

MINUTES**REGULAR MEETING**

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

President: "Good morning. The January 22, 2020 Board of Estimates meeting 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. Ah -- the hearing room must be vacated at the conclusion of the meeting and failure to comply may result in a charge of trespassing.

President: "Madam Deputy I'm going to call you in a second but before I do that ah -- ah -- there is something I have to say. Ah -- today is January the 22nd and we've already had 21 homicides in Baltimore City. We had a double homicide last night, we had a young

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man who is a football player at Dunbar shot as he was leaving the basketball game from Dunbar High School. In the past week we've had eight homicides since we were in the Board of Estimates. Something's wrong, we had a Police Officer kicked and dragged, something's wrong and something's clearly broken and not working and I know that everyone is trying their best, but we have to do more -- We have to do more. We come in these meetings, I know we don't normally talk at these meetings, but what we are doing is not working, so just know ah -- every time, every agency comes here and I ask you questions and I ask you how ah -- this is going to benefit people in Baltimore and young people in Baltimore in particular, it is not personal, but it is personal for me and for the people that live in Baltimore City. Just last week we -- we heard ah -- from a group of young kids who used to be squeegee kids right, and we all agree that we should defer that item ah -- hoping today that we would hear how some agreement was came to, so that those young men would stay off the corner from being squeegee kids. But now that item is not on the Agenda it has been pulled off. Um -- that's unacceptable. And we have to understand that

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everybody has to work together, every day to get to the root of this issue if we're truly going to do it. So just know that's how it is going to be. Every time someone comes we're going to ask how is this going to benefit people in Baltimore City because I think I'm tired, I think we're all tired and before we go any further I just want to hear from Mr. Raymond from Finance about why that item is not on the Agenda. Oh Procurement, Thank you."

Ms. Erin Sher-Smyth, City Purchasing Agent: "Ah -- we -- we pulled that from the agenda and we asked to do that so that it could be read out so that we everyone was aware of what the plan was. Ah - we are going to put that out to bid but we are going to work um - - on the workforce development program and use it as a test for the smaller contracts with this program in -- included and um - so -- so that's the plan. We are not moving ahead with that award um -- we are not going to bring it back later but we are going to put it out shortly um -- and we have already started at looking at how that would look."

President: "Did -- Madam Comptroller were you made aware that?"

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Comptroller: "No."

President: "No, but we were not made aware of that."

Ms. Sher: "Well I was assuming that I would be asked to explain it on the records."

President: "Well no it's no assumption. If you pull it from the agenda you should tell us right then and there why you are pulling it from the agenda. Don't assume that we are going to, don't assume anything."

Ms. Sher: "Ok, understood."

President: "You know what everyone makes about assumptions and we have to communicate that stuff especially when the Board members say that we want to hear from you in two weeks if you are going to pull it from the agenda, when you pull it from the agenda you tell us we are pulling it and this is what we are doing. Thank -- Thank you."

Ms. Sher: "Absolutely, I thank you. Ah -- hum."

President: "Ms. Trueheart don't worry, we going to follow-up and we will make sure that everyone gets all the information that --"

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that they need necessarily. Thank you. Ah -- Madam Deputy Comptroller are there any corrections additions or deferrals on the Agenda. I will direct the Board Members attention to the Memorandum from my office dated January 21, 2020 identifying matters to be considered as routine agenda items together with any corrections and additions that have been noted by the Deputy Comptroller. I will entertain a motion to approve all the items contained on the routine agenda."

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

Comptroller: "I Second."

President: "All of those in favor say Aye. Aye. All opposed say Nay. The routine agenda items have been adopted."

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

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

B. Tait Builders LLC	\$	1,500,000.00
DRM Associates, Inc.	\$	1,500,000.00
Delaware Elevator, Inc.	\$	8,000,000.00
Granite Inliner, LLC	\$	473,310,000.00
J & R Roofing Co., Inc.	\$	1,500,000.00
Lighting Maintenance Incorporated	\$	8,000,000.00
Midwest Select Contracting LLC	\$	590,000.00
The American Asphalt Paving Co., LLC	\$	8,000,000.00
The Lane Construction Corporation	\$	4,064,170,000.00

2. Prequalification of Architects and Engineers

In accordance with the Resolution Relating to Architectural and Engineering Services, as amended by the Board on June 29, 1994, the Office of Boards and Commissions recommends the approval of the prequalification for the following firms:

ARCADIS U.S., Inc.	Engineer
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There being no objections, the Board, UPON MOTION duly made and seconded, approved the Prequalification of Contractors and Architects and Engineers for the listed firms.

MINUTESEmployees' Retirement System - Disability Hearings
Services Agreements

The Board is requested to approve and authorize execution of the Disability Hearing Services Agreements with the following individuals:

	<u>RATE OF PAY</u>	<u>AMOUNT</u>
1. DEVEREAUX E. STERETTE	\$700.00 per written decision when hearing is held and \$300.00 per written decision when no hearing is held	\$20,000.00 (not-to-exceed)
2. STANLEY C. ROGOSIN	\$700.00 per written decision when hearing is held and \$300.00 per written decision when no hearing is held	\$20,000.00 (not-to-exceed)

Account: 1001-000000-1220-147500-603026

BACKGROUND/EXPLANATION:

Article 22, §9(p) of the Baltimore City Code establishes a panel of Hearing Examiners to adjudicate Employees' Retirement System (ERS) and Fire and Police Employees' Retirement System disability and death benefit cases. The panel is appointed on a one-year contract basis by the Board and is paid under terms established by the Board. Under §9(p)(2)(iii), the ERS Board of Trustees may

MINUTESEmployees' Retirement System - cont'd

submit to the Board, recommended candidates for the panel. Messrs. Sterette and Rogosin are recommended as Hearing Examiners by the ERS Board pursuant to the terms of the agreement and on the basis of their experience and expertise in adjudicating retirement disability and death benefit claims. The period of the Disability Hearings Services Agreement is effective January 1, 2020 through December 31, 2020.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Disability Hearing Services Agreements. The Comptroller **ABSTAINED** on items nos. 1 and 2.

MINUTES

Department of Real Estate - Tax Sale Certificate

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of a Tax Sale Certificate to Mrs. Tameka Taylor for an amount that is less than the lien amount for the property located at 1607 N. Payson Street.

AMOUNT OF MONEY AND SOURCE:

<u>Property Address</u>	<u>Assessed Value</u>	<u>Flat Taxes & Water</u>	<u>Total Liens</u>	<u>Assignment Amount</u>
1607 N. Payson Street	\$5,000.00	\$4,721.27	21,581.91	\$5,000.00

BACKGROUND/EXPLANATION:

The City acquired the Tax Sale Certificate for 1607 N. Payson Street on May 13, 2019 for \$21,581.91.

Mrs. Taylor has offered to purchase the Tax Sale Certificate for \$5,000.00 cash, file the petition to foreclose, acquire title to the property, and return it to productive use. The assignment amount of \$5,000.00 for the Tax Sale Certificate will cover the flat taxes and water bills on that property.

UPON MOTION duly made and seconded, the Board approved the assignment of a Tax Sale Certificate to Mrs. Tameka Taylor for an amount that is less than the lien amount for the property located at 1607 N. Payson Street.

MINUTES

Department of Transportation - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 29 to A. Morton Thomas and Associates, Inc. under Project 1217, On-Call Construction Project Management Services. The Task Assignment is approximately nine months.

AMOUNT OF MONEY AND SOURCE:

\$101,302.25 - 9962-909075-9562-900000-703032

BACKGROUND/EXPLANATION:

This task provides the Conduit Division with a Public Works Inspector II to perform construction management project management for the Capital Maintenance Program.

MBE/WBE PARTICIPATION:

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

MBE: 27%

WBE: 10%

The Consultant has exceeded the MBE goal of 27%, achieving 28%. The Consultant achieved WBE of 9%, and there remains enough capacity to meet the WBE goal.

MWBOO APPROVED THE EAR ON DECEMBER 9, 2019.

APPROVED FOR FUNDS BY FINANCE

MINUTES

Department of Transportation - cont'd

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 29 to A. Morton Thomas and Associates, Inc. under Project 1217, On-Call Construction Project Management Services.

MINUTES

Department of Transportation - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 27 to Sabra & Associates, Inc. under Project 1183, Traffic Signals & ITS Traffic Engineering On-Call Consulting Services. The Task Assignment is approximately six months.

AMOUNT OF MONEY AND SOURCE:

\$196,483.92 - 9950-901069-9512-900020-703032

BACKGROUND/EXPLANATION:

This task provides for on-site design review and program management services. The services include projects impacting Traffic Signal/ITS devices.

DBE PARTICIPATION:

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

DBE: 25%

Although the Consultant has not met the DBE goal of 25%, they achieved 7% and there remains enough capacity to meet the goal.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Department of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 27 to Sabra & Associates, Inc. under Project 1183, Traffic Signals & ITS Traffic Engineering On-Call Consulting Services.

MINUTES

Department of Transportation - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 30 to STV/PB Construction Managers JV under Project 1217, On-Call Construction Project Management Services. The Task Assignment is approximately 12 months.

AMOUNT OF MONEY AND SOURCE:

\$139,816.00 - 9962-926020-9562-900000-705032

BACKGROUND/EXPLANATION:

This task provides for Senior Construction Inspector services. The scope of work includes Inspection and Material Testing Services for Central Avenue and Clinton Avenue Projects.

MBE/WBE PARTICIPATION:

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

MBE: 27%

WBE: 10%

Although the Consultant has not met the MBE goal of 27%, they achieved 21% MBE and there remains enough capacity to meet the goal. The Consultant achieved WBE of 21%.

THE EAR WAS APPROVED BY MWBOO ON DECEMBER 9, 2019.

APPROVED FOR FUNDS BY FINANCE

MINUTES

Department of Transportation - cont'd

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 30 to STV/PB Construction Managers JV under Project 1217, On-Call Construction Project Management Services.

MINUTES

Department of Transportation - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 14 to STV, Inc. under Project 1191, On-Call Design Consultant Services for Federal Aid Resurfacing and Reconstruction Projects. The Task Assignment is approximately 18 months.

AMOUNT OF MONEY AND SOURCE:

\$402,635.84 - 9950-908008-9527-900010-703032

BACKGROUND/EXPLANATION:

The task provides for preliminary engineering services for TR 19301, Belair Road Complete Streets Phase II (Belair Erdman Avenue Node Improvements). The scope of services includes, but is not limited to roadway rehabilitation, new upgrades of existing sidewalks, curb and gutter repair, pedestrian ramp upgrades, traffic barrier upgrades, storm water drainage, storm water management, signing, signalization, pedestrian lighting, roadway markings and landscape.

