Inc.	1%	\$598,338.00	20.7%
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MWBOO FOUND VENDOR IN COMPLIANCE ON AUGUST 15, 2019.

25. CATERING BY YAFFA,
INC. (KOSHER)
MEALS ON WHEELS OF
CENTRAL MARYLAND, INC.
CULINARY SERVICES GROUP,
LLC

\$600,000.00

Extension

Contract No. 06000 - Eating Together in Baltimore Program - Health Department - P.O. Nos.: P543163, P543176, P543164 and P534305

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

On March 14, 2018, the Board approved the initial award in the amount of \$729,684.50. Subsequent actions have been approved. An extension is necessary to continue the temporary 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 - cont'd

for the Eating Together in Baltimore Program until Solicitation B50005878 is awarded. Bids were opened by the Board on November 27, 2019. The contract expires on December 31, 2019. The period of the extension is January 1, 2020 through March 31, 2020. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Due to the urgent nature of these services, entered into as an emergency contract upon default of the prior provider, no MBE/WBE participation goals were formally set.

26. MD POLICE SUPPLY, LLC
1ST NEEDS MEDICAL, LLC

\$ 26,940.00

Award

Solicitation No. B50005966 - Sabre Red Mace - Baltimore Police Department - Req. No.: R839156

Vendors were solicited by posting on CitiBuy. On November 22, 2019, eight bids were received and opened. Award is recommended to the lowest responsive and responsible bidder for each line item. The period of the award is December 20, 2019 through December 19, 2020, with two 1-year renewal options. 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.

27. WEST PUBLISHING
CORPORATION

\$ 86,126.49

Ratification and

57,417.66

Extension

\$143,544.15

Contract No. 08000 - Investigative Resource Software for Law Enforcement - Police Department - P.O. No.: P545347

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:

On September 26, 2018, the Board approved the initial award in the amount of \$74,328.00. The Board is requested to ratify spending resulting from the agency's continuous use of the vendor. An extension is necessary while the Law Department completes a new agreement. The period of the ratification is May 1, 2019 through December 31, 2019. The period of the extension is January 1, 2020 through June 30, 2020. The above amount is the City's estimated requirement.

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

MBE/WBE PARTICIPATION:

Not applicable.

28. T AND J JEONG,
INC. \$ 20,000.00 Correction
Contract No. 06000 - Furnish and Deliver Authentic Korean Meals
for the Greenmount Senior Center - Health Department - P.O.
No.: P534305

On July 17, 2019, the Board approved an increase in the contract value. However, the dates and amounts shown were incorrect. The period covered in the previously approved action

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

was October 01, 2019 through December 31, 2019. Contract expired on September 30, 2019. The correct term is April 1, 2019 through March 31, 2020, with two 1-year renewal options.

MBE/WBE PARTICIPATION:

Due to the urgent nature of these services, the City entered into an emergency contract upon default of the prior provider, no MBE/WBE participation goals were formally set.

UPON MOTION duly made and seconded, the Board approved the foregoing Informal Award, Increases to Contracts, and Extensions. UPON FURTHER MOTION, the Board approved and authorized execution of the Agreement with SHI Internarial Corporation (item no. 13), the City Purchasing Agreement with Safeware, Inc. (item no. 14, the Cooperative Agreement with United Rentals (North America), Inc. (item no. 15), the Cooperative Agreement with W.W. Grainer, Inc. (item no. 16), the First Amendment to Agreement with Onsolve, LLC f/k/a Emergency Communications Network, LLC (item no. 17), the First Amendment to Agreement with Audacious Inquiry,

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

LLC (item no. 18), and the Cooperative Agreement with Xerox Corporation (item no. 19). The Mayor **ABSTAINED** on item no. 3. The Comptroller **ABSTAINED** on item no. 12.

MINUTES**CITY COUNCIL BILLS:**

19-0341 - An Ordinance concerning the Franchise - Baltimore Region Rapid Transit System Sections A and C For the purpose of granting a franchise to the Maryland Transit Administration ("MTA"), formerly known as the Mass Transit Administration, of the Department of Transportation of the State of Maryland to use and maintain the existing Baltimore Region Rapid Transit System Sections A and C, located within the boundaries of the City of Baltimore, as shown on the documents entitled "Baltimore Region Rapid Transit System Phase 1, Section A Route Map", dated September, 1976 and filed in the Department of Public Works on October 1, 1976, and "Baltimore Region Rapid Transit System Section C Route Map", dated April 1, 1988 and filed in the Department of Public Works on April 15, 1988, subject to certain terms, conditions, and reservations; and providing for a special effective date.

The Law Department notes that the bill as drafted omits a section in which the Board of Estimates can record the determined amount of compensation for this franchise. Moreover, the bill's reference to the "Director of Transportation" is unclear as to whether the phrase means the Director of the State Department of Transportation or the City's Department of Transportation. For this reason, the Law Department seeks to amend and clarify the bill as indicated below:

Amendment No. 1

On page 2, in line 44, and, on page 3, in lines 5, 7, 8, and 40, in each instance, before "Director," insert "Grantor's."

MINUTES**CITY COUNCIL BILLS:** - cont'd**Amendment No. 2**

On page 3, after line 24, insert

"SECTION 5. AND BE IT FURTHER ORDAINED, That as compensation or the Franchise, the Grantee shall pay to the Mayor and City Council of Baltimore a franchise charge of \$0.00 a year. The franchise charge must be paid annually, at least 30 days before the initial and each renewal term of the Franchise."

Amendment No. 3

On page 3, in lines 25, 32, and 36, and, on page 4, in lines 1 and 9, strike "5", "6", "7", "8", and "9", respectively, and substitute "6", "7", "8", "9" and "10", respectively.

With the adoption of these amendments, the Law Department is prepared to approve the bill for form and legal sufficiency.

ALL OTHER REPORTS RECEIVED WERE FAVORABLE.

19-0342 - An Ordinance concerning the Franchise - Central Light Rail For the purpose of granting a franchise to the Maryland Transit Administration ("MTA"), formerly known as the Mass Transit Administration, of the Department of Transportation of the State of Maryland ,to use and maintain the existing Central Light Rail System, located within the boundaries of the City of Baltimore, in accordance with a plat prepared by the Mass Transit Administration of the Department of Transportation of the State of Maryland, dated May 9, 1990, and filed in the office of the Department of Transportation of Baltimore City, subject to certain terms, conditions, and reservations; and providing for a special effective date.

MINUTES**CITY COUNCIL BILLS:** - cont'd

The Law Department notes that the bill as drafted omits a section in which the Board of Estimates can record the determined amount of compensation for this franchise. Moreover, the bill's reference to the "Director of Transportation is unclear as to whether the phrase means the Director of the State Department of Transportation or the City's Department of Transportation. For this reason, the Law Department seeks to amend and clarify the bill as indicated on the attachment to this bill report.

Amendment No. 1

On page 2, in lines 33, 38, 40, and 41, and, on page 3, in line 27, in each instance, before "Director," insert "Grantor's."

