

MINUTES**REGULAR MEETING**

Honorable Brandon M. Scott, President
Honorable Bernard C. "Jack" Young, Mayor
Honorable Joan M. Pratt, Comptroller, and Secretary
Matthew W. Garbark, Acting Director of Public Works
Dana P. Moore, Acting City Solicitor

President: "Good morning. The October 28, 2020 meeting of the Board of Estimates is now called to order. In the interest of promoting and maintaining health and safety as we continue to deal with the COVID-19 pandemic, the Board continues to be streamed live and we meet virtually. I will direct the Board members' attention to the memorandum from my office dated October 26, 2020 identifying matters to be considered as routine agenda items, together with any corrections and additions that have been noted by the Comptroller. I will entertain a Motion to approve all the items on the routine agenda."

Acting City Solicitor: "Uh -- good morning, Mr. President, Mr. Mayor, Madam Comptroller, all members of the Board. I move approval of all matters on the routine agenda."

MINUTES

Comptroller: "I second."

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

* * * * *

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

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:

Cashman Dredging and Marine Contracting Co., \$468,510,000.00
LLC

EJJ Enterprise Corp. \$ 1,500,000.00

Goel Services, Inc. \$ 8,000,000.00

2. Prequalification of Architects and Engineers

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

A Square Plus Engineering Support Group, LLC Engineer

CityScape Engineering, LLC Engineer

Koffel Associates, Inc. Engineer

O'Brien & Gere Engineers Inc. Engineer

Unknown Studio Landscape Landscape

Architecture & Urban Design, LLC Architect

MINUTES**BOARDS AND COMMISSIONS**Prequalification of Architects and Engineers - cont'd

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

MINUTES

TRANSFERS OF FUNDS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following page:

4162

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

MINUTES**TRANSFERS OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Housing and Community Development</u>		
1. \$ 120,000.00	9991-945002-9587	9999-907570-9593
Community	HCD Unallocated	Parks and People
Development	Reserve	Darley Park
Block Grant 44		

This appropriation transfer will be used to fund a portion of the costs of the development of 1601, 1603, 1605, 1607, 1609, 1611, and 1613 Normal Avenue (the properties) as a public community park as an open space for residents, youth, and community stakeholders.

2. \$1,000,000.00	9981-929986-9587	9981-949003-9593
Community	Housing Repair	Deferred Loan
Development	Assistance	Program
Block Grant 46		

This transfer will provide funds for the Deferred Loan Program FY21. This program provides loans to income-eligible owner-occupied households to make home repairs.

Department of Public Works

3. \$3,000,000.00	9956-912127-9549	9956-903955-9551-6
(Water Waste	(WC1248 Utility	(Construction)
Revenue Bonds)	Billing Sys WW)	

This transfer will cover costs for Change Orders 4 and 5 of Project WC-1248 Muni Software/Balti-meter.

MINUTES

Department of Real Estate/ - Renewal of License Agreement
 Baltimore City Office of
Information & Technology

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the fourth option to renew the License Agreement with The Towers of Harbor Court Condominium, Licensor, for the rental of a portion of the premises located at 10 E. Lee Street, being the roof of the East Tower building consisting of approximately 841 sq. ft. The period of the agreement is for one year commencing on October 1, 2020.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Rent</u>
\$88,570.32	\$7,380.86

Account Number: 2042-000000-1474-798100-603013

BACKGROUND/EXPLANATION:

The demised premises are used for the operation and maintenance of antennas, in conjunction with the 800 Megahertz system for the Fire and Police Departments of the City. The Board originally approved and executed the License Agreement with the licensor for an initial term of one year on September 26, 2016, with an option to renew for nine terms of one year. This renewal is for the fourth term which will begin on October 1, 2020 through September 30, 2021.