DBE PARTICIPATION:

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

DBE: 25%

The Consultant has exceeded the DBE goal of 25%, achieving 29%.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Department of Transportation - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT</u>	<u>TO ACCOUNT</u>
\$354,319.20 FED	9950-925008-9528 Constr. Res. Belair Road Reconstr.	
88,579.80 <u>GF (HUR)</u>	" "	
\$442,899.00	9950-908008-9527-3 Design Belair Road II & Erdman	

This transfer will fund the costs associated with Task No. 14 on Project 1191, On-Call Design Consultant Services for Federal Aid Resurfacing and Reconstruction Projects.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 14 to STV, Inc. under Project 1191, On-Call Design Consultant Services for Federal Aid Resurfacing and Reconstruction Projects. The transfer of funds was approved 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

Department of Transportation - Partial Release of Retainage

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Agreement for the Partial Release of Retainage to Highlander Contracting Company, LLC for TR 16019, Conduit System Reconstruction at Various Locations Citywide (JOC).

AMOUNT OF MONEY AND SOURCE:

\$336,320.00 - 9962-915071-9562-000000-200001

BACKGROUND/EXPLANATION:

All work on Contract No. TR 16019 is substantially completed and all punch list items are complete. The City holds funds in the amount of \$338,320.00. The Contractor requested a Partial Release of Retainage in the amount of \$336,320.00. The remaining \$2,000.00 is sufficient to protect the interests of the City.

Pursuant to Section 10.04-81 of Specifications, a "Conditional Inspection" for Contract No. TR 16019 Conduit System Reconstruction at Various Locations Citywide (JOC) was held on September 30, 2018.

MBE/WBE PARTICIPATION:

Highlander Contracting Company, LLC has demonstrated a good faith effort towards achieving both the MBE and WBE goals.

MWBOO APPROVED THE RELEASE OF RETAINAGE ON JANUARY 6, 2021.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Department of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of an Agreement for the Partial Release of Retainage to Highlander Contracting Company, LLC for TR 16019, Conduit System Reconstruction at Various Locations Citywide.

MINUTESDepartment of Transportation - Minor Privilege Permit Application

The Board is requested to approve the following application for a Minor Privilege Permit. The application is 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. 3400 Eastern Avenue	Philip Okojie	A-frame sign 2'x4'

\$52.80 - Flat Charge

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

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

MINUTES

Department of Transportation - Acceptance of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of Funds from Baltimore Gas and Electric (BGE) for the costs of work performed for TR 19012, Resurfacing Highways at Various Locations NW - Sector II.

AMOUNT OF MONEY AND SOURCE:

\$127,250.60 - 9950-906489-9514-000000-490375

BACKGROUND/EXPLANATION:

The Department's contractor is currently working on project TR 19012, Resurfacing Highways at Various Locations NW - Sector II.

An Extra Work Order was requested to allow BGE to transfer reimbursement funding to the Department's account for work on Clarks Lane from Fallstaff Road to Western Run Drive, which is a part of the FY19 resurfacing schedule. BGE gas work had to be completed ahead of the paving work therefore it was agreed upon that the Department would pave the trenched area after BGE gas work and base repair were completed.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Department of Transportation - cont'd

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$127,250.60	9950-944002-9507	9950-906489-9514
Others	Constr. Res. - Reserve for Closeouts	Resurfacing Highways NW II

The transfer will move the appropriation for the funds received from Baltimore Gas and Electric.

UPON MOTION duly made and seconded, the Board approved acceptance of Funds from Baltimore Gas and Electric (BGE) for the costs of work performed for TR 19012, Resurfacing Highways at Various Locations NW - Sector II. The transfer of funds was approved 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

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:

320 - 338

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**

	<u>Rate of Pay</u>	<u>Amount</u>
<u>Baltimore City Office of Information and Technology</u>		
1. STEVE FUNK	\$57.40	\$137,760.00

Account: 1001-000000-1474-743500-601009

Mr. Funk will work as a Contract Services Specialist II. He will be responsible for creating and manipulating the ADP database, including ADP tables, data, interrelationships, and restrictions. He will also write queries, create sophisticated data analysis reports, maintain and provide sick leave conversion for the entire City and assist in the transition from ADP to an ERP system. This is a 3% increase in the hourly rate from the previous contract period. The period of the agreement is effective upon Board approval for one year.

2. DAVID MARSHALL	\$25.00	\$ 70,000.00
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Account: 1001-000000-1474-719900-601009

Mr. Marshall will work as a Contract Services Specialist II. He will be responsible for serving as the initial point of contact for customers seeking technical assistance via phone, chat, email or in person; providing immediate on-demand technical support for VIP users; monitoring the service desk ticket queue, and resolving tickets, escalations, problems and or requests. Mr. Marshall will also install, configure, and maintain all PC related hardware and systems including web browser and basic network connectivity issues. He will also configure laptops and desktops for various agencies depending upon their needs; install and test hardware and peripheral components; and load appropriate software packages, networking

MINUTES**PERSONNEL**Rate of PayAmountBaltimore City Office of Information and Technology - cont'd

components and office applications. He will further customize and adapt existing programs that meet users requirements and evaluate system potential by testing compatibility of new programs with existing programs. The period of the agreement is effective upon Board approval for one year.

3. **THEODROS ABERA** \$82.50 **\$198,000.00**

Account: 1001-000000-1474-786300-601009

Mr. Abera will work as a Contract Services Specialist II. He will be responsible for designing, configuring, leading, coordinating and troubleshooting the City's Voice Over IP (VoIP). Mr. Abera will design and implement new network solutions, improve the efficiency of current networks, and roll-out and troubleshoot the City's Wireless/Wi-Fi infrastructure. He will also maximize network performance through ongoing monitoring and troubleshooting, update and upgrade network equipment to the latest firmware releases, and perform on-site surveys and requirement collections and analysis. The period of the agreement is effective upon Board approval for one year.

Office of Civil Rights and Wage Enforcement

4. Reclassify the following filled position:

Position No.: 10099

From: Operations Specialist II
Job Code: 31108
Grade: 907 (\$57,800.00 - \$92,565.00)

MINUTES**PERSONNEL**

	<u>Rate of Pay</u>	<u>Amount</u>
<u>Office of Civil Rights and Wage Enforcement - cont'd</u>		

To: Operations Officer I
 Job Code: 31109
 Grade: 923 (\$62,171.00 - \$99,709.00)

Cost: \$12,000.00 - 1001-000000-1561-171500-601001

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 Communication Services

5.	RONALD GROSS	\$38.07	\$83,000.00
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Account: 2039-000000-1330-158400-601009

Mr. Gross will work as a Contract Services Specialist II. He is responsible for performing specialized engineering and technical duties, supporting general network build-outs, including security, routing, switching, virtualization and other server and network duties. Mr. Gross will also coordinate strategies to maintain the City-wide Mitel systems, perform network analytics, and proactively monitor the health of controllers and PBX servers. The period of the agreement is effective upon Board approval for one year.

6.	TRAVIS GROSS	\$29.81	\$65,000.00
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Account: 2039-000000-1330-158400-601009

Mr. Gross will work as a Contract Services Specialist II. He is responsible for providing high quality, experienced VoIP and network services to City agencies and configuring,

MINUTES**PERSONNEL**

	<u>Rate of Pay</u>	<u>Amount</u>
<u>Department of General Services - cont'd</u>		

programming, installing, maintaining and servicing enterprise core Mitel products. The products will include MiVoice business, Unified communications, Micollab audio, web video, SIP phones, and performing physical audits of legacy facilities. The period of the agreement is effective upon Board approval for one year.

7.	OLUFUNSO ADEWUMI	\$31.58	\$60,002.00
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Account: 1001-000000-1981-718100-601009

Mr. Adewumi will work as a Contract Services Specialist II. He will be responsible for maintaining the databases by entering data for asset inventory and facilities data and working closely with the Energy Division to implement the energy module via Archibus software, providing telephone, in person and online support to end users as needed. He will also communicate with systems and users to understand what changes/upgrades are needed to current software, recommend changes based on user needs, meet with information system groups to determine users requirements through either customizations or out-of-the-box systems; customize software packages for users; and maintain software and hardware information via Archibus System Asset Management tracking. Mr. Adewumi will perform intake and label all IT-related assets as they enter the inventory; keep detailed records of all IT-related assets; install hardware/software for Department staff on prescribed schedule or as needed based on wear-and-tear; install anti-viruses on user computers, and remove viruses from user computers. The period of the agreement is effective upon Board approval for one year.

MINUTES**PERSONNEL**Department of Housing and Community Development8. Classify the following new position:Position No.: 53043

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

To: Operations Officer V
Job Code: 00089
Grade: 936 (\$82,753.00 - \$132,342.00)

Cost: \$146,369.19 - 2055-000000-5823-802900-601001

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

9. Create the following Position:

Classification: Grant Services Specialist III
Job Code: 10217
Grade: 941 (\$56,946.00 - \$97,897.00)
Position No.: To Be Assigned by BBMR

Cost: \$84,637.05 - 4000-468520-5825-179400-601001

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 Housing and Community Development - cont'd

Reclassify the following filled position:

Position No.: 48553

From: Real Estate Agent II
Job Code: 33712
Grade: 927 (\$66,118.00 - \$105,788.00)

To: Real Estate Agent Supervisor
Job Code: 33715
Grade: 931 (\$75,715.00 - \$121,037.00)

Cost: \$9,457.71 - 1001-000000-5824-408900-601001

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 Resources

11. a. Abolish the following positions:

Position No.: 19983

Classification: Policy Compliance Officer I
Job Code: 31501
Grade: 087 (\$42,131.00 - \$50,927.00)

b. Reclassify the following filled position:

Position No.: 50265

From: HR Generalist II
Job Code: 07395
Grade: 923 (\$62,171.00 - \$99,709.00)

To: Sr. HR Business Consultant
Job Code: 1028
Grade: 931 (\$75,715.00 - \$121,037.00)

MINUTES**PERSONNEL**

Department of Human Resources - cont'd

c. Reclassify the following two vacant positions:

Position Nos.: 50446, 49336

From: HR Generalist II
Job Code: 07395
Grade: 923 (\$62,171.00 - \$99,709.00)

To: Sr. HR Business Consultant
Job Code: 10287
Grade: 931 (\$75,715.00 - \$121,037.00)

Cost: \$6,653.00 - 1001-000000-1603-172500-601001

These positions are 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

12. Create the following position:

Classification: Operations Officer II
Job Code: 00086
Grade: 927 (\$66,118.00 - \$105,788.00)
Position No.: To be determined by BBMR

Cost: \$121,953.00 - 5000-585920-1191-719000-601001

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

MINUTES**PERSONNEL**

Mayor's Office of Employment Development

13. Reclassify the following filled position:

Position No.: 16263

From: Facilities/Office Services
Job Code: 01221
Grade: 911 (\$25,363.00 - \$44,242.00)

To: Accounting Assistant III
Job Code: 00789
Grade: 084 (\$37,741.00 - \$45,044.00)

There are no costs associated with this action.