Amendment No. 2

On page 3, after line 11, insert

"SECTION 5. AND BE IT FURTHER ORDAINED. That as compensation for the Franchise, the Grantee shall pay to the Mayor and City-Council of Baltimore a franchise charge \$0.00 a year. The franchise charge must be paid annually, at least 30 days before the initial and each renewal term of the Franchise."

Amendment No. 3

On page 3, in lines 12, 19, 23, 32, and 40, strike "5", "6", "7", "8", and "9", respectively, and substitute "6", "7", "8" "9", and "10", respectively.

With the adoption of these amendments, the Law Department is prepared to approve the bill for form and legal sufficiency.

ALL OTHER REPORTS RECEIVED WERE FAVORABLE.

MINUTES

CITY COUNCIL BILLS: - cont'd

19-0468 - An Ordinance concerning the Child First Authority - Updating For the purpose of amending certain statutory provisions governing the Child First Authority to better reflect the Authority's status under City Charter Article II, §64(b), as an "independent unit" of City government; conforming certain provisions to long-standing existing practice; and repealing certain obsolete provisions.

The advice of the Law Department regarding City Council Bill 19-0468 provides:

City Council Bill 468 amends the statutory provisions governing the Child First Authority to better reflect its status under the Baltimore City Charter, Art. 11, §64 as an "independent unit" of City government.

Specifically, the bill strikes the existing provisions regarding the composition of the Board of Directors and replaces it with language providing that the Board be appointed as provided in the Authority's by-laws. The bill removes Board of Estimates approval of the by-laws. Board of Estimates' approval of the financial plan is removed and submission of the Authority's yearly plan to the Board of Estimates is no longer required. The roles of the Mayor in the appointment of board members and the Executive Director are struck as well. Finally, Board of Estimates' oversight of the fiscal operations of the Authority is also removed.

MINUTES**CITY COUNCIL BILLS:** - cont'd

Authority for the creation of the Child First Authority was granted to the Mayor and City Council by the General Assembly in the 1996 session. Section 64 was added to the City's Express Powers in Art. II of the Charter. The Mayor and City Council exercised that power by ordinance later that year. The City Council legislation was enacted just a year before the City public schools were taken over by the State. At the time, it made sense for the City to be involved in creating an entity to ensure the provision of after school enrichment programs. After the divesting of authority over the schools the City has not been the party seeking the Authority's services, The Child First Authority has been active ever since its creation in providing the programs that it is charged with providing. For most of that time, however, the City has not been in charge of the BCPS.

The Authority wishes to further enhance its independence from the City by updating the law to remove all City involvement in its affairs. The Law Department has been advised that the Authority does not receive any City funding so Board of Estimates' involvement is not necessary.

The Law Department is concerned about this because the enabling legislation in the Charter allows the City to provide funding and services. If this were to occur, involvement of the Board of Estimates would be necessary to appropriate any such funding. It is therefore suggested that to clarify this, the bill be amended to add on page 2, line 21 after "procedures", "Provided, however, if the Authority is given direct City funding, receipt and expenditure of such funds are subject to the power of the Board of Estimates."

Subject to the foregoing, the Law Department could approve the City Council Bill 19-0468 for form and legal sufficiency.

ALL OTHER REPORTS RECEIVED WERE FAVORABLE.

MINUTES**CITY COUNCIL BILLS:** - cont'd

UPON MOTION duly made and seconded, the Board approved City Council Bill Nos. 19-0341, 19-0342 and 19-0468 and directed that the bills be returned to the City Council with the recommendation that they also be approved by that Honorable Body. The Mayor **ABSTAINED**. The President **ABSTAINED**.

MINUTES

Department of Finance - Modification to Procurement Card Program
Policy 309-1

ACTION REQUESTED OF B/E:

The Board is requested to approve modifications to Procurement Card Program Policy AM 309-1.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The major changes to this policy are as follows:

- expands the use of P-Cards from a purchasing method to include a payment method,
- provides a list of restricted items,
- requires that a receipt or invoice for each transaction is submitted to the Bureau of Procurement rather than only when audited,
- allows for user to submit a missing receipt affidavit, and
- formally introduces a waiver process for removal of restrictions, increase of purchase and payment limits, and adjustment of Merchant Category Codes.

The Bureau of Procurement will implement a new online management system that will replace the manual P-Card reconciliation process and will allow for easier submission and tracking of documentation.

Additionally, a user guide will become available shortly. The user guide will work in conjunction with this policy and will provide details and outline specific procedures for user to get the most of this program.

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*m**Procurement Card Program*

The Department of Finance has established the Procurement Card Program (PCP) that facilitates the procurement of goods and services on a direct or emergency basis; the payment of recurring expenditures; and the payment of invoices as set by the terms of an approved purchase order (PO).

Under the authority set and enforced by the Department of Finance, Bureau of Procurement (BOP), this policy establishes standards for the issuance and use of the procurement card (P-Card). This policy works in conjunction with a PCP user guide, which provides details and outlines specific procedures that must be followed. Agency heads may impose stricter requirements than those stated in this policy for their agency.

Definitions

- Agency Approving Official – A high level official within an agency who has been designated by the agency head to direct the PCP functions within his/her agency.
- Agency Coordinator – The person designated by the Agency Approving Official who serves as the liaison between the agency and BOP.
- Agency Head – The employee appointed or elected to serve as the head of a City agency, such as a department director or bureau chief.
- Cardholder – The City employee to whom a P-Card has been issued.
- Card Provider – The bank or financial institution that provides the P-Card.
- City Purchasing Agent (CPA) – The chief of BOP, also known as the Chief Procurement Officer, who has the overall responsibility for the PCP.
- Corporate Invoice – Invoice from card provider of monthly activity on all P-Cards issued to the City.
- Dispute – A disagreement concerning one or more transactions.
- Emergency Procurement (as defined by City Charter Article VI § 11 (e)(i)) – Unforeseen events in which the public welfare would be adversely affected by awaiting approval of the Board of Estimates.
- Fraud – Wrongful or criminal deception intended to result in financial gain.
- Grace Period – The period that begins with the statement ending date and the commencement of the reconciliation period.
- Individual Statement – Statement from card provider containing the cardholder's P-Card activity.
- Invoice – A document, made by the vendor and issued to the buyer, to request payment. It contains, at a minimum, the name and address of the parties, description of item(s), price, and date.
- Merchant Category Code (MCC) – A code assigned to a merchant that reflects the primary category in which a merchant does business. It is used to classify the business by the type of goods or services it provides.
- P-Card Program Administrator – BOP representative designated by the CPA to direct the activities of the PCP.
- P-Card Program Coordinator – BOP representative who, under the direction of the P-Card Program Administrator, serves as the focal point for the program's daily activities and is the liaison between the card provider and agency.
- Purchase Order (PO) – A direct order to a vendor to provide the City with goods or services, issued electronically via BOP's e-procurement system. This may be either an open market PO (a one-time

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*m**Procurement Card Program*

order), or a master blanket PO, which creates a contract for a set time period and upset dollar limit, against which specific orders are made by release purchase orders.