MINUTES

Department of Real Estate/ - cont'd
Baltimore City Office of
Information & Technology

Licensors will be responsible for maintenance and repairs, roof, and all common areas of the building and utilities. He will also be responsible for liability insurance, maintenance and repairs to equipment.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the fourth option to renew the License Agreement with The Towers of Harbor Court Condominium, Licensor, for the rental of a portion of the premises located at 10 E. Lee Street, being the roof of the East Tower building consisting of approximately 841 sq. ft.

MINUTES

Department of Real Estate - Renewals of Interdepartmental
Lease Agreements

The Board is requested to approve the various Renewals of Interdepartmental Lease Agreements between the Department of General Services, Landlord, and the Baltimore City Police Department, Tenant, for the below-listed locations. The period of the lease renewal is July 1, 2020 through June 30, 2021.

	<u>Location</u>	<u>Monthly Rent</u>	<u>Annual Rent</u>
1.	1034 N. Mount Street Western District (approximately 22,481 sq. ft.)	\$18,827.84	\$ 225,934.05

On November 18, 2015, the Board approved the original lease agreement for the period July 1, 2015 through June 30, 2016. On June 8, 2016, the Board approved the first renewal for the period of July 1, 2016 through June 30, 2017. On August 16, 2017, the Board approved the second renewal for the period of July 1, 2017 through June 30, 2018. On July 18, 2018, the Board approved the third renewal for the period of July 1, 2018 through June 30, 2019. On August 21, 2019, the Board approved the fourth renewal. This request is for the fifth renewal.

2.	2201 W. Cold Spring Lane Northern District (approximately 28,473 sq. ft.)	\$24,866.42	\$ 298,397.04
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On November 18, 2015, the Board approved the original lease agreement for the period July 1, 2015 through June 30, 2016. On June 8, 2016, the Board approved the first renewal for the period of July 1, 2016 through June 30, 2017. On August 16, 2017, the Board approved the second renewal for the period of July 1, 2017 through June 30, 2018. On July 18, 2018, the Board approved the third renewal for the period of July 1, 2018 through June 30, 2019. On August 21, 2019, the Board approved the fourth renewal. This request is for the fifth renewal.

MINUTES

Department of Real Estate - cont'd

	<u>Location</u>	<u>Monthly Rent</u>	<u>Annual Rent</u>
3.	424 Fonthill Avenue Southwestern District (approximately 22,314 sq. ft.)	\$18,811.11	\$ 225,733.33

On November 18, 2015, the Board approved the original lease agreement for the period of July 1, 2015 through June 30, 2016. On June 8, 2016, the Board approved the first renewal for the period of July 1, 2016 through June 30, 2017. On August 16, 2017, the Board approved the second renewal for the period of July 1, 2017 through June 30, 2018. On July 18, 2018, the Board approved the third renewal for the period of July 1, 2018 through June 30, 2019. On August 21, 2019, the Board approved the fourth renewal. This request is for the fifth renewal.

4.	5710 Eastern Avenue Southeastern District (approximately 24,527 sq. ft.)	\$21,706.40	\$ 260,476.74
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On November 18, 2015, the Board approved the original lease agreement for the period of July 1, 2015 through June 30, 2016. On June 8, 2016, the Board approved the first renewal for the period of July 1, 2016 through June 30, 2017. On August 16, 2017, the Board approved the second renewal for the period of July 1, 2017 through June 30, 2018. On July 18, 2018, the Board approved the third renewal for the period of July 1, 2018 through June 30, 2019. On August 21, 2019, the Board approved the fourth renewal. This request is for the fifth renewal.

MINUTES

Department of Real Estate - cont'd

	<u>Location</u>	<u>Monthly Rent</u>	<u>Annual Rent</u>
5.	10 Cherry Hill Road Southern District (approximately 21,193 sq. ft.)	\$17,342.94	\$ 208,115.26

On November 18, 2015, the Board approved the original lease agreement for the period of July 1, 2015 through June 30, 2016. On June 8, 2016, the Board approved the first renewal for the period of July 1, 2016 through June 30, 2017. On August 16, 2017, the Board approved the second renewal for the period of July 1, 2017 through June 30, 2018. On July 18, 2018, the Board approved the third renewal for the period of July 1, 2018 through June 30, 2019. On August 21, 2019, the Board approved the fourth renewal. This request is for the fifth renewal.