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

MINUTES**PERSONNEL**Baltimore City Police Department

	<u>Rate of Pay</u>	<u>Amount</u>
14. TINA M. BOGGAN-CAMARA	\$21.63	\$45,000.00

Account: 5000-588518-2021-212900-601009

Ms. Boggan-Camara will continue to work as a Contract Services Specialist II. She will be responsible for providing crisis counseling, safety and resource identification to adult victims of domestic violence; assisting victims with obtaining protective orders; accompanying detectives to the homes of victims; assisting victims with proceeding through court system; maintaining information in the domestic violence database; serving as a liaison between victims and law enforcement; assisting victims through the protective order process as well as obtaining emergency shelter and housing; and updating listing of shelter names, contact information, policies and procedures for acceptance to shelters for domestic violence victims. The period of the agreement is effective upon Board approval for one year.

15. LEONARDO GONZALEZ	\$20.19	\$42,000.00
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Account: 1001-00000-2024-796500-603026

Mr. Gonzalez, retiree, will work as a Contract Services Specialist I. He will be responsible for entry and accurate retention of all property retained by the police department and several surrounding agencies; receiving property and evidence submissions from police officers and lab personnel; ensuring accuracy and completeness of paperwork and entering into evidence tracking system; releasing property to personnel for further examination or as evidence for court; updating evidence tracking system with appropriate changes of location of the property for chain of custody and documentation of location; and releasing property to the public and documenting same in the evidence tracking system. The period of the agreement is April 28, 2020 through April 27, 2021.

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

	<u>Rate of Pay</u>	<u>Amount</u>
16. KENNETH HURST	\$20.19	\$42,000.00

Account: 1001-00000-2003-796400-601009

Mr. Hurst, retiree, will be responsible for receiving, logging, assigning and tracking all incoming Maryland Public Information Act (MPIA) requests, including body worn camera requests and subpoenas; providing responsive data using Records Management Systems (RMS) InPursuit, Lotus Notes, BPD Navigator, Criminal Justice Information Systems (CJIS), MD Judiciary Case Search and Computer Aided Dispatch (CAD); communicating with various BPD custodians, Assistant State's Attorneys, law enforcement agencies and insurance companies; managing Maryland Public Information Act (MPIA) databases and dedicated email account and handling incoming calls for Document Compliance Unit. The period of the agreement is effective upon Board approval for one year.

17. TAROLYN THRASHER	\$29.80	\$62,000.00
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Account: 4000-408418-2042-223700-601009

Ms. Thrasher will continue to work as a Contract Services Specialist II assigned to the Youth and Community Division. This position is responsible for coordinating with returning

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

citizens during and after incarceration to connect them with services accepted as terms of their probation by the courts in efforts to decrease recidivism and new arrests; working with court personnel to determine eligibility among indicated detainees; coordinating with both the State's Attorneys as well as Public Defenders to enroll participants into the program; conducting risk assessments; handling pre and post release case management and working with parole and probations supervisors. The period of the agreement is March 28, 2020 through March 27, 2021.

Department of Public Works18. Reclassify the following filled position:Position No.: 19981

From: Secretary II
Job Code: 33232
Grade: 078 (\$31,488.00 - \$36,312.00)

To: Administrative Analyst I
Job Code: 31311
Grade: 087 (\$42,131.00 - \$50,927.00)

Cost: \$16,829.00 - 1001-000000-1901-190500-601001

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 Public Works - cont'd

19. Create the following one position:

Classification: Operations Officer IV
Code: 31112
Grade: 931 (\$75,715.00 - \$121,037.00)
Position: To be determined by BBMR

Cost: \$108,782.00 - 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.

20. a. Create the following position:

Classification: Operations Manager
Code: 00090
Grade: 939 (\$87,552.00 - \$144,285.00)
Position: To be determined by BBMR

b. Abolish the following three vacant positions:

Position Nos.: 22368, 23522, and 36430

Classification: Office Support Specialist III
Job Code: 33213
Grade: 078 (\$31,488.00 - \$36,312.00)

Cost: \$128,337.00 - 2071-000000-5521-608800-601001

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 Public Works - cont'd

21. a. Abolish the following two positions:

Position Nos.: 22375, 23879

Classification: Secretary II

Job Code: 33232

Grade: 078 (\$31,488.00 - \$36,312.00)

b. Create the following one position:

Classification: Program Analyst

Job Code: 31511

Grade: 927 (\$66,118.00 - \$105,788.00)

Position No.: To be determined by BBMR

Cost: \$112,477.00 - 2071-000000-5521-608800-601001

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

22. Create the following two positions:

Classification: Program Compliance Officer II

Job Code: 31502

Grade: 927 (\$66,118.00 - \$105,788.00)

Position Nos.: To be determined by BBMR

Cost: \$205,565.00 - 2070-000000-5531-398600-601001

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

MINUTES**PERSONNEL**

Department of Public Works - cont'd

23. a. Create the following position:

Classification: Operations Specialist I
Job Code: 31107
Grade: 906 (\$53,001.00 - \$84,673.00)
Position No.: To be determined by BBMR

b. Abolish the following two vacant positions:

Position Nos.: 22359 and 48370

Classification: Office Supervisor
Job Code: 33215
Grade: 084 (\$37,741.00 - \$45,044.00)

Cost: \$75,697.00 - 2071-000000-5541-398600-601001

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

24. Create the following position:

Classification: Grants Procurement Officer
Job Code: 31754
Grade: 904 (\$49,054.00 - \$78,487.00)
Position No.: To be determined by BBMR

Cost: \$82,902.00 - 2071-000000-5471-400500-601001

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

MINUTES**PERSONNEL**Department of Recreation and Parks

	<u>Rate of Pay</u>	<u>Amount</u>
25. TIA N. NEWTON	\$28.00	\$ 53,368.00

Account: 1001-000000-4803-371400-601009

Ms. Newton will continue to work as a Contract Services Specialist II. She will identify creative guidelines for sub-brands and create targeted, multi-touch marketing pieces for audiences, and work with the Baltimore City Office of Information Technology and internal stakeholders to plan and implement a complete overhaul of the Department's website, reflective of the 2020 rebrand. Ms. Newton will also create integrated marketing campaigns to boost revenue and drive brand awareness amongst prospective and current customers, analyze and report on the activity of strategic campaigns to determine the campaigns' effectiveness, analyze and report on the activity of social media networks as well as the Department's official website, and recommend strategic solutions to drive use and awareness of the Department's official website.

In addition, she will present analytics to superiors, meet with the Department's managers to determine best practices, research ways to automate and streamline processes, identify potential co-branding opportunities with larger brands and influencers to amplify the Department's brand awareness, document the Department's events with video and photography and use the footage to produce quality creative content, and work jointly with the Department's Chief of Marketing to implement a brand strategy for AFRAM 2020, etc. This is the same hourly rate as in the previous contract period. The period of the agreement is effective upon Board approval for one year.

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

	<u>Rate of Pay</u>	<u>Amount</u>
26. GERALD L. SMITH	\$13.26	\$ 25,273.56

Account: 6000-680816-4782-717200-601009

Mr. Smith will continue to work as a Contract Services Specialist II. He will be responsible for securing and unlocking all of the facilities on the grounds of the Cylburn Arboretum for user groups and clients; providing assistance to prepare for events including setting up tables and chairs; patrolling the grounds, and interacting with visitors. In addition, Mr. Smith will provide information and ensure appropriate use of the grounds and facilities; close greenhouse vents and provide supplemental heating as needed; provide parking assistance during events; clean and remove trash from the facilities and grounds as scheduled, and provide horticultural care to exterior garden areas. This is the same hourly rate as in the previous contract period. The period of the agreement is effective upon Board approval for one year.

27. MAURICE S. ASHBY	\$23.99	\$ 44,009.54
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Account: 1001-000000-4783-583800-601009

Mr. Ashby will work as a Contract Services Specialist II. He will be responsible for conducting follow-up quality assurance re-inspections of trees, and focusing on planning work through Forestry's City Works Software and through its comprehensive City-wide tree inventory. Mr. Ashby will write reports and recommendations for follow-up action and track the resultant performance of the City's tree planting, young tree maintenance, and tree pit creation Contractors, and document the Contractors' performance output and subsequent billing via input through the provided General Information System and database software, including inventory updates. He will also make recommendations to the City Arborist or

MINUTES

PERSONNEL

Department of Recreation and Parks - cont'd

Rate of Pay

Amount

representatives for additional work to be assigned to the Contractor, work closely with Urban Foresters to ensure that the International Society of Arboriculture's Best Management Practices for maintenance, site preparation, and tree planting are utilized in Forestry-coordinated projects with the Contractors, community organizations, and other City agencies. In addition, Mr. Ashby will provide occasional assistance for other matters related to forestry such as inspections, hand-tool usage, and community outreach. The period of the agreement is effective upon Board approval for one year.

28. **FREDERIC C. CHALFANT** \$23.09 \$ 44,009.54

Account: 1001-000000-4783-583800-601009

Mr. Chalfant will work as a Contract Services Specialist II. He will be responsible for ensuring adequate quality assurance for all tree planting and young tree maintenance work, recordkeeping, and site preparation utilized for Forestry-coordinated projects with contractors, community organizations and other City agencies. The period of the agreement is effective upon Board approval for one year.

29. **MALLORY A. RICHARDS** \$32.00 \$ 4,992.00

Account: 6000-680519-4792-369500-601002

Ms. Richards will continue to work as a Contract Services Specialist II. She will be responsible for planning, organizing, and instructing the ice skating program, and maintaining records, preparing reports, and creating events to showcase participants' achievements. This is the same hourly rate as in the previous contract period. The period of the agreement is effective upon Board approval for one year.

MINUTES**PERSONNEL**State's Attorney Office

	<u>Rate of Pay</u>	<u>Amount</u>
30. CHANEAL SIMPSON	\$24.97	\$47,609.00

Account: 1001-000000-1150-120900-601009

Ms. Simpson will work as a Contract Service Specialist II. She will be responsible for assisting the Assistant State's Attorney in the investigations and movement of cases and inputting of charges. She will finalize charging documents, find open warrants and communicate with public safety staff and members of the Baltimore City Police Department. The period of the agreement is February 3, 2020 through February 2, 2021.

31. Reclassify the following filled position:

Position No.: 46130

From: Administrative Policy Analyst
Job Code: 01956
Grade: 923 (\$62,171.00 - \$99,709.00)

To: Public Relations Officer
Job Code: 01961
Grade: 923 (\$62,171.00 - \$99,709.00)

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.