- Receipt – A document, made by the vendor and issued to the buyer, acknowledging payment and receipt of goods. It contains the vendor's name and address, date of transaction, item(s) purchased, quantity, and total cost of the transaction.
- Reconciliation Period – The period granted to each cardholder to reconcile his/her monthly individual statement.
- Recurring Expenditure – An expenditure that is incurred periodically (e.g. monthly, bi-monthly, quarterly, semi-annually, annually).
- Split Procurement – A purchase split into multiple transactions from a specific vendor to avoid the dollar limit.

Eligibility

The applicant must:

- be an active permanent City employee (former, temporary and contractual employees and retirees are ineligible);
- have been identified and approved by their supervisor and agency head (or agency head's designee) to spend their agency funds using the P-Card;
- submit a *New Procurement Card Application* and any other forms or agreements that may be required to BOP; and
- participate in a mandatory training session, if approved, before the P-Card is issued.

The agency coordinator must:

- be an active permanent City employee (former, temporary and contractual employees and retirees are ineligible);
- have been appointed in the role by his/her supervisor and agency head (or agency head's designee);
- participate in a mandatory training session before serving in the role;
- have the authority to create a budget account number (BAN) with the Department of Finance, Bureau of the Accounting & Payroll Services (BAPS); and
- prepare a journal entry and cash deposit slip.

The agency approving official and his/her proxy must:

- be an active permanent City employee (former, temporary, and contractual employees, and retirees are ineligible);
- have been appointed in the role by his/her supervisor and agency head (or agency head's designee);
- participate in a mandatory training session before serving in the role; and
- have the authority to approve all P-Card transactions, documentation, and BANs.

This program requires each agency to:

- have a minimum of two eligible employees to participate. At a minimum, one eligible employee can serve as the cardholder and agency coordinator. An agency approving official can be a cardholder;

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however, he/she cannot serve as the agency approving official of his/her P-Card. A proxy must be designated for the agency approving official.

- include a BAN on each applicant's *New Procurement Card Application*. This account number must be active prior to submitting the application to BOP. The cardholder's total monthly expenses will be charged to it. Capital BANs are unacceptable. Only general fund BANs are acceptable. Other BANs will only be accepted from agencies that do not use general fund BANs.

Card Use

P-Cards can be used for two primary purposes as follows:

1. Purchase of
 - goods (point of sale and emergencies); and
 - travel-related services, emergency services, and other services as described in the PCP User Manual.
2. Payment of invoices as set by the terms of an approved PO (to be determined in advance by BOP).

Agencies must have a significant number of P-Cards to meet their operational needs. However, agencies may have shared cards as long as sufficient internal controls are in place and the cardholder remains primarily responsible for all duties related to it.

Card Restrictions and Purchase and Payment Limitations

P-Cards cannot be used to purchase goods and services when a requirements contract is in place for the desired goods and services (excluding exceptions identified by BOP).

The City is exempt from paying sales taxes. Violators must reimburse the City for any sales tax improperly paid and may be subject to enforcement action.

Items intended for personal use (e.g. serves no legitimate government purpose) may not be charged, even when there are intentions of reimbursing the City. Violators must reimburse the City and may be subject to enforcement and/or disciplinary action.

Additionally, the following is a list of some items for which purchase is restricted on the P-Card (excluding specific exceptions identified by BOP):

- | | |
|---|---|
| • Alcoholic beverages | • Firearms and ammunition |
| • Capital equipment | • Furniture and furniture related items |
| • Cash advances | • Gasoline or diesel fuel |
| • Computers | • Incentive cards (e.g. gift cards) |
| • Construction and renovations | • Jewelry |
| • Consulting services | • Prescription drugs or other controlled substances |
| • Entertainment (e.g. amusement park, theatre, zoo) | • Printing services |

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- Rental/lease of vehicles
- Tobacco products
- Wireless devices

Agencies that wish to use their P-Card for educational courses can only do so after receiving written confirmation from the Department of Human Resource (DHR) that the desired course is not offered by the DHR.

Each P-Card account is coded with the following:

- Purchase limits:
 - credit limit for the cycle
 - dollar limit per transaction
 - dollar limit per vendor per fiscal year (excluding exceptions identified by BOP)
- Merchant Category Code (MCC) – Only certain classes of merchants can be utilized, and each merchant is identified as their type of business by a Standard MCC. Allowed MCCs are individually assigned to each P-Card. These codes will allow each P-Card to be used only at those merchants within an authorized MCC.

In the event a P-Card will be used as a payment method on a PO, BOP may require a separate P-Card application be submitted for a card that will have the credit limits and/or dollar limits removed. This card will only be approved for use as a payment method on POs, and not for purchases directly with merchants.

Agencies must submit to and receive from BOP an approved *Procurement Card Program Waiver Request* or alternate documentation identified by BOP to remove restrictions, increase purchase and payment limits, and adjust MCCs.

Purchase Procedures

Prior to using the P-Card, the cardholder must:

- Ensure the following:
 - the purchase is necessary to or supportive of City operations and in accordance with the City's fiscal AM policies;
 - the goods are immediately available and delivered within a 30-day billing cycle (no back ordering); and
 - the goods will be delivered to a City work site.
- Ensure that the desired goods are not covered by a current requirements contract and have an approved *Procurement Card Program Waiver Request* from BOP when an exception to this requirement is needed.
- Ensure that his/her agency will not exceed the dollar limits and, where applicable, have an approved *Procurement Card Program Waiver Request* from BOP when an exception to this requirement is needed. Split procurements may go through once this dollar limit has been met; however, cardholders will be in violation of this policy and subject to enforcement and/or disciplinary action.

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*m**Procurement Card Program*

When making a purchase, the cardholder must provide each merchant the City's tax ID number as tax exemption is not an automatic process. When the cardholder receives their goods, he/she must:

- immediately check to ensure that items purchased have been received and undamaged;
- ensure that the agreed-upon services were provided;
- ensure sales tax is not assessed;
- check the invoice to ensure the amount billed harmonizes with the quote;
- immediately contact the vendor to correct any discrepancies; and
- follow the card provider's procedures for disputing charges if the dispute cannot be resolved with the vendor.

Orders must not be placed with vendors

- that insist on charging sales tax;
- with whom a cardholder has an unresolved sales tax charge; and
- that will not provide written proof of purchase that includes the vendor's name and address, date of purchase, item(s) purchased, quantity, and cost.

Reconciliation

During the grace period, the card provider shall notify each cardholder, the agency coordinator, and the agency approving official on the day each cardholder's individual statement is available if there is activity during the period. This notification represents the date the cardholder receives their individual statement. Upon receipt, each cardholder must immediately review it for accuracy. Discrepancies that cannot be corrected with the vendor and fraudulent charges must be immediately reported to the card provider.

Each individual statement must be reconciled with the following documents:

- Receipt or invoice for each transaction;
- Journal Entry (version approved by BAPS) – The charges for all P-Card transactions will be applied to the BAN identified on the cardholder's application. At the end of each monthly billing cycle, the agency coordinator must prepare a journal entry that credits this BAN and debits the appropriate BAN for each transaction.
- Written documentation provided to the card provider when disputing discrepancies and fraudulent charges, if applicable;
- Reimbursement documentation, if applicable; and
- Written authorization as described in this policy and/or the PCP user guide.