6.	1620 Edison Highway Eastern District (approximately 26,402 sq. ft.)	\$22,220.00	\$ 266,640.00
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On November 18, 2015, the Board approved the original lease agreement for the period of July 1, 2015 through June 30, 2016. On June 8, 2016, the Board approved the first renewal for the period of July 1, 2016 through June 30, 2017. On August 16, 2017, the Board approved the second renewal for the period of July 1, 2017 through June 30, 2018. On July 18, 2018, the Board approved the third renewal for the period of July 1, 2018 through June 30, 2019. On August 21, 2019, the Board approved the fourth renewal. This request is for the fifth renewal.

MINUTES

Department of Real Estate - cont'd

	<u>Location</u>	<u>Monthly Rent</u>	<u>Annual Rent</u>
7.	5271 Reisterstown Road Northwestern District (approximately 22,575 sq. ft.)	\$17,787.17	\$ 213,445.98

On November 18, 2015, the Board approved the original lease agreement for the period of July 1, 2015 through June 30, 2016. On June 8, 2016, the Board approved the first renewal for the period of July 1, 2016 through June 30, 2017. On August 16, 2017, the Board approved the second renewal for the period of July 1, 2017 through June 30, 2018. On July 18, 2018, the Board approved the third renewal for the period of July 1, 2018 through June 30, 2019. On August 21, 2019, the Board approved the fourth renewal. This request is for the fifth renewal.

8.	1900 Argonne Drive Northeastern District (approximately 27,810 sq. ft.)	\$21,689.46	\$ 260,273.52
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On November 18, 2015, the Board approved the original lease agreement for the period of July 1, 2015 through June 30, 2016. On June 8, 2016, the Board approved the first renewal for the period of July 1, 2016 through June 30, 2017. On August 16, 2017, the Board approved the second renewal for the period of July 1, 2017 through June 30, 2018. On July 18, 2018, the Board approved the third renewal for the period of July 1, 2018 through June 30, 2019. On August 21, 2019, the Board approved the fourth renewal. This request is for the fifth renewal.

Funds are available in Account Number: 1001-000000-2041-776600-603096.

MINUTES

Department of Real Estate - cont'd

The Inter-Departmental Lease Renewals are late because of administrative delays.

All other terms and conditions of the Inter-Departmental Lease Agreements dated November 18, 2015, will remain in full force and effect.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved the foregoing Renewals of Inter-departmental Lease Agreements between the Department of General Services, Landlord, and the Baltimore City Police Department, Tenant, for the listed locations.

MINUTES

Mayor's Office of Homeless Services (MOHS) - Agreements

The Board is requested to approve and authorize execution of the various agreements. The period of the agreement is July 1, 2020 through June 30, 2021, unless otherwise indicated.

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

Account: 4000-407019-3573-756800-603051

The City has received a U.S. Department of Housing and Urban Development Grant to undertake the Continuum of Care Grant Program. As a sub-recipient, Project Plase, Inc. will utilize the funds to provide supportive services to ten individuals and/or families experiencing homelessness in the city of Baltimore. Project Plase, Inc. will offer these services under their Medically Fragile SRO Program. The period of the agreement is October 1, 2020 through September 30, 2021.

MWBOO GRANTED A WAIVER ON OCTOBER 7, 2020.

2. **ST. VINCENT de PAUL OF BALTIMORE, INC.** **\$2,480,500.41**

Account: 1001-000000-3572-781800-603051

The City has allocated certain General Funds to the Mayor's Office of Homeless Services. The funds will be utilized to assist Providers in the provision of emergency services to the homeless population of Baltimore City. St. Vincent de Paul, Inc. will operate an emergency homeless overflow shelter for men providing 124 beds, meals, transportation, and support services. Services will be provided through its Greenspring Men's Shelter Program.