MINUTES

PERSONNELState's Attorney OfficeCreate the following two Positions:

32. Classification:Assistant State's Attorney

Job Code: 01962

Grade: 929 (\$70,276.00 - \$112,293.00)

Position Nos.: To Be Assigned by BBMR

Cost: \$146,250.00 - 5000-513820-1150-118000-601001

MINUTES

Health Department - Notice of Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of the Notice of Award (NoA) from the Department of Health and Human Services, Centers for Disease Control and Prevention. The period of the NoA is January 1, 2020 through December 31, 2020.

AMOUNT OF MONEY AND SOURCE:

\$46,407.00 - 4000-422120-3030-271400-404001

BACKGROUND/EXPLANATION:

The NoA will allow the Department's Tuberculosis (TB) Prevention Program to use funds to support the City's TB control efforts, to provide medical care and treatment for active and latent TB patients, and to conduct contact investigations. Funds are used for staff, radiology services and clinician salaries.

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

APPROVED FOR FUNDS BY FINANCE

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

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

MINUTES

Health Department - Amendment to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Amendment to Agreement with HealthCare Access Maryland, Inc.

AMOUNT OF MONEY AND SOURCE:

\$163,865.00 - 4000-403320-3001-599000-603051

BACKGROUND/EXPLANATION:

On July 24, 2019 the Board approved the original agreement in the amount of \$508,978.00 for the period of May 1, 2019 through April 30, 2020.

The Department is increasing the agreement by \$163,865.00 for additional services for Medicaid/Medcare patients within Baltimore City, making the total agreement amount \$672,843.00.

The amendment is late because of administrative delays.

MWBOO GRANTED A WAIVER ON NOVEMBER 15, 2019.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment to Agreement with HealthCare Access Maryland, Inc.

MINUTES

Health Department - Ratification of Agreement

ACTION REQUESTED OF B/E:

The Board is requested to ratify the Agreement with Johns Hopkins University (JHU). The period of the agreement was July 1, 2019 through December 31, 2019.

AMOUNT OF MONEY AND SOURCE:

\$150,517.00 - 4000-499019-3023-513200-603051

BACKGROUND/EXPLANATION:

The JHU's REACH Initiative - HIV Prevention - Ending the HIV Epidemic project focuses on the treatment pillar of the four pillars of Ending the Epidemic endeavor.

REACH continues its systemic approach with the Bartlett Clinic and is adding Total Health Care as a site. REACH reviews each clinician's caseload to determine patients who may have fallen out of care and be non-compliant with their anti-retroviral therapy for a host of reasons, and works with each clinician toward the goal of all patients reaching an undetectable viral load. This is called Getting to Zero.

The amendment is late because of administrative delays.

MWBOO GRANTED A WAIVER ON DECEMBER 13, 2019.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board ratified the Agreement with Johns Hopkins University. The Mayor **ABSTAINED**. The President **ABSTAINED**.

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. **MEN AND FAMILIES CENTER, INC.** **\$ 15,000.00**

Account: 5000-584420-3160-792200-603051

The Department received a grant award from the Governor's Office of Crime Control and Prevention for the project titled Youth Services and Advocacy Project (YSAP). This program provides services to primary and secondary victims of crime and violence. Services include case management, mental health services, support groups, educational, transportation, and housing assistance. The funds will be utilized to pay for processing of rental subsidies for clients enrolled in and referred by the Department's Youth Services and Advocacy Project. Services will include housing linkages and placements through the vendor's Housing Connection Partners and accessing and arranging BG&E services as needed. The period of the agreement is effective upon Board approval through September 30, 2020.

The agreement is late because of administrative delays.

2. **KENNEDY KRIEGER INSTITUTE, INC.** **\$ 51,582.00**

Account: 4000-427120-3080-294300-603051

The Kennedy Krieger Institute, Center for Autism and Related Disorders will utilize the funds to provide screening assessment, training, and staff case consultation by a trained psychologist with expertise in the early identification of autism spectrum disorders.

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

MWBOO GRANTED A WAIVER ON NOVEMBER 27, 2019.

MINUTES

Health Department - cont'd

3. **CHASE BREXTON HEALTH SERVICES, INC.** **\$234,850.00**

Account: 5000-569720-3023-273315-603051

Chase Brexton Health Services, Inc. will utilize the funds to provide a range of client-centered Medical Case Management activities focused on improving health outcomes in support of the HIV care continuum.

MWBOO GRANTED A WAIVER ON DECEMBER 13, 2019.

4. **CHASE BREXTON HEALTH SERVICES, INC.** **\$129,000.00**

Account: 5000-569720-3023-273316-603051

Chase Brexton Health Services, Inc. will utilize the funds to provide outpatient mental health psychological and psychiatric screening, assessment, diagnosis, treatment, and counseling services with clients living with HIV. Mental Health Services are based on a treatment plan and provided by mental health professionals licensed or authorized within the State to render such services.

MWBOO GRANTED A WAIVER ON DECEMBER 6, 2019.

5. **CHASE BREXTON HEALTH SERVICES, INC.** **\$404,500.00**

Account: 5000-569720-3023-273312-603051

Chase Brexton Health Services, Inc. will utilize the funds to provide high quality, comprehensive, and culturally competent Early Intervention Services in order to reduce HIV incidence, improve health literacy surrounding HIV disease, HIV prevention, and HIV transmission, and increase the number of HIV-infected and HIV-affected person who are linked to medical and psychosocial support services.

MWBOO GRANTED A WAIVER ON DECEMBER 6, 2019.

MINUTES

Health Department - cont'd

6. **CHASE BREXTON HEALTH SERVICES, INC.** **\$303,400.00**

Account: 5000-569720-3023-273313-603051

Chase Brexton Health Services, Inc. will utilize the funds to provide Health Education/Risk Reduction Services (HERR) to clients living with HIV, and how to reduce the risk of HIV transmission. HERR will include sharing information about medical and psychosocial support services and counseling clients to improve their health status.

MWBOO GRANTED A WAIVER ON DECEMBER 13, 2019.

7. **CHASE BREXTON HEALTH SERVICES, INC.** **\$ 96,800.00**

Account: 5000-569720-3023-273314-603051

Chase Brexton Health Services, Inc. will utilize the funds to provide Medical Nutrition Therapy that includes nutrition assessment and screening, dietary/nutritional evaluation, developing a nutrition plan, distribution of food and/or nutritional supplements per medical provider's recommendation and nutrition education and/or counseling.

MWBOO GRANTED A WAIVER ON DECEMBER 6, 2019.

8. **PARK WEST HEALTH SYSTEMS, INC.** **\$283,800.00**

Account: 5000-569720-3023-273354-603051

Park West Health Systems, Inc. will utilize the funds to provide Outpatient Ambulatory Health Services, as well as diagnostic and therapeutic services provided directly by a licensed health care provider with experience in treatment of patients with HIV disease.

MWBOO GRANTED A WAIVER ON DECEMBER 2, 2019.

MINUTES

Health Department - cont'd

9. **PARK WEST HEALTH SYSTEMS, INC.** **\$ 59,600.00**

Account: 5000-569720-3023-273353-603051

Park West Health Systems, Inc. will utilize the funds to provide outpatient treatment and counseling services to address mental illness, eliminating barriers to treatment and increasing adherence to medical care so that clients may achieve viral load suppression.

MWBOO GRANTED A WAIVER ON OCTOBER 24, 2019.

10. **INDEPENDENT LIVING FOUNDATION, INC.** **\$794,250.00**

Account: 5000-569720-3023-273328-603051

Independent Living Foundation, Inc. will utilize the funds to provide oral health services to low-income individuals infected with HIV/AIDS who are uninsured/underinsured. Oral health services will consist of providing outpatient diagnostic, preventive and therapeutic care to be rendered by dental health professionals, including general dental practitioners, dental specialists and licensed dental assistants.

MWBOO GRANTED A WAIVER ON DECEMBER 10, 2019.

The agreements are late because the State of Maryland, Department of Health and Mental Hygiene's (DHMH) Prevention and Health Promotion Administration (PHPA) programmatically manages Ryan White Part B HIV/AIDS State Special Services. The providers are asked to submit a 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. This review is required to comply with grant requirements.

MINUTES

Health Department - cont'd

11. **MEDSTAR HARBOR HOSPITAL, INC.** **\$ 74,236.00**

Account: 4000-499019-3023-513200-603051

The MedStar Harbor Hospital, Inc. will work with the Department to support HIV prevention and point of care HIV testing in the Emergency Department. The organization will also provide testing for other sexually transmitted diseases including but not limited to gonorrhea, chlamydia, and syphilis, as well as Hepatitis C. The period of the agreement was July 1, 2019 through December 31, 2019.

The agreement is late because the Department received supplemental funding on June 27, 2019, which was approved by the Board on July 31, 2019.

MWBOO GRANTED A WAIVER ON OCTOBER 4, 2019.

12. **CLARITY SERVICE GROUP LLC a/k/a PENHURST GROUP, LLC d/b/a AVEANNA HEALTHCARE** **\$437,480.00**

Accounts: 4000-427120-3080-292300-603051	\$ 44,753.00
4000-406820-3080-288500-603051	\$165,000.00
1001-000000-3080-288500-603051	\$227,727.00

Aveanna Healthcare will utilize the funds to work with the Department's Baltimore Infants and Toddlers Program (BITP) to provide direct early intervention services according to the child's Individual Family Services Plan. These services include Special Instruction, Occupational Therapy, Physical Therapy, and Speech-Language Pathology. Aveanna Healthcare will also provide staff for BITP's Eligibility Evaluation and Determination sites.

The agreement is late because of administrative delays.

MWBOO GRANTED A WAIVER ON OCTOBER 22, 2019.

MINUTES

Health Department - cont'd

13. **AAA MANAGEMENT, LLC** **\$ 30,790.75**

Account: 5000-533320-3254-316200-603051

This agreement with AAA Management, LLC will allow Raven's Medical Adult Day Care Center to provide adult medical day care services to ill, frail or disabled elderly persons who are eligible to receive Office of Health Services (OHS) grant funding from the City.

The City will pay the Provider the set rate of \$39.73 per day of Service provided to an individual Recipient, not to exceed 775 Days of Service provided to Recipients per year, for all combined. This rate includes transportation services for the Recipient.

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

The 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 foregoing agreements.

MINUTES

Circuit Court for Baltimore City - Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of a Grant Award from the Maryland Judiciary, Administrative Office of the Courts. The period of the Grant Award is July 1, 2019 through June 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$579,065.00 - 5000-540319-1100-109400-405001

BACKGROUND/EXPLANATION:

The Grant Award will provide funding for personnel and other related costs to operate the Circuit Court's Drug Court program. The grant will also fund related personnel cost for The Family Recovery Program of Baltimore City, Inc. via pass through funding.

The Grant Award is late because of a delay in administrative processing of final documentation.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved acceptance of a Grant Award from the Maryland Judiciary, Administrative Office of the Courts.