All of these documents, where applicable, must be approved and submitted to BOP by the agency approving official before the conclusion of the reconciliation period. The reconciliation period includes the time required by BAPS to approve the agency's journal entry. Enforcement action, up to and including deactivation of P-Card, may be implemented if BOP does not receive these documents before the reconciliation period concludes. Once a P-Card is deactivated, the cardholder can re-apply as a new applicant but must correct shortcomings and attend training before a new P-Card is issued to him/her.

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m***Procurement Card Program***Reimbursement

Cardholders who pay sales tax and purchase unauthorized items are in violation of this policy and may be subject to enforcement and/or disciplinary action, up to and including termination and legal action. If the cardholder has lost a receipt, he/she must reimburse the City for the expense or provide an affidavit of the purchase and loss of the receipt. Sales tax and personal and unauthorized items must be reimbursed to the City via a Cash Deposit Slip. The cardholder must submit a validated copy of the deposit slip or a signed missing receipt affidavit to BOP with their reconciliation documentation by the deadline in which the expense was incurred. If the cardholder reimburses for the lost receipt and subsequently locates the receipt or receives a credit of sales tax from a vendor in a future individual statement, he/she can pursue reimbursement in accordance with the *Employee Expense Report* policy (AM-240-11). The City can pursue reimbursement from the cardholder by payroll authorization.

If a third party is reimbursing the City for P-Card transactions, the agency must prepare a Cash Deposit Slip applying the reimbursement to the BAN that each reimbursable expense was charged. A copy of the validated deposit slip and supporting documentation must be submitted to BOP.

Responsibilities of Stakeholders

- Cardholders
 - Be knowledgeable about and use their P-Card in accordance with this AM policy;
 - Strive to obtain the best value for the City;
 - Keep his/her P-Card in a secure place, not allowing any unauthorized personnel to use it;
 - Be accountable for and justify each P-Card purchase;
 - Reimburse the City for sales tax, personal and unauthorized items, and expenses for lost receipts (except where lost receipt affidavit is provided);
 - Sign an acknowledgement and a wage authorization form to reimburse the City for P-Card expenses unauthorized by this AM policy;
 - Review his/her individual statement for accuracy immediately upon receipt and follow the card provider's instructions when disputing transactions and when fraud is detected;
 - Submit to BOP a receipt or invoice for each transaction charged to his/her P-Card and other documentation described in this AM policy or the PCP user guide;
 - Provide advance notification to BOP when he/she is transferring to another City agency or separating from City services and give his/her P-Card to the agency coordinator before their departure; and
 - Immediately notify the agency coordinator when his/her P-Card is lost or stolen or has fraudulent activity.
- Agency Coordinator
 - Act as the cardholder in the cardholder's absence;
 - Review the cardholder's individual statement and documentation and correct shortcomings, if any;
 - Assign a BAN for each P-Card and for each P-Card transaction and ensure they are active;
 - Prepare or have the ability to prepare a journal entry and cash deposit slip;

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- Immediately notify BOP when a cardholder's P-Card is lost or stolen or has fraudulent activity;
- Retrieve P-Card from cardholder who separates from the agency or from the City and return it to BOP; and
- Notify BOP when he/she is separating from his/her agency or from the City.
- Agency Approving Official
 - Direct the PCP functions within his/her agency;
 - Certify that each individual statement of the cardholder(s) within his/her agency, the receipt and invoice for each transaction, each journal entry, and other P-Card related documentation comply with this policy and the PCP user guide;
 - Ensure the submission of required documentation to BOP by the due date for each cardholder within his/her agency;
 - Ensure reimbursement has been paid, where applicable, and supporting documentation is provided to BOP;
 - Notify BOP in writing prior to a cardholder's separation from the agency;
 - Ensure the cardholder's P-Card is no longer used upon a cardholder's separation from the agency;
 - Notify BOP in writing prior to re-assigning the agency coordinator responsibilities to another employee;
 - Initiate appropriate disciplinary action utilizing City policies and procedures when cardholders and agency coordinators do not adhere to or fully perform their responsibilities as outlined in this AM policy; and
 - Coordinate the agency's participation with internal and external auditors upon receipt of notification from BOP.
- Agency Head
 - Ensure the PCP functions within his/her agency are properly followed;
 - Ensure application of disciplinary action utilizing current City policies and procedures when the agency's cardholder(s), agency coordinator(s), and agency approving official(s) do not adhere to or fully perform their responsibilities as outlined in this AM policy and the PCP user guide; and
 - Ensure that all cases of P-Card misuse within his/her agency are reported in writing to the P-Card Program Administrator and the Office of the Inspector General.
- Bureau of Accounting and Payroll Services
 - Approve or disapprove P-Card journal entries submitted by agencies within four (4) calendar days of receipt; and
 - Issue payment of card provider invoice upon receipt of required documentation from BOP and the card provider.
- Bureau of Procurement
 - Identify credit and payment limits;
 - Provide training to P-Card stakeholders;
 - Review and approve or deny applications and waiver requests;
 - Create a PCP user guide that provides PCP details and procedures for stakeholders and ensure that an updated version is provided to stakeholders;

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*m**Procurement Card Program*

- Provide a current requirements contract list of goods that are covered by purchase orders;
- Make available to each agency a current list of cardholders within his/her agency and their activity so cardholder(s) can determine if his/her agency has met, about to meet, or exceeded the dollar limit per vendor per agency per fiscal year requirement.
- Arrange for the payment of the corporate invoice from the card provider in accordance with payment procedures identified by BAPS;
- Audit at least ten (10) cardholders each month by analyzing their reconciliation documentation;
- Take appropriate enforcement action;
- Work with internal and external auditors, upon receipt of a letter of engagement for a PCP audit;
- Maintain records of applications, cards issued, waivers requested and granted, audits, training, enforcement actions, surrendered cards; and
- Maintain the contract with the card provider.

Retention of Files

Each agency must retain their P-Card documentation (to include all receipts and card statements) of the current calendar year and three calendar years preceding the current one.

Rights of BOP

BOP has the right to:

- reject an employee's P-Card application even if he/she meets the qualifications;
- deny or discontinue an agency's use of a P-Card and require an agency to obtain a PO;
- retain the P-Card if BOP believes a cardholder does not completely understand this AM policy, the PCP user guide, and his/her responsibilities related to the PCP after participating in training;
- require that P-Card stakeholders attend refresher training and subject cardholders and agency to enforcement action if cardholder fails to attend;
- extend the deadline for an agency to submit their reconciliation documentation; and
- remove restrictions, adjust credit limit, increase purchase and payment limits, and adjust MCCs, upon receipt of a written request from an agency.

Violation

P-Card stakeholders who violate this policy, abuse the PCP, and/or fail to fulfill their responsibilities as outlined in this policy may incur enforcement action (up to and including card deactivation), disciplinary action (up to and including termination), and/or legal action.

MINUTES

Department of Finance - cont'd

UPON MOTION duly made and seconded, the Board approved modifications to Procurement Card Program Policy AM 309-1.