MWBOO ASSIGNED \$50,809.95 MBE AND \$18,818.50 WBE GOALS.

\$188,185.64 of the budget can be segmented and performed by MBE/WBEs, therefore, the waiver is denied.

MWBOO DENIED A WAIVER ON AUGUST 20, 2020.

MINUTES

MOHS - cont'd

3. **ST. VINCENT de PAUL OF BALTIMORE, INC.** **\$ 866,052.71**

Account: 1001-000000-3572-778500-603051

The City has allocated certain General Funds to the Mayor's Office of Homeless Services. The funds will be utilized to assist Providers in the provision of emergency services to the homeless population of Baltimore City. St. Vincent de Paul, Inc. will operate an emergency homeless shelter with 150 beds for families experiencing homelessness in the city of Baltimore. Services will be provided through their Sarah's Hope Program. The period of the agreement is October 1, 2020 through June 30, 2021.

MWBOO has determined the Janitorial and Building Maintenance expenditures can be segmented to MBEs and WBEs. Other budgeted line items can be waived.

Total Expenditure: Building Maintenance (\$54,097.99);
Janitorial (\$10,700.00)

Potential Janitorial goals:

MBE: 18.69% (\$2,000.00)

WBE: 9.34% (\$1,000.00)

Potential Building Maintenance goals:

MBE: 10% (\$5,409.70)

WBE: 5% (\$2,704.89)

MWBOO DENIED A WAIVER ON OCTOBER 7, 2020.

MINUTES

MOHS - cont'd

4. **T.I.M.E. ORGANIZATION, INC.** **\$ 470,000.00**

Account: 1001-000000-3572-781900-603051

The City has allocated certain General Funds to the Mayor's Office of Homeless Services. The funds will be utilized to assist Providers in the provision of emergency services to the homeless population of Baltimore City. T.I.M.E. Organization, Inc. will operate an emergency homeless shelter with 170 beds for women experiencing homelessness in the city of Baltimore. Services will be provided through their Pinderhughes Shelter Program. The period of the agreement is October 1, 2020 through June 30, 2021.

MWBOO has determined the Security Service expenditure can be segmented to MBEs and WBEs. Other budgeted line items may be waived.

Total Expenditure: \$153,216.00

Potential goals:

MBE: 27% (\$41,368.32)

WBE: 10% (\$15,321.60)

MWBOO DENIED A WAIVER ON OCTOBER 7, 2020.

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

MINUTES

MOHS - cont'd

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

MINUTES

EXTRA WORK ORDERS

* * * * *

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Orders

listed on the following pages:

4175 - 4176

The EWOs were reviewed and approved

by the

Department of Audits, CORC,

and MWBOO, unless otherwise indicated.

MINUTES

EXTRA WORK ORDERS

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

Department of Transportation/
Engineering and Construction

- | | | | | |
|--|--------|--------------------------|---|-----|
| 1. EWO #001, \$65,322.60 - TR 123111R, Replacement of Three Bridges o/MD 295; Waterview Ave. Bridge; Annapolis Rd. Bridge & Maisel St.; Corridor | | | | |
| \$35,374,063.60 | \$0.00 | Wayman Heavy Civil, Inc. | - | 19% |

This authorization is requested by the Department of Transportation and provides three Extra Work activities needed: 1) supply maintenance of traffic (MOT) directed by the Department of Transportation to enhance the guidance of traffic flow in response to community safety concerns following the closure of the Annapolis Road Bridge, 2) establish 84" dia. storm drain manhole item to complete scoped work, and 3) establish duplex 'E' inlet item to complete scoped work. Item no. 352 (Duplex Type E inlet Min Depth) will be used in lieu of no. 321 (standard Type E inlet Min Depth) and item no. 353 (Duplex Type E inlet Min Depth VD) will be used in lieu of no. 322 (Standard Type E inlet VD). The new item for additional MOT provides added safety measures for the public, and the storm drain items are needed to perform the proposed work. The prices submitted are reasonable by price index and industry measures.