MINUTES

Fire Department - Second Renewal Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve the Second Renewal Agreement with University of Maryland Emergency Medicine Association, P.A. (UMEMA). The renewal will extend the period of the agreement through June 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$ 90,000.00 - 1001-000000-2003-195500-603026
166,400.00 - 1001-000000-3191-308700-603026
\$256,400.00

BACKGROUND/EXPLANATION:

The original agreement with the UMEMA for emergency medical direction for the Department's Emergency Medical Services Operational Program (EMSOP) was approved by the Board on July 12, 2017 for the period of July 1, 2017 to June 30, 2018, with three additional one year terms, one of which already was exercised for the period of July 1, 2018 through June 30, 2019.

The original agreement was amended on January 10, 2018 to add additional monies and update the names of the physicians.

This renewal is intended to exercise the City's second renewal option under the same terms and conditions. The renewal is late because of the cyber-ware attack in which prescheduled tickler system on Outlook was ineffective as it was a confiscated computer.

MBE/WBE PARTICIPATION:

MWBOO APPROVED A WAIVER ON MAY 2, 2017.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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President: "Ah -- the first item on the non-routine agenda can be found on page 43 Fire Department Second Renewal agreement will the parties please come forward?"

Fire Chief, Niles Ford: "Mr. President "My name is Niles Ford the Fire Chief."

President: "Hi Chief pull the mic up some."

Mr. Ford: "I'm sorry."

Fire Chief James Matts: "Hi, I am Chief James Matts."

Mr. Ford: "This is a ah -- regular renewal for um -- medical oversight for EMT Fire, um -- I mean paramedics um -- call takers and dispatchers for all practical purposes, this is an ongoing process um -- we have had this relationship with um - with the University of Maryland Medical Center for since 1996 actually. It is required in order for them to function under their license, this is just a regular renewal ah -- process and um -- so it is going through the normal process to get us to this point."

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President: "And ah -- Chief you were saying earlier that there was a delay that --."

Mr. Ford: "Yes the delay was ah -- related to the spyware um -- when we had the -- the cyber-attack um -- a lot of our data and a lot of our information went down and not just um -- the information from this contract but the reminder that pulled up to tell us to work on the contract, and that was the -- the delay in this process."

President: "And thank you and Chief also can you for the public go a little deeper about what this does and how the certification benefits the department and -- and puts you in line with other departments around the region and around the country?"

Mr. Ford: "Absolutely, I'd like Chief Matts to talk about that."

Mr. Matts: "Sure, so as Chief Ford had said, it actually a COMAR mandate that all (EMSOPS), EMS Operational Programs, through the state are required to have medical oversight. There's a lot of requirements, they have to be ah -- Maryland Emergency Physician a lot um - jurisdictions throughout the United States have full time medical direction. At this time we actually have three

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part-time medical directors that we are able to leverage for eight hours each per week. So it's -- three -- three eight hour shifts per week. Places like San Antonio have three full-time Medical Directors um -- Houston actually has seven. The medical directors actually provide medical oversight to our roughly 1500 members. We actually work underneath their license and they make sure that we are following in compliance with our protocols, regulatory, they look for program evaluation and um -- patient outcome to make sure our treatments are falling in line and improves the care we provide to the citizens and visitors in Baltimore City."

President: "And thank you. Um -- just for -- do you guys know for clarification purposes let's just say Philadelphia and Washington D.C. how many medical directors those Departments have?"

Mr. Matts: "I have to double check. I think Philadelphia has two and D.C. I know definitely has one full-time medical director."

Mr. Ford: "We're aware of D.C's one director, one medical director."

President: "One director, and did we ever have more than one full-time or it is just always been one full-time?"

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Mr. Matts: "We've never had a full-time."

President: "Never had a full-time."

Mr. Matts: "We moved up three part-times a few years ago when we started going into things like mobile integrated health, community paramedicine and population health and some of the things we are trying to do proactively um -- to provide better service to the - - the citizens and also to kind of try to reduce the call volume on the system because we have -- we have probably the sec -- second busiest EMS system in the country."

President: "And Chief have you guys ah -- ever asked to have a full-time one I know -- I never heard it, if you can talk about ah -- if you believe you should have a full-time are you guys going to put yourself on the path to actually accomplish that goal?"

Mr. Ford: "Yes -- yes we -- we tried to work on it at um -- um it is an ongoing process and at the end of the day I think we probably should -- well I don't think we probably I know we should. But even after we add that one we know that we would be in a position where we probably have to have part-times but we have to very sober about um -- the related expense to have the one. It is going to be expensive."

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President: "Well have you guys done a cost analysis about how that would be versus the -- the multiple part-time individuals?"

Mr. Ford: "I -- I wouldn't --."

President: "And why and the second question. Why um -- haven't you been successful in getting a full time one before?"

Mr. Ford: "I -- I wouldn't say --"

President: "Even if it -- if it predates you I understand."

Mr. Ford: "Yes. I would not say we compared and contrast, we looked at other municipalities um -- specifically to see what they've gotten out of it and - and the expense related to it because it is not just the salary there is a lot of dynamics, there is a lot of legal dynamics involved with it um -- and us going under the umbrella of University of Maryland has been very um -- very helpful for us. Um - for the City so it's -- it's something if we decide to do we need to very deliberate about it."

Mr. Matts: "I am sorry. The cost alone for a physician about ten year ago an attending is like a stand-alone physician in the

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emergency room. Ten years ago, a starting attending was making \$270,000.00 a year not to mention that medical malpractice you have to carry with that -- that is why it is more advantageous for us to leverage the system."

President: "Thank you. Um -- and Chief the last question but unrelated just want to make sure um - I know we had an incident yesterday with one of the fire houses being hit with bullets just making sure that all the guys and girls there are ok."

Mr. Matts: "All are doing well they -- um I went over there right after being contacted. The Mayor -- Mayor and I talked. I went over there right after the event and um -- they are -- they are - -no one is harmed they all are of good spirit. They -- they understand what their calling is and we are trying to make a difference in the community Sir."

President: "Thank you. Ah -- if all the question. I will entertain a motion for this item."

MINUTES

City Solicitor: "Mr. President may I have just one moment? Mr. Chief ah -- I just want to take this opportunity to let you know ah - behalf of all the people how much we appreciate the work your EMT's are doing. The Law Department, has been called upon in the last year to defend the men and women who are real heroes and we have been successful in defending them and I just want to express appreciation for the work they are doing."

Mr. Matts: "Thank you sir."

Mr. Davis: "They -- they are true heroes."

Mr. Matts: "Thank you sir."

Mr. Davis: "Thank you Mr. President.

I would move approval of the item on the non-routine agenda."

Comptroller: "I second."

President: "All those in favor say aye. Aye. All opposed say Nay. The motion carries. As there is no more business before the Board we will recess until bid opening at 12 noon. Thank you."

MINUTES

TRANSFERS OF FUNDS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following page:

358

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 General Services</u>			
1.	\$150,000.00	9916-902952-9197	9916-902955-9197
	5 th Public	Western District	Northwestern
	Bldg. Loan	Police Station	District Police
		Improvements-	Station Improvements-
		Active	Active

This transfer will provide funds for the partial roof replacement and 2nd floor restroom renovation at the Northwestern District Police Station and all associated in-house costs. The existing roof at the Northwestern District Police Station has surpassed its useful life span and must be replaced. The conditions of the plumbing, HVAC, and electrical systems require improvements in order to adequately serve the needs of the Police Department. These renovations will also include upgrades to the HVAC, plumbing, and electrical systems.

MINUTES

Department of Public Works/Office - Amendment No. 1 to Agreement of Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Amendment No. 1 to Agreement (Amendment No. 1) with Dewberry Engineers, Inc., under Project No. 1267D, On-Call Water Design and Engineering Services. The Amendment No. 1 extends the period of the Agreement through July 17, 2021 or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

No funds are requested at this time.

BACKGROUND/EXPLANATION:

On July 18, 2018, the Board approved the Agreement with Dewberry Engineers Inc. for On-Call Water Design and Engineering Services for two years with an upset limit of \$1,000,000.00. The current expiration date is July 17, 2020.

The City wishes to exercise its option to utilize the one-year time extension under the original agreement with no change in the upset fees. Under the terms of the Amendment No. 1 the Consultant will continue to respond to water main emergencies, prepare design, specifications, and cost estimates for urgent need water work; update the Standard Details and Materials List; develop Standard Operation Procedures; provide construction services, provide CAD drafting support and GIS support; geotechnical investigation; survey, utility locating, test pitting, utility records research; Easement Plat, Right-of-Entry, Right-of-Way agreements; and Federal, State, and local government regulation compliance.

AUDITS NOTED THE TIME EXTENSION.

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 an Amendment No. 1 to Agreement with Dewberry Engineers, Inc., under Project No. 1267D, On-Call Water Design and Engineering Services.

MINUTES

Department of Finance/ - Donation of Surplus Property
Bureau of Procurement

ACTION REQUESTED B/E:

The Board is requested to approve a donation of surplus property to Coldstream Homestead Montebello Community Corporation also known as CHUM.

AMOUNT OF MONEY AND SOURCE:

N/A – Donation of surplus property.

BACKGROUND/EXPLANATION:

The Department of Finance, Bureau of Procurement and the Department of General Services desire to transfer one 2008 Ford F450 Dump and two 2007 Mitsubishi Load Packers to CHUM.

These items have been replaced and are no longer essential to the City of Baltimore. The approval of this request will allow for the transfer of title.

The Board's approval is requested pursuant to the Property Disposal Program (AM -306-1), as the equipment donated retains some value.

UPON MOTION duly made and seconded, the Board approved a donation of surplus property to Coldstream Homestead Montebello Community Corporation also known as CHUM.

MINUTES

Department of Finance/ - Donation of Surplus Property
Bureau of Procurement

ACTION REQUESTED OF B/E:

The Board is requested to approve a donation of surplus property to United Workers, on behalf of the Baltimore Compost Collective.

AMOUNT OF MONEY AND SOURCE:

N/A – Donation of surplus property.

BACKGROUND/EXPLANATION:

The Department of Finance, Bureau of Procurement, and the Department of General Services desire to transfer a Mitsubishi Fuso Mini Load Packer to the Baltimore Compost Collective.

Launched in 2017, the Baltimore Compost Collective is jointly run by the Institute for Local Self-Reliance and United Workers, in partnership with Filbert Street Community Garden. This vehicle will allow the Baltimore Compost Collective to transition to a sustainable business model that can serve more customers, divert more waste, and reach more youth.

This item has been replaced and is no longer essential to the City of Baltimore. Approval of this request will allow for the transfer of title.

The Board's approval is requested pursuant to the Property Disposal Program (AM-306-1), as the equipment donated retains some value.