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Housing and Community Development (DHCD) - Options</u>			
1. Trustees of Methodist Episcopal Church in the City and Precincts of Baltimore	1806, 1808, 1810, 1812, 1818, 1820 and 1822 E. Biddle Street	G/R \$233.00 (@ \$35.00 each)	\$1,631.00 (@ \$233.00 each)
2. Madison Bank of Maryland	2218 Ashland Avenue	G/R \$72.00	\$ 660.00

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

3. Turf, LLC	412 S. Payson Street	G/R \$78.00	\$ 715.00
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Funds are available in account no. 9910-904177-9588-900000-704040, Miscellaneous Acquisitions.

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

Department of Housing and Community Development - Condemnations

4. Bernard Westbrooks and Cathleen Hendricks	2723 Fenwick Avenue	L/H	\$ 4,400.00
5. Sandel Investments, LLC	2725 Fenwick Avenue	L/H	\$ 5,000.00

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
DHCD - <u>Condemnations</u> - cont'd			
6. Hardin and Mosley Enterprises, Inc.	2729 Fenwick Avenue	L/H	\$ 4,200.00
7. Makushamari Gozo	2731 Fenwick Avenue	L/H	\$ 4,200.00
8. Mwangi Karangu	2737 Fenwick Avenue	L/H	\$ 4,200.00
9. Marvin Bowden, ETAL	2617 Greenmount Avenue	F/S	\$ 5,000.00
Funds are available in account no. 9910-904326-9588-900000-704040, Fenwick CHM Project.			
10. Mack Properties, Inc.	2633 Greenmount Avenue	F/S	\$11,000.00
11. Fawaaz A. Muhammad-El	2629 Greenmount Avenue	L/H	\$ 4,480.00
12. Godard No. 1 Realty, Inc.	2700 Boone Street	L/H	\$ 4,760.00
13. Helen Fewster, ETAL	2611 Greenmount Avenue	L/H	\$ 4,400.00

Funds are available in account no. 9910-904177-9588-900000-704040, Greenmount Acquisitions.

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

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnation or Redemption</u>			
14. Nelda L. Butcher	1418 N. Gay Street	G/R \$84.00	\$ 1,400.00

Funds are available in account no. 9910-910634-9588-90000-704040, FY14 Whole Block Demo.

15. J. Henry Knott and Mary Knott	732 N. Gilmore Street	G/R \$70.84	\$ 590.33
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Funds are available in account no. 9910-905640-9588-900000-704040, Ground Rent Acquisition.

16. Jack Sigler and Sylvia Sigler his wife	2710 Hugo Avenue	G/R \$90.00	\$ 750.00
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Funds are available in account no. 9910-904326-9588-900000-704040, Fenwick CHM Project.

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

Department of Law - Payments of Settlement

17. G.H. Goldberg, LLC	2715 Tivoly Avenue	G/R \$84.00	\$ 140.00
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On October 17, 2018, the Board approved the acquisition of the ground rent interest in 2715 Tivoly Avenue, by condemnation, for the amount of \$560.00. This price was determined by the higher of two appraisals. The previous owner agreed to settle

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:Department of Law - Payments of Settlement - cont'd

the condemnation suit for \$700.00, which is \$140.00 above the initial amount that was placed in the Court Registry. Therefore, the Board is requested to approve an additional \$140.00 to the previous owner, G.H. Goldberg, LLC in settlement of this case.

Funds are available in Account No. 9910-904326-9588-900000-704040, Coldstream Homestead Montebello Project.

<u>Previous Owner</u>	<u>Property</u>		<u>Interest</u>	<u>Amount</u>
18. Helen H. Hunt	1104 Sarah Ann Street	FS		\$10,250.00
19. Helen H. Hunt	1106 Sarah Ann Street	FS		\$ 6,250.00
20. Helen H. Hunt	1108 Sarah Ann Street	LH		\$ 6,900.00
21. Helen H. Hunt	1109 Sarah Ann Street*	LH		\$10,450.00
22. Helen H. Hunt	1110 Sarah Ann Street	FS		\$10,250.00
23. Helen H. Hunt	1112 Sarah Ann Street	FS		\$ 6,250.00
24. Helen H. Hunt	1114 Sarah Ann Street	FS		\$ 8,250.00
25. Helen H. Hunt	1116 Sarah Ann Street	FS		\$ 8,250.00
26. Helen H. Hunt	1118 Sarah Ann Street	FS		\$ 8,750.00
27. Helen H. Hunt	1120 Sarah Ann Street	FS		\$ 8,250.00
28. Helen H. Hunt	1122 Sarah Ann Street	LH		\$12,380.00
				\$96,230.00
				<u>(\$10,450.00)</u>
				\$85,780.00

*The previous Board approval for 1109 Sarah Ann Street was addressed in a separate court action/Board request.

On June 20, 2018, the Board approved the acquisition of the aforementioned property interest in 1104 through 1122 Sarah Ann Street for the total amount of \$96,230.00. On January 15, 2019, the City filed a condemnation action to acquire the interests in the real properties located at 1104-1122 Sarah Ann Street, Baltimore, Maryland. The Board previously approved \$85,780.00 to acquire 10 property interests based upon the higher of two independent appraisals.

MINUTESDepartment of Law - Payment of Settlements

<u>Previous Owner</u>	<u>Property</u>	<u>Interest Amount</u>
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The previous owner filed an answer and asserted a fair market value of \$550,000.00 for collected and lost rent. They later reduced their estimated fair market value to \$300,000.00. The City updated their appraisals and a new fair market value of \$145,200.00 was arrived at. The parties settled at \$200,000.00 at a Pre-Trial Conference. Therefore, the Board is requested to approve an additional \$114,220.00 to the previous owner Helen H. Hunt (\$200,000.00 less the previous approval amount of \$85,780.00) in settlement of this case.

\$114,220.00 -Funds are available in State Funds, Account No. 9910-914135-9588-900000-704040, Poppleton RFQ Phase 4 Site.

UPON MOTION duly made and seconded, the Board approved and authorized the foregoing Options, Condemnations, Condemnations or Redemptions and Payment of Settlements.

MINUTES

Department of Recreation and Parks - Supplementary Special Fund
Appropriation for FY 2020

ACTION REQUESTED OF B/E:

The Board is requested to approve the Supplementary Special Fund Appropriation for FY 2020 to the Department - Service 654 Urban Forestry as compensation to the City for a franchise fee to maintain a gas main.

AMOUNT OF MONEY AND SOURCE:

\$1,400,000.00 - From: 1001-000000-1420-509100-401871

To: 6000-633218-4783-363600-406001

BACKGROUND/EXPLANATION:

The Baltimore Gas and Electric franchise fee of \$1,400,000.00 is compensation to the City for allowing the Baltimore Gas and Electric to maintain a gas main in Gwynns Falls Leakin Park, pursuant to City Council Ordinance No. 19-253. The franchise fee is in excess of the amount from this source that was relied on by the Board in determining the tax levy required to balance the budget for Fiscal Year 2020.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved the Supplementary Special Fund Appropriation for FY 2020 to the Department - Service 654 Urban Forestry as compensation to the City for a franchise fee to maintain a gas main. The Mayor

ABSTAINED.