UPON MOTION duly made and seconded, the Board approved a donation of surplus property to United Workers, on behalf of the Baltimore Compost Collective.

MINUTES

Department of Public Works/Office - Full Release of Retainage
of Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Agreement for the Full Release of Retainage to J. Fletcher Creamer & Son, Inc. for WC 1343, Water Appurtenances Installations and Small Main Repairs.

AMOUNT OF MONEY AND SOURCE:

\$240,542.50 - 9960-904143-9557-000000-200001

BACKGROUND/EXPLANATION:

As of October 15, 2019, J. Fletcher Creamer & Son, Inc. has completed 100% of the work for WC 1343, Water Appurtenances Installations and Small Main Repairs.

The Contractor has requested a Full Release of Retainage for \$240,542.50. Currently, the City is holding \$240,542.50, in retainage for the referenced project and the Contractor is requesting to reduce the amount of retainage to \$0.00.

MWBOO HAS APPROVED THE FULL RELEASE OF RETAINAGE.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of an Agreement for the Full Release of Retainage to J. Fletcher Creamer & Son, Inc. for WC 1343, Water Appurtenances Installations and Small Main Repairs.

MINUTES

Department of Housing and - Land Disposition Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Land Disposition Agreement with Catholic Community School Land, Inc., Developer, for the sale of the City-owned property located at 732 W. Lexington Street.

AMOUNT OF MONEY AND SOURCE:

\$350,000.00

BACKGROUND/EXPLANATION:

The project will provide a first class, state of the art facility for Pre-K through 8th grade programs. The educational facility will have 65,000 sq. ft. on three levels with 27 classrooms, a gym, a full services kitchen, a media center and maker spaces.

732 W. Lexington Street is located in the Poppleton neighborhood. The Developer will be using private funds.

The Developer will receive a credit from the City in the amount of \$53,632.00 at settlement. This credit is given to the Developer for the remediation of contaminated soil found on the property.

The City is authorized to sell this property according to the provision of Article II, Section 15 of Charter of Baltimore City, as amended and supplemented; Article 13 of the Baltimore City Code and Ordinance 19-230 enacted on March 11, 2019.

MINUTES

Department of Housing and - cont'd
Community Development

The appraisal for 732 West Lexington was done by Calvin Thomas at Lipman, Frizzell, & Mitchell on May 20, 2019.

The transaction was delayed in getting to the Board of Estimates due to continuing negotiations with the Buyer and the Department. The Buyer also needed to complete its negotiations with the Housing Authority on adjacent land integral to the development of the school as well. These protracted negotiations caused the delay in the completion of the Land Disposition Agreement and thusly its presentation to the Board of Estimates.

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

The statement does not apply because the property will be sold at the market value of \$350,000.00 as reflected by an appraised value of \$350,000.00

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with Catholic Community School Land, Inc., Developer, for the sale of the City-owned property located at 732 W. Lexington Street.

MINUTES

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

The Board is requested to approve and authorize execution of the Community Development Block Grant Agreement (CDBG).

1. JULIE COMMUNITY CENTER, INC. \$60,000.00

Account: 2089-208920-5930-435526-603051	\$25,284.17
2089-208920-5930-435530-603051	\$10,249.09
2089-208920-5930-435534-603051	\$ 6,811.98
2089-208920-5930-435539-603051	\$17,654.76

The CDBG funds will provide a variety of public services to low-and moderate-income persons that reside in Southeast Baltimore. The services include direct services and/or referrals to emergency social services, health services, youth services and adults education/GED classes. The period of the agreement is July 1, 2019 through June 30, 2020.

FOR FY 2020, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$0.00.

MWBOO GRANTED A WAIVER ON OCTOBER 11, 2019.

2. DRUID HEIGHTS COMMUNITY DEVELOPMENT CORPORATION (DHCDC) \$385,000.00

Account: 2089-208920-5930-430662-603051	\$ 50,000.00
2089-208920-5930-430630-603051	\$ 40,000.00
2089-208920-5930-430634-603051	\$ 40,000.00
2089-208920-5930-430653-603051	\$100,000.00
2089-208920-5930-430681-603051	\$ 40,000.00
2089-208920-5930-430683-603051	\$ 40,000.00
2089-208920-5930-430691-603051	\$ 75,000.00

The CDBG funds will subsidize the DHCDC's operating costs. The DHCDC will carry-out a variety of public and youth

MINUTES

Department of Housing and - cont'd
Community Development

services, rehabilitate and construct affordable housing for owner-occupancy by low- and moderate-income households. The DHCDC will also redevelop Gold Street Park as a community pocket park. The period of the agreement is September 1, 2019 through August 31, 2020.

FOR FY 2020, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$0.00.

MWBOO GRANTED A WAIVER ON JANUARY 16, 2020.

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. Emergency Shelter Grant Entitlement (ESG)
4. Housing Opportunity for People with AIDS (HOPWA)

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

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Community Development Block Grant Agreement.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

* * * * *

On the recommendations of the City agencies

Hereinafter named, the Board,

UPON MOTION duly made and seconded,

Awarded the formally advertised contracts

Listed on the following pages:

369 - 370

to the low bidders meeting the specifications,

or rejected bids on those as indicated

for the reasons stated.

The Transfers of Funds were approved

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

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Public Works/Office
of Engineering and Construction

- | | | | |
|----|---|------------------------|----------------|
| 1. | SC 998, On-Call
Assessment and Repairs
of Sanitary Sewer Mains
and Laterals - Various
Locations | Spiniello
Companies | \$6,893,300.00 |
|----|---|------------------------|----------------|

MBE/WBE PARTICIPATION:

The Chief of MWBOO recommends Spiniello Companies as being in full compliance with Article 5, Subtitle 28 of the Baltimore City Code. As part of their bid, Spiniello Companies has committed to utilize the following:

MBE GOAL: 9%

WBE GOAL: 4%

MBE: EDMJ Contracting, Inc.	\$622,000.00	9.02%
WBE: R&R Contracting Utilities, Inc.	\$235,000.00	3.40%
Empire Landscapes, LLC	41,800.00	.60%
	\$276,800.00	4.00%

MWBOO FOUND VENDOR IN COMPLIANCE ON SEPTEMBER 27, 2019.

2. **TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT</u>	<u>TO ACCOUNT</u>
\$7,444,764.00	9956-908103-9549	9956-906949-9551
Wastewater	Replacement of	Construction
Revenue Bond	SC 974	

The transfer will cover costs for SC 998, On-Call Assessment and Repairs of Sanitary Sewer Mains and Laterals - Various Locations.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Procurement

3. B50005967, OEM Parts Waste Equipment \$250,000.00
and Service for Sales and Service,
Doosan Heavy Equipment LLC

(Department of General Services,
Fleet Management)

MBE/WBE PARTICIPATION:

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

4. B50005723, Retrofit Zerodraft \$724,513.00
of Lighting Fixtures Maryland, LLC

(Montebello Water Treatment Facility) - \$634,812.00
(Westside YO Center) - \$ 89,701.00

(Dept. of Public Works)

MWBOO SET GOALS OF 33% MBE AND 11% WBE ON APRIL 13, 2019.

MBE: Plexus Group	\$209,488.00	33% - Montebello
	\$ 29,601.00	33% - Westside
WBE: Letke Security	\$ 69,830.00	11% - Montebello
Contractors,	\$ 9,867.00	11% - Westside
Inc.		

MWBOO FOUND VENDOR IN COMPLIANCE ON NOVEMBER 27, 2019.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONSVENDOR AMOUNT OF AWARD AWARD BASISBureau of Procurement

- | | | |
|----|---|---------|
| 1. | EMSL ANALYTICAL, INC. \$ 14,000.00 | Renewal |
| | Contract No. B50004825 - Giardia and Cryptosporidium Analyses
- Department of Public Works, Water and Wastewater Maintenance
Division - P.O. No.: P537687 | |

On November 29, 2016, the City Purchasing Agent approved the initial award in the amount of \$13,881.00. The award contained three renewal options. Two renewal options have been exercised. This final renewal in the amount of \$14,000.00 is for the period December 1, 2019 through November 30, 2020. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

- | | | |
|----|--|---------|
| 2. | THE ZION CHURCH OF
THE CITY OF BALTIMORE \$ 20,800.00 | Renewal |
| | Contract No. 06000 - Wellness Program at Zion - Department of
Human Resources - P.O. No.: P546619 | |

On January 28, 2019, the City Purchasing Agent approved the initial award in the amount of \$15,600.00. The award contained one renewal option. This sole renewal in the amount of \$20,800.00 with Zion Church is for space for the DHR Wellness programs. The period of the renewal is January 1, 2020 through December 31, 2020. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement - cont'd

- | | | |
|--|---------|---------|
| 3. FERGUSON ENTERPRISES,
INC. | \$ 0.00 | Renewal |
| Contract No. B50004438 - Various Type K - Copper Tubing -
Department of Public Works, Water and Wastewater - P.O. No.:
P534353 | | |

On February 3, 2016, the Board approved the initial award in the amount of \$200,000.00. The award contained four renewal options. Three renewal options have been exercised. This final renewal in the amount of \$0.00 is for the period February 20, 2020 through February 19, 2021. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On December 7, 2015, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON DECEMBER 7, 2015.

- | | | |
|--|--------------|---------|
| 4. CHEMRITE, INC. | \$100,000.00 | Renewal |
| Contract No. B50004849 - Phosphoric Acid-15% - Department of
Public Works - Bureau of Water and Wastewater - P.O. No.:
P539310 | | |

On March 29, 2017, the Board approved the initial award in the amount of \$100,000.00. The award contained four 1-year renewal options. Two renewal options have been exercised. This third renewal in the amount of \$100,000.00 is for the procurement of Phosphoric Acid-15% which is intended for use at wastewater treatment plants as a nutrient source for nitrification and denitrification systems. The period of the renewal is April 15, 2020 through April 14, 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:

On December 21, 2016, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON DECEMBER 21, 2016.

5. **FIRST CALL**

HOLABIRD DEVELOPMENT
CORPORATION t/a
PORT CITY EQUIPMENT
CO.

SECOND CALL

GAMBRILLS EQUIPMENT
COMPANY, INC.

\$200,000.00

Renewal

Contract No. B50004770 - O.E.M. and Aftermarket Parts and Repair for Lawn Mowers and Landscape Equipment - Department of General Services - P.O. Nos.: P538037 and P538038

On December 21, 2016, the Board approved the initial award in the amount of \$299,500.00. The award contained two 1-year renewal options. On December 19, 2018, the Board approved an increase in the amount of \$299,000.00. This first renewal in the amount of \$200,000.00 is for the period March 18, 2020 through March 17, 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>
---------------	------------------------	--------------------

Bureau of Procurement - cont'd

MBE/WBE PARTICIPATION:

On September 1, 2016, it was determined that no goals would be set because of no opportunity to segment the contract. This is a purchase of commodities from the manufacturer who is required to provide associated pre-delivery inspection and warranty parts.

MWBOO GRANTED A WAIVER ON SEPTEMBER 1, 2016.

6. FLOW CONTROLS, INC.
JOBE AND COMPANY, INC.

\$100,000.00

Renewal

Contract No. B50004839 - Gauges Pressure and Level Measurement Instrumentation and Records - Department of Public Works - P.O. Nos.: P538486 and P538487

On February 8, 2017, the Board approved the initial award in the amount of \$400,000.00. The award contained two 1-year renewal options. This first renewal in the amount of \$100,000.00 is necessary in order to have a source of replacement instruments and parts for the water and wastewater treatment plants. The period of the renewal is February 10, 2020 through February 9, 2021, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On December 2, 2016, MWBOO determined that no goals would be set because of no opportunity to segment the contract. This is a purchase of commodities from authorized dealers.

MWBOO GRANTED A WAIVER ON DECEMBER 2, 2016.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement - cont'd

- | | | |
|---|--------------|----------------------|
| 7. PRAXAIR, INC. | \$200,000.00 | Increase and Renewal |
| Contract No. B50005301 - Liquid Oxygen - Department of Public Works - Wastewater Facilities - P.O. No.: P543112 | | |

On March 21, 2018, the Board approved the initial award in the amount of \$60,000.00. Subsequent actions have been approved. The award contained four 1-year renewal options. This second renewal in the amount of \$200,000.00 will provide for liquid oxygen for use at the Patapsco Wastewater Treatment Plant. The period of the renewal is March 21, 2020 through March 20, 2021, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On January 9, 2018, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON JANUARY 9, 2018.

- | | | |
|--|----------------|---|
| 8. DLT SOLUTIONS, LLC | \$5,000,000.00 | Non-Competitive
Procurement/
Increase |
| Maricopa County Cooperative Contract Number 180233-001 - Oracle Products and Services - Departments of Transportation, General Services, Public Works, etc.- P.O. No.: P550093 | | |

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

On May 29, 2019, the Board approved the initial award in the amount of \$449,549.27. This increase in the amount of \$5,000,000.00 is necessary to allow various end user agencies to obtain Oracle software products under the cooperative contract established by Maricopa County, the lead government agency for Omnia Partners (formerly US Communities), a cooperative procurement organization, through a competitive solicitation process. The City of Baltimore is a member of the cooperative and may utilize its contracts for various procurements as needed. This increase will make the award amount \$5,449,549.27. The contract expires November 30, 2023. The above amount is the City's estimated requirement.

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

MBE/WBE PARTICIPATION:

Not applicable. The Oracle products are exclusively available through authorized partners of the software manufacturer, Oracle Corporation.

- 9. GOTTLIEB AND
WERTZ, INC.

Non-Competitive
Procurement/Ratification
and Extension

\$ 30,000.00

Contract Number 08000 - Provide Annual Maintenance and Support for Juvenile Case Management System - Circuit Court for Baltimore City - P.O. No.: P531584

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

On June 3, 2014, the Board approved the initial award in the amount of \$30,000.00. The award contained three renewal options. Three renewal options have been exercised. A ratification and extension is necessary in order to continue the services to maintain the case management system while a new contract is being negotiated. The period of the ratification is July 1, 2019 through January 21, 2020. The period of the extension is January 22, 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. Not applicable. This meets the requirement for certification as a sole source procurement. These proprietary services are only available from the vendor and are not available from subcontractors.

10. FIRE & POLICE	\$ 71,170.00	Non-Competitive Procurement/ Selected Source
<u>SELECTION, INC.</u> Contract No. 06000 - Fire Recruit Testing - Baltimore City Fire Department - Req. No.: 841415		

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

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

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

Bureau of Procurement - cont'd

The vendor was originally selected in 2009 to create and validate the written and agility testing currently used for Firefighter and EMT personnel. The testing is a necessary part of the recruitment process.

The above amount is the City's estimated requirement. However, the vendor shall supply the City's entire requirement, be it more or less.

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

11. CIANBRO		Non-Competitive
CORPORATION	\$2,000,000.00	Procurement/ Extension
Contract Number B50002089 – Drawbridge Operations – Department of Transportation – P.O. No.: P519471		

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 18, 2012, the Board approved the initial award in the amount of \$2,477,640.00. Subsequent actions have been approved. An extension is being requested to continue

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement - cont'd

drawbridge operations for the Department of Transportation while the Solicitation No. B50005883 is advertised and awarded. The contract expires on March 31, 2020. The period covered is April 1, 2020 through July 31, 2020. The above amount is the City's estimated requirement. However, the vendor supply the City's entire requirement, be it more or less.

MBE/WBE PARTICIPATION:

On August 5, 2011, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON AUGUST 5, 2011.

12. ENVIRONMENTAL SYSTEMS		Third Amendment
RESEARCH INSTITUTE, INC.	\$ 0.00	to Agreement
Contract No. 08000 - ESRI Geographic Information System (GIS) Products Master Purchase Agreement (MPA) - Baltimore City Fire Department, Department of General Services, Department of Transportation, Department of Public Works, Mayor's Office of Information Technology, etc.		

The Board is requested to approve and authorize execution of the Third Amendment to Agreement with Environmental Systems Research Institute, Inc. The contract expires on January 25, 2020. The period of the Third Amendment to Agreement is January 26, 2020 through January 24, 2021.

On January 25, 2017, the Board approved the initial award in the amount of \$5,000,000.00. Subsequent actions have been approved. This extension will provide the additional time

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

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

Bureau of Procurement - cont'd

required to negotiate a new Enterprise Agreement with the Vendor and continuation of the City's existing ESRI ArcGIS mapping system for the City's utilities and network infrastructure. The Vendor is the sole provider of proprietary ESRI GIS software licenses, maintenance and technical support. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. This meets the requirements for a sole source procurement.

UPON MOTION duly made and seconded, the Board approved the foregoing Informal Awards, Renewals and Increases and Extensions to Contracts. UPON FURTHER MOTION, the Board approved and authorized execution of the Third Amendment to Agreement with Environmental Systems Research Institute, Inc.

MINUTES

Department of Law - Settlement Agreement and Release

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Settlement Agreement and Release of a lawsuit brought by Tuesday Nemcek-Skelton against the Mayor and City Council of Baltimore and the Baltimore Police Department (BPD) Officer Jason Funk.

AMOUNT OF MONEY AND SOURCE:

\$65,000.00 - 2036-000000-1752-175200-603070

BACKGROUND/EXPLANATION:

The Plaintiff alleges that on December 23, 2015, she was driving east on Lombard Street through the intersection with Highland Avenue, with a green light, when a BPD vehicle traveling south on Highland Avenue without lights and siren activated, entered the intersection with Lombard Street and collided with the Plaintiff's vehicle.

The Plaintiff further alleges that as a result of this collision, she sustained serious bodily injuries, including to her shoulder, which resulted in a related surgery.

Based upon review by its Settlement Committee, the Law Department recommends that the Board of Estimates approve the settlement of this case. In order to avoid the expense and uncertainty of trial, as well as a potentially adverse jury verdict, and subject to the approval of the Board of Estimates, the parties have agreed to bring this matter entirely to conclusion with the City's payment of \$65,000.00, inclusive of any attorney's fees. In return, the Plaintiff has agreed to dismiss with prejudice the above-entitled suit against the City and Officer Funk, their employees, agents and representatives.

MINUTES

Department of Law - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of a Settlement Agreement and Release of a lawsuit brought by Tuesday Nemcek-Skelton against the Mayor and City Council of Baltimore and the Baltimore Police Department Officer Jason Funk.

MINUTES

Parking Authority of - First Amendment to Agreement
Baltimore City (PABC)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the First Amendment (the Amendment) to the City of Baltimore Department of General Services' Energy Division (DGSED) Agreement for Energy Performance Contracting Phase II PABC (the Agreement) with Energy Systems Group, LLC (ESG) to remove three parking facilities (that were leased to MEDCO) from the preventative maintenance portion of the Agreement.

AMOUNT MONEY AND SOURCE OF FUNDS:

The Amendment will provide \$195,851.00 in savings due to the removal of three facilities.

BACKGROUND/EXPLANATION:

In 2009, the DGSED worked with the ESG to provide the PABC a proposal to re-lamp fifteen City-owned garages managed by the PABC. Payment for the re-lamping would be paid from savings associated with the energy efficiency of the new lights. The PABC accepted the proposal and the DGSED sought and obtained approval of the resulting Agreement from the Board of Estimates on May 18, 2011.

The savings in energy expenses paid off the re-lamping earlier than expected. However, there is a preventative maintenance component of the Agreement that will continue through May of 2022. The City leased three of the 15 parking facilities covered by the Agreement so this Amendment will remove those three facilities from the Agreement during the remaining term (approximately three years) of the preventative maintenance portion of the Agreement.

MINUTES

PABC - cont'd

MBE/WBE PARTICIPATION:

MBE/WBE participation will continue under the same terms of the original Agreement.

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 the City of Baltimore Department of General Services' Energy Division Agreement for Energy Performance Contracting Phase II PABC with Energy Systems Group, LLC to remove three parking facilities from the preventative maintenance portion of the Agreement.

MINUTES

Mayor's Office of Children - Consultant Agreements
and Family Success

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

1. **HEARTLAND SOLUTIONS, LLC** **\$25,000.00**

Account: 4000-486320-1772-452200-603026

The purpose of this agreement is for the Consultant to prepare and present an updated community assessment. Head Start is required by federal regulation promulgated by the United States Department of Health and Human Services to determine community strengths, needs and resources by annually reviewing and updating the community assessment to reflect any significant changes available in the community to meet the needs of the parents and children served by the program. The period of the agreement is November 15, 2019 through February 15, 2020.

MWBOO GRANTED A WAIVER ON JANUARY 14, 2020.

2. **CASH CAMPAIGN OF MARYLAND, INC.** **\$ 40,000.00**

Account: 5000-586220-1191-594700-603026

The purpose of this agreement is for Cash Campaign of Maryland, Inc. to assist residents, at the Community Action Partnership centers, with low-income taxpayer support initiatives from mid-January to April 30, 2020. The CASH Campaign of Maryland (CASH) provides direct services and advocates for policies that increase the financial security

MINUTES

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

of low to moderate-income individuals and families in Baltimore City and across Maryland. In collaboration with a Broad set of partners and volunteers, The Cash Campaign provides a range of high impact programs that help people build financial security, reduce poverty, and return millions of dollars back to low income people and communities.

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 Consultant Agreements.