MINUTES

Department of Law - Settlement Agreement and Release

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Settlement Agreement and Release with D'Wan Whetstone, Plaintiff, to settle her claim that she was illegally stopped and physically injured by officers of the Baltimore Police Department (BPD).

AMOUNT OF MONEY AND SOURCE:

\$45,000.00 - 1001-000000-2041-716700-603070

BACKGROUND/EXPLANATION:

On March 12, 2015, BPD officers effected a traffic stop of Ms. Whetstone. In the course of the stop, the officers forcibly removed her from the vehicle. She alleges the officers employed excessive force and that as a result she suffered certain injuries. The parties participated in mediation with a United States Magistrate Judge and agreed in principle to settle all claims. Thus, to resolve this litigation economically and to avoid the expense, time and uncertainty of protracted litigation, Ms. Whetstone has agreed to accept from the City a payment of \$45,000.00, in complete settlement of the case, including attorney's fees. Neither the City nor the officers admit any liability and Ms. Whetstone agrees to dismiss and release any and all claims arising out of the incident.

Based on a careful review by the Settlement Committee of the Law Department of the facts and circumstances of the case, the Board of Estimates is urged to approve the settlement. In light of City Council Bill 19-0409, the Law Department no longer requests that settlements in police misconduct cases be placed on the non-routine agenda.

APPROVED FOR FUNDS BY FINANCE

In light of City Council Bill 19-0409, the Law Department no longer asks that settlements in police misconduct cases be placed on the non-routine agenda.

MINUTES

Department of Law - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Settlement Agreement and Release with D'Wan Whetstone.

MINUTES

Mayor's Office of Emergency - Employee Expense Statement
Management

ACTION REQUESTED OF B/E:

The Board is requested to approve an Employee Expense Statement to reimburse Mr. Neal Garith for expenses incurred on April 3 - 4, 2018, to attend the DELMARVA Hurricane Evacuation Workshop.

AMOUNT OF MONEY AND SOURCE:

\$100.38 - 1001-000000-2131-228200-603001 - mileage
122.10 - 1001-000000-2131-228200-603001 - lodging
20.51 - 1001-000000-2131-228200-603001 - meals
\$242.99

BACKGROUND/EXPLANATION:

Mr. Garith submitted his employee expense statement and appropriate back up documents on time, but it was inadvertently misplaced due to oversight.

The Administrative Manual, Section 240-11, states the Employee Expense Reports that are submitted more than 40 work days 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.

MINUTES

Mayor's Office of Emergency - cont'd
Management

UPON MOTION duly made and seconded, the Board approved and authorized execution of the an Employee Expense Statement to reimburse Mr. Neal Garith for expenses incurred on April 3 - 4, 2018, to attend the DELMARVA Hurricane Evacuation Workshop.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore Police Department</u>			
1. Michael Sullivan	Major Cities Chiefs Association MCCA 2020 Winter Meeting Houston, TX Jan. 6 - 9, 2020 (Reg. Fee \$0.00)	General Funds	\$1,144.00

The subsistence rate for this location is \$192.00 per night. The hotel cost is \$189.00 per night, plus hotel taxes of \$33.68 per night. The Department is requesting additional subsistence of \$37.00 per day for meals and incidentals. The airfare cost of \$295.96 was prepaid on a City-issued procurement card assigned to Ms. Paula Williams. Mr. Sullivan personally incurred the total hotel cost of \$576.00, plus hotel taxes of \$101.04 on his personal credit card. Therefore, the disbursement to Mr. Michael Sullivan is 848.04.

RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENTDepartment of Transportation

2. Charles W. Penny IV	Pre Inspection of the new Charm City Circulators Plattsburgh, NY Nov. 3 - 5, 2019 (Reg. Fee \$0.00)	Private Grants	\$ 863.32
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On November 3, 2019, Mr. Penny traveled to Plattsburgh, NY to attend the Pre Inspection of the New Charm City Circulators. The subsistence rate for this location was \$149.00 per day.

MINUTES**RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
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The airfare cost was \$455.96. The cost of the hotel was \$121.00 on 11/3/2019 and \$139.00 on 11/4/2019, per night, plus total hotel tax of \$27.43. Mr. Penny requests approval for the rental car due to having to drive 159 miles from the airport in Albany, NY to Plattsburgh, NY. The airport in Albany was the closest airport from the Baltimore Washington International airport.

Pursuant to AM-240-8 local transportation expenses at the conference site other than airport limousine service must be paid from the City's representative's daily subsistence allowance.

This request is late because Mr. Penny was waiting for approval of the travel request. By the time he received the approval it was too late to send the travel request to the Board of Estimates. The requested travel reimbursement is as follows:

TRAVEL REIMBURSEMENT

\$455.96	- Airfare
260.00	- Hotel
27.43	- Hotel Tax
73.52	- Car rental
37.80	- Parking
<u>8.61</u>	- Meals
\$863.32	

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES**RETROACTIVE TRAVEL APPROVAL**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Health Department</u>			
3. Adam Huebner	National Alliance Of State and Territorial AIDS Directors Washington, DC May 19 - 22, 2019 (Reg. Fee \$750.00)	Federal Grant	\$1,866.92

On May 19 - 22, 2019, Mr. Huebner traveled to Washington, DC to attend the National Alliance of State of Territorial AIDS Directors. The allowed subsistence rate for this location is \$327.00 per day. The hotel rate was \$251.00 per night. The hotel taxes were \$37.53 per night.

The hotel cost of \$753.00, hotel taxes of \$112.57, and registration costs of \$750.00 were prepaid using a City-issued credit card assigned to Mr. Malcolm Green-Haynes.

Mr. Heubner had \$186.74 in subsistence after meals, which he used to cover the cost of parking in the amount of \$182.97. Therefore, the reimbursement to Mr. Heubner is \$251.35.

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

TRAVEL REIMBURSEMENT

\$ 45.12	- Mileage
182.97	- Parking
<u>23.26</u>	- Meals
\$251.35	

MINUTES**RETROACTIVE TRAVEL APPROVAL**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Public Works</u>			
4. Kristyn Oldendorf	Solid Waste Association of North America WasteCon Phoenix, AZ Oct. 21 - 24, 2019 (Reg. Fee \$695.00)	Federal Grant	\$2,046.52

On October 21 - 24, 2019, Ms. Oldendorf traveled to Phoenix, AZ to attend the Solid Waste Association of North America WasteCon. The allowed subsistence rate for this location is \$177.00 per day.

The hotel rate was \$146.00 for October 21, 2019 with a county tax of \$10.61 and city/local tax of \$7.74. The hotel rate for October 22 - 23, 2019 was \$255.00 per night with a county tax of \$18.54 per night and city/local tax of \$13.52 per night.

The airfare cost of \$539.96 and registration costs of \$695.00 were prepaid using a City-issued credit card assigned to Ms. Binta Gallman. Therefore, the reimbursement to Ms. Oldendorf is \$811.56.

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

TRAVEL REIMBURSEMENT

\$656.00	- Hotel Cost
82.47	- Hotel Tax
20.02	- Food
53.07	- Transportation
<u>\$811.56</u>	

MINUTES**RETROACTIVE TRAVEL APPROVAL**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Recreation and Parks</u>			
5. William Anderson	Association of Landscape Architects Atlantic City, NJ Feb. 10 - 12, 2019 (Reg. Fee \$490.00)	Federal Grant	\$ 899.87

On February 10 - 12, 2019, Mr. Anderson traveled to Atlantic City, NJ to attend the Association of Landscape Architects 2019 Annual Meeting. The allowed subsistence rate for this location is \$160.00 per day. The hotel rate was \$65.00 per night. The hotel taxes were \$32.21 per night. The registration was paid for by the Garrett Foundation so there was no charge to the City. Therefore, the reimbursement to Mr. Anderson is \$409.87.

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

TRAVEL REIMBURSEMENT

\$186.18	- Mileage
130.00	- Hotel
62.42	- Hotel Tax
31.27	- Food
<u>\$409.87</u>	

UPON MOTION duly made and seconded, the Board approved the foregoing Travel Request and Reimbursement.

MINUTES

Mayor's Office of Minority & Women - Consultant Agreement
Owned Business Development

ACTION REQUESTED OF B/E:

The Board of Estimates is requested to approve and authorize execution of a Consultant Agreement with GREIBO.K DESIGNS, L.L.C. d/b/a greiBO media, to serve as Marketing and Event Manager for the Mid-Atlantic Minority Business Development Agency (MBDA) Baltimore Manufacturing Innovation Hub ("MiHUB"). The Consultant agreement covers the period of November 1, 2019 through March 31, 2020.

AMOUNT OF MONEY AND SOURCE:

\$37,500.00 - 4000-437520-1250-775600-404001

BACKGROUND/EXPLANATION:

In September 2016, the U.S. Department of Commerce MBDA awarded a five-year, \$1,250,000.00 competitive grant to the City of Baltimore, Mayor's Office of Minority and Women-Owned Business Development (MWBD) to operate the Mid-Atlantic MBDA Advanced Manufacturing Project Center in Baltimore. The full period of the grant award is September 1, 2016, through August 31, 2021.

In September 2019, the U.S. Department of Commerce MBDA awarded a six-month, \$300,000.00 competitive grant to the City of Baltimore, Mayor's Office of Minority and Women-Owned Business Development (MWBD) to operate the Baltimore MiHUB initiative Baltimore Manufacturing Innovation HUB Project. The full period of the grant award is September 1, 2019, through March 31, 2020. The Baltimore MiHUB initiative Baltimore Manufacturing Innovation HUB Project will utilize supplemental funding that will be separate from the funding for the Mid-Atlantic Region MBDA Advanced Manufacturing Project (AMP) Center.

This action is in support of the Mid-Atlantic Region MBDA Advanced Manufacturing Project, to provide supplemental funding to the Baltimore MiHUB Initiative Baltimore Manufacturing Innovation HUB Project.

MINUTES

Mayor's Office of Minority & Women - cont'd
Owned Business Development

There are 41 MBDA Business and Project Centers throughout the country, and the City of Baltimore is one of only two municipalities awarded a grant to operate a Minority Project Center.

This award was delayed in its formal presentation to the Board due to the administrative process.

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 Consultant Agreement with GREIBO.K DESIGNS, L.L.C. d/b/a greiBO media, to serve as Marketing and Event Manager for the Mid-Atlantic Minority Business Development Agency Baltimore Manufacturing Innovation Hub.

MINUTES

Mayor's Office of Minority & Women - Consultant Agreement
Owned Business Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Consultant Agreement with Virtual Link, LLC, through Nicole Waddell to serve as Project Manager for the Mid-Atlantic Minority Business Development Agency (MBDA) Baltimore Manufacturing Innovation Hub (MiHUB). The period of the Consultant Agreement is November 1, 2019 through March 31, 2020.

AMOUNT OF MONEY AND SOURCE:

\$40,000.00 - 4000-437520-1250-775600-404001

BACKGROUND/EXPLANATION:

In September 2016, the U.S. Department of Commerce Minority Business Development Agency (MBDA) awarded a five-year, \$1,250,000.00 competitive grant to the City of Baltimore, Mayor's Office of Minority and Women-Owned Business Development (MWBD) to operate the Mid-Atlantic MBDA Advanced Manufacturing Project Center in Baltimore. The full period of the grant award is September 1, 2016 through August 31, 2021.

In September 2019, the U.S. Department of Commerce MBDA awarded a six-month, \$300,000.00 competitive grant to the (MWBD) to operate the MiHUB initiative/Baltimore Manufacturing Innovation HUB Project. The full period of the grant award is September 1, 2019, through March 31, 2020. The Baltimore MiHUB initiative/Baltimore Manufacturing Innovation HUB Project will utilize supplemental funding that will be separate from the funding for the Mid-Atlantic Region MBDA Advanced Manufacturing Project Center.

This action is in support of the Mid-Atlantic Region MBDA Advanced Manufacturing Project, to provide supplemental funding to the Baltimore MiHUB Initiative Baltimore Manufacturing Innovation HUB Project.

MINUTES

Mayor's Office of Minority & Women - cont'd
Owned Business Development

There are 41 MBDA Business and Project Centers throughout the country, and the City of Baltimore is one of only two municipalities awarded a grant to operate a Minority Project Center.

This award was delayed in its formal presentation to the Board due to the administrative process.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Consultant Agreement with Virtual Link, LLC, through Nicole Waddell to serve as Project Manager for the Mid-Atlantic Minority Business Development Agency Baltimore Manufacturing Innovation Hub.

MINUTES

Mayor's Office of Minority & Women - Fifth & Sixth Amendments to
Owned Business Development Financial Assistance Award

ACTION REQUESTED OF B/E:

The Board of Estimates is requested to approve and authorize acceptance of a Fifth Amendment to the Financial Assistance Award from the U.S. Department of Commerce Minority Business Development Agency (MBDA) to revise the Minority Business Development Agency Advanced Manufacturing Grant award end date of March 31, 2021 and a Fifth Amendment to Financial Assistance Award to operate the Baltimore MiHUB Initiative Baltimore Manufacturing Innovation HUB Project. The period of the Award is September 01, 2019 through March 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$300,000.00 - 4000-437520-1250-775600 General Funds (6th Amendment)

BACKGROUND/EXPLANATION:

This Fifth Amendment will revise the award end date per the MBDA Program Office memorandum dated 3/6/2019. The entire Project Period for the award is 9/1/2016 through 3/31/2021. This amendment does not include any grant award amount. This amendment does not include any in kind recipient funds.

This Sixth Amendment will increase the grant award amount by \$300,000 for the new award period. September 1, 2019 through March 31, 2020 is the new award period.

In September 2016, the U.S. Department of Commerce MBDA awarded a five-year, \$1,250,000.00 competitive grant to the City of Baltimore, Mayor's Office of Minority and Women-Owned Business Development (MWBD) to operate the Mid-Atlantic MBDA Advanced Manufacturing Project Center in Baltimore. The full period of the grant award is September 1, 2016, through August 31, 2021.