MINUTES

Bureau of the Budget and - Appropriation Adjustment
Management Research Order (AAO) No. 18

ACTION REQUESTED OF B/E:

The Board is requested to approve AAO No. 18 to transfer funds within the Health Department from Service 715: Administration - Health to Service 308: Maternal and Child Health.

AMOUNT OF MONEY AND SOURCE:

\$176,100.00 - From: 6000-600020-3001-568000-607004
Administration - Health (Service 715)

To: 7000-711520-3080-292300-407001
Maternal and Child Health (Service 308)

BACKGROUND/EXPLANATION:

On November 20, 2019, the Board approved the award of a grant from the Abell Foundation to the Baltimore City Health Department, in the amount of \$176,100.00 to support the Family Planning Access Project. The goal of this project is to ensure that Baltimore City residents have the power and resources to make healthy decisions about their bodies, sexuality, and reproduction.

With this AAO, funding will be moved from the unallocated grant source, in accordance with the actual grant award.

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

UPON MOTION duly made and seconded, the Board approved Appropriation Adjustment Order No. 18 to transfer funds within the Health Department from Service 715: Administration - Health to Service 308: Maternal and Child Health.

MINUTES

Mayor's Office of - Provider Agreement and
Homeless Services (MOHS) Intergovernmental Agreement

The Board is requested to approve and authorize execution of a Provider Agreement and an Intergovernmental Agreement.

1. **HEALTH CARE FOR THE HOMELESS, INC.** **\$ 843,069.00**

Account: 4000-407120-3572-755700-603051

The MOHS received a U.S. Department of Housing and Urban Development grant to undertake the Continuum of Care Program. Under the terms of this Provider Agreement, Health Care for the Homeless, Inc. will provide rental assistance and supportive services to 52 individuals and/or families experiencing homelessness in the City of Baltimore. The Provider will offer service(s) under its Homewood Bound PHP Program. The period of the Provider Agreement is October 1, 2019 through September 30, 2020.

The Provider Agreement is late because of delays at the administrative level.

MWBOO GRANTED A WAIVER ON JANUARY 3, 2020.

AUDITS REVIEWED AND HAD NO OBJECTION.

2. **MARYLAND DEPARTMENT OF HEALTH (MDH)** **\$1,278,551.00**

State Award: \$ 639,275.50

City Match: \$ 639,275.50

Account: 5000-507020-3573-757900-405001

The MOHS has received a Maryland Department of Health grant award to undertake the Assistance in Community Integration Service (ACIS) Program. Under the terms of this Intergovernmental Agreement, the MOHS will build or expand

MINUTES

MOHS - cont'd

upon current housing support services and related care coordination efforts pertaining to tenancy-based case management, tenancy support services, and housing case management services to ensure an integrated Continuum of Care for ACIS Pilot Medicaid beneficiaries.

Through the Baltimore Civic Fund, Inc./Baltimore City Foundation, Inc., the MOHS has raised matching funds for this project at a rate of 50%, which is \$639,275.50. The State award is \$639,275.50, making the total project amount \$1,278,551.00. The period of the Intergovernmental Agreement is July 1, 2019 through June 30, 2020. The State reserves an option to renew/amend the agreement for an additional year.

The request is late because of the length of time it took to develop the Intergovernmental Agreement.

MBE/WBE PARTICIPATION:

N/A

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

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Mayor's Office of - Ratification of Increase
Homeless Services

ACTION REQUESTED OF B/E:

The Board is requested to ratify and approve an increase to the Agreement with Marian House, Inc.

AMOUNT OF MONEY AND SOURCE:

\$386.00 - 4000-407017-3571-758341-603051

BACKGROUND/EXPLANATION:

On April 25, 2018, the Board approved the Agreement with Marian House, Inc. to provide supportive services and financial assistance to 24 homeless individuals under the Continuum of Care grant award. Upon review of outstanding funds for performance of this Agreement, the MOHS' accounting department found an error in the total award amount.

Therefore, the Board is requested to ratify the increase to the budget by \$386.00, making the total grant award amount \$91,272.00. All other terms in the original agreement remain unchanged.

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

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board ratified and approved an increase to the Agreement with Marian House, Inc.

MINUTES

Mayor's Office of Homeless Services - Correction to Account Number

ACTION REQUESTED OF B/E:

The Board is requested to approve the correction to the Budget Account Number (BAN) that was issued in error for the agreement with St. Vincent de Paul of Baltimore, Inc.

AMOUNT OF MONEY AND SOURCE:

N/A

4000-407018-3573-759200-603051 - Incorrect BAN

4000-407018-3573-759201-603051 - Correct BAN

BACKGROUND/EXPLANATION:

On November 6, 2019, the Board approved an agreement between the City and St. Vincent de Paul of Baltimore, Inc. to provide rental assistance and supportive services to 32 individuals and/or families in Baltimore City experiencing homelessness.

Upon the coordination of reimbursement, it was determined the original BAN, 4000-407018-3573-759000-603015 was duplicated and issued in error. The correct BAN is 4000-407018-3573-759201-603051, as indicated above.

MBE/WBE PARTICIPATION:

N/A

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 the correction to the Budget Account Number that was issued in error for the agreement with St. Vincent de Paul of Baltimore, Inc.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Public Works</u>			
1. Maria Cristina Baltazar	ASCE Construction Institute Summit Los Angeles, CA Feb. 19 - 23, 2020 (Reg. Fee \$775.00)	Waste-water Utility	\$2,350.43

The subsistence rate for this location is \$247.00 per night. The airfare cost is \$435.96. The hotel cost is \$145.00 per night, plus hotel taxes of \$22.86 per night. Because the flight available after the conference will arrive at 12:00 a.m., the next morning, the Department is requesting additional subsistence of \$91.47 to cover the hotel cost for an additional night. The registration cost of \$775.00 was prepaid on a City-issued procurement card assigned to Ms. Binta Gallman. Therefore, the disbursement to Ms. Maria Cristina Baltazar is \$1,575.43.

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

Circuit Court for Baltimore City

2. James Miles	CompTIA Security+ Certification Prep Course Arlington, VA Jan. 26 - 31, 2020 (Reg. Fee \$3,695.00)	General Funds	\$5,165.10
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The subsistence rate for this location is \$260.00 per night. The hotel rate for January 26, 2020 is \$119.00. The hotel rate for January 27, 2020 is \$199.00. The hotel rate for January

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Circuit Court for Baltimore City - cont'd</u>			

28 - 29, 2020 is \$209.00 per night. The hotel rate for January 30, 2020 is \$149.00, with total hotel taxes of \$117.27. The registration fee of \$3,695.00 was prepaid on a City-issued procurement card assigned to Sophia Sanders. Mr. Miles personally incurred the hotel costs. Therefore, the disbursement to Mr. Miles is \$1,470.10.

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

Mayor's Office

3. Naomi Shay	SourceLink Affiliate Gathering San Juan, Puerto Rico Mar. 24-Mar. 30, 2020 (Reg. Fee \$0.00)	General Fund	\$1,557.60
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The Department of Department foreign subsistence rate for this location is \$283.00 per night. The cost of the hotel is \$239.00 per night, plus the hotel tax of \$68.40 per day, a hotel housekeeping fee of \$2.00 per day, and a hotel Bellman Group fee of \$8.00 per stay. Ms. Shay will pay for the additional days of her stay in Puerto Rico from March 28 - 30, 2020.

The airfare in the amount of \$489.40 and the hotel fees were prepaid by a City-issued credit card assigned to Mr. Hosea Chew. The conference fee in the amount of \$300.00 was complementary. Therefore, the disbursement to Ms. Shay is \$132.00.

MINUTES**RETROACTIVE TRAVEL APPROVAL**Baltimore City Office of Information and Technology

4. Brittany Grant	Workday HCM Training Atlanta, GA Sept. 23 - 27, 2019 (Reg. Fee \$0.00)	Capital Funds	\$948.32
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On Sept. 23-27, 2019, Ms. Grant traveled to Atlanta, GA to attend the Workday HCM Training. The allowed subsistence rate for this location was \$225.00 per day. The hotel rate was \$126.00 per night and hotel tax was \$26.29 per night.

The airfare cost of \$207.96, hotel cost of \$504.00 and hotel tax of \$105.16 were prepaid using a City-issued credit card assigned to Charmane Baker.

This request is late because of the administrative process. The requested reimbursement to Ms. Grant is \$948.32.

TRAVEL REIMBURSEMENT

\$ 97.00 - Meals
<u>34.20</u> - Local Transportation (Paid for out of Subsistence)
\$131.20

RETROACTIVE TRAVEL APPROVAL

5. Robert Paige	Workday HCM Training Atlanta, GA Sept. 30- Oct. 4, 2019 (Reg. Fee \$0.00)	Capital Funds	\$1,051.60
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MINUTES**RETROACTIVE TRAVEL APPROVAL**

Baltimore City Office of Information and Technology - cont'd

On Sept. 30 - Oct. 4, 2019, Mr. Paige traveled to Atlanta, GA to attend the Workday HCM Training. The allowed subsistence rate for this location was \$225.00 per day. The hotel rate was \$174.00 per night and hotel tax was \$34.41 per night.

The airfare cost of \$217.96, hotel cost of \$696.00 and hotel tax of \$137.64 were prepaid using a City-issued credit card assigned to Charmane Baker.

This request is late because of the administrative process.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

The Board, UPON MOTION duly made and seconded, approved the foregoing Travel Requests and the Retroactive Travel Approval and Reimbursement. The Mayor **ABSTAINED** on item no. 3.

MINUTES**PROPOSALS AND SPECIFICATIONS**

1. Department of Public Works/Office-
of Engineering and Construction WC 1404, Urgent Need Water
Infrastructure Rehabilitation
and Improvements - Phase III
- FY 2020
BIDS TO BE RECV'D: 02/26/2020
BIDS TO BE OPENED: 02/26/2020

2. Department of Public Works/Office-
of Engineering and Construction SC 949R, Stony Run Wastewater
Pumping Station Upgrades -
FY 2020
BIDS TO BE RECV'D: 03/11/2020
BIDS TO BE OPENED: 03/11/2020

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

MINUTES

President: "If there is no further business, the Board is in recess until twelve o'clock noon for the receiving and opening of bids."

MINUTES

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

BIDS, PROPOSALS, AND CONTRACT AWARDS

Prior to the reading of bids received today and the opening of bids scheduled for today, the Comptroller announced that no Addenda had been received.

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 - B50005945, One Ton Open Utility Body

Bayshore Ford Truck
Sales, Inc.
Pacifico Ford, Inc.

Bureau of Procurement - B50005989, Skid Steer Loaders


Valley Supply + Equipment Co., Inc.
Pump & Power Equipment Corp.
Metro Bobcat, Inc.

Bureau of Procurement - B50005999, Electric Vehicle
Four Door Sedan

Pacifico Ford, Inc.

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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 29, 2020.


JOAN M. PRATT
Secretary