MINUTES

Mayor's Office of Minority & Women - cont'd
Owned Business Development

In September 2019, the U.S. Department of Commerce MBDA awarded a six-month, \$300,000.00 competitive grant to the City of Baltimore, Mayor's Office of Minority and Women-Owned Business Development (MWBD) to operate the Baltimore MiHUB initiative Baltimore Manufacturing Innovation HUB Project. The full period of the grant award is September 1, 2019, through March 31, 2020. The Baltimore MiHUB initiative Baltimore Manufacturing Innovation HUB Project will utilize supplemental funding that will be separate from the funding for the Mid-Atlantic Region MBDA Advanced Manufacturing Project (AMP) Center.

This action is in support of the Mid-Atlantic Region MBDA Advanced Manufacturing Project, to provide supplemental funding to the Baltimore MIHUB Initiative Baltimore Manufacturing Innovation HUB Project.

There are 41 MBDA Business and Project Centers throughout the country, and the City of Baltimore is one of only two municipalities awarded a grant to operate a Minority Project Center.

On November 30, 2016, the Board of Estimates approved the original grant award for the period of September 1, 2016 through August 31, 2017 in the amount of \$250,000.00. On December 6, 2017, the Board of Estimates approved the 1st amendment to the grant award in the amount of \$125,000.00 for the period of September 1, 2017 through February 28, 2018. On April 25, 2018, the Board of Estimates approved the second amendment to the grant award in the amount of \$125,000.00 for the period of March 1, 2018 through August 31, 2018. On October 17, 2018, the Board of Estimates approved the third amendment to the grant award in the amount of \$145,833.00 for the period of September 1, 2018 through March 31, 2019. On June 12, 2019, the Board of Estimates approved the fourth amendment to the grant award in the amount of \$250,000.00 for the period of April 1, 2019 through March 31, 2020.

MINUTES

Mayor's Office of Minority & Women - cont'd
Owned Business Development

On November 30, 2016, the Board of Estimates approved the in-kind recipient funds in the amount of \$267,693.00 for the period of September 1, 2016 through August 31, 2017. On December 6, 2017, the Board of Estimates approved the first amendment to the in-kind recipient services in the amount of \$133,846.00 for the period of September 1, 2017 through February 28, 2018. On April 25, 2018, the Board of Estimates approved the second amendment to the in-kind recipient services in the amount of \$133,195.00 for the period of March 1, 2018 through August 31, 2018. On October 17, 2018, the Board of Estimates approved the third amendment to the in-kind recipient services in the amount of \$78,077.00 for the period of September 1, 2018 through March 31, 2019. On June 12, 2019, the Board of Estimates approved the fourth amendment to the in-kind recipient services in the amount of \$267,215.00 for the period of April 1, 2019 through March 31, 2020.

This award was delayed in its formal presentation to the Board due to the administrative process.

MBE/WBE PARTICIPATION:

N/A

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Fifth Amendment to the Financial Assistance Award from the U.S. Department of Commerce Minority Business Development Agency to revise the Minority Business Development Agency Advanced Manufacturing Grant award end date of March 31, 2021 and a Sixth Amendment to Financial Assistance Award to operate the Baltimore MiHUB Initiative Baltimore Manufacturing Innovation HUB Project.

MINUTES**PROPOSAL AND SPECIFICATIONS**

1. Department of Recreation & Parks - RP 19803, Patterson Park
Athletic Field Lighting
BIDS TO BE RECV'D: 01/29/2020
BIDS TO BE OPENED: 01/29/2020

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

MINUTES

President: "As there is no more business before the Board, we will recess until bid opening at 12 noon. The Board will also be at recess ah December 25, 2019 and January 1, 2020. We will reconvene January 8, 2020. Happy holidays and have a joyous New Year. Thank you."

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MINUTES

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

BIDS, PROPOSALS, AND CONTRACT AWARDS

Prior to the reading of bids received today and the opening of bids scheduled for today, the Comptroller announced that **NO ADDENDA WERE RECEIVED** extending the dates for receipt and opening of bids on the following contracts. There were no objections.

MINUTES

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

Bureau of Procurement -B50005882, Tire Roadside Repair
Services

Donald B. Rice Tire Company

Bureau of Procurement -B50005933, Police Boats with
Trailer

Ribcraft USA, LLC
MetalCraft Marine US, Inc.*
Zodiac of North America, Inc.
Silver Ships, Inc.**
Sirocco Marine, LLC
Inventech Marine Solutions, LLC

*UPON FURTHER MOTION duly made and seconded, the Board declared the bid of MetalCraft Marine US, Inc. NON-RESPONSIVE due to the company's failure to proffer a bid guarantee as mandated by the solicitation instructions.

** UPON FURTHER MOTION duly made and seconded, the Board declared the bid of Silver Ships, Inc. NON-RESPONSIVE due to the company's failure to proffer a bid guarantee as mandated by the solicitation instructions.

MINUTES

Bureau of Procurement

-B50005963, OEM Parts and
Service for Peterbilt Heavy
Truck

Waste Equipment Sales & Service LLC
The Peterbilt Store Baltimore

Bureau of Procurement

-B50005967, OEM Parts and Service
for Doosan Heavy Equipment

Waste Equipment Sales + Service LLC

Department of Public Works

-SC 1001, Rehabilitation and
Improvements to Sanitary Sewers
at Various Locations in Baltimore
City

Spiniello Companies
AM-Liner East, Inc.
IPR Northeast, LLC

Department of Public Works

-WC 1241, Water Main Replacements
Various Locations

Spiniello Companies
Metra Industries
Monumental Paving & Excavating, Inc.
R.E. Harrington Plumbing + Heating Co., Inc.
J. Fletcher Creamer & Son, Inc.
Civil Construction, LLC

Department of Transportation

-TR 19006R, Urgent Need Contract
Citywide

P. Flanigan & Sons, Inc.
Manuel Luis Construction Co., Inc.
E & R Services Inc.

MINUTES

Department of Transportation -TR 20010, Resurfacing Highways at
Various Locations - Northeast
Sector I

P. Flanigan & Sons, Inc.
Manuel Luis Construction Co., Inc.
ECM Corporation
E & R Services Inc.

Department of Transportation -TR 20011, Resurfacing Highways at
Various Locations - Northwest
Sector II

P. Flanigan & Sons, Inc.
Manuel Luis Construction Co., Inc.
ECM Corporation
E & R Services Inc.

Department of Transportation -TR 20012, Resurfacing Highways at
Various Locations - Southwest
Sector III

P. Flanigan & Sons, Inc.
Manuel Luis Construction Co., Inc.
ECM Corporation
E & R Services Inc.

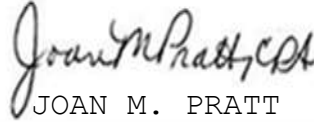
Department of Transportation -TR 20013, Resurfacing Highways at
Various Locations - Southeast
Sector IV

P. Flanigan & Sons, Inc.
Manuel Luis Construction Co., Inc.
ECM Corporation
E & R Services Inc.

MINUTES

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There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, January 8, 2020.



JOAN M. PRATT
Secretary