An Engineer's Certificate of Completion of Work has not been issued.

THE CONTRACT HAS A DBE GOAL OF 21%.

MINUTES

EXTRA WORK ORDERS

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

Department of Transportation/
Engineering and Construction

- | | | | | |
|---|-------------|--------------------------|---|-----|
| 2. EWO #002, \$38,202.74 - TR 123111R, Replacement of Three Bridges Over MD 295; Waterview Ave. Bridge; Annapolis Rd. Bridge & Maisel St.; Corridor | | | | |
| \$35,374,063.60 | \$65,332.60 | Wayman Heavy Civil, Inc. | - | 21% |

This authorization is requested by the Department of Transportation and provides four Extra Work activities needed due to change conditions in the field: 1) establish needed item for specified Std. Type C Endwall for 36" Pipe, 2) modify Precast St Dr MH-2 to accommodate pipe following field conditions shift by designer, 3) drainage modifications between MH-13 and MH-42 in response to RFI designer re-alignment, and 4) modify cantilever sign structure C-4 to a larger size found to be necessary. Several credits (item no. 325 and no. 899-0) are applied to items replaced by this Change Order.

An Engineer's Certificate of Completion of Work has not been issued.

THE CONTRACT HAS A DBE GOAL OF 21%.

MINUTES

Mayor's Office of Criminal Justice - Grant Award Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of a Grant Agreement with the Governor's Office of Crime Control (GOCCP). The period of the agreement is July 1, 2020 through June 30, 2021.

AMOUNT OF MONEY AND SOURCE:

\$125,000.00 - 5000-514421-2255-772500-405001

BACKGROUND/EXPLANATION:

On October 3, 2020, GOCCP awarded the Department a grant award through the Project Exile Media Program. The purpose of this grant is to support the media expansion and public awareness of Project Exile (PE), a component of Project Safe Neighborhoods, a program sponsored by the United States Attorney's Office targeting violent repeat offenders and criminal organizations involved in firearms and drug trafficking in the City. PE involves a strong partnership between local, state, and federal law enforcement agencies and promotes community involvement. Strategies that inform the community of the PE program objectives: reducing violent gun crime and its resulting successes can help facilitate community support and cooperation. Funding provided for outreach, in the form of general advertising, including billboards and bulletins in the City, and other forms of media (e.g. radio, television, internet, etc.) supports the education and awareness objectives of the program.

The submission is late because of the administrative process.

MINUTES

Mayor's Office of Criminal Justice - cont'd

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Grant Agreement with the Governor's Office of Crime Control.

MINUTES

Department of Communication Services - Amendment No. 2 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Amendment No. 2 to Agreement with RLH Telecom Solutions, LLC. The Amendment No. 2 to Agreement will extend the term of the agreement through June 30, 2021.

AMOUNT OF MONEY AND SOURCE:

\$24,500.00 - 2039-000000-1330-158400-603018

BACKGROUND/EXPLANATION:

On December 18, 2019, the Board approved Amendment No. 1 to Agreement between the City and RLH Telecom Solutions, LLC through December 31, 2020. As a result of the ongoing COVID-19 pandemic, some initiatives of the Telephone Improvement and Procurement Project (TIPP) have been delayed.

This Amendment No. 2 to Agreement will allow for completion of the delayed initiatives and continued support for post VoIP implementation. The proposed initiatives for the second amendment may include but are not limited to the gathering of as-built documentation, reconciliation and auditing of vendor financial payments, development and implementation of new and lower telephone rate structures for FY-2022. In collaboration with the Municipal Telephone Exchange, the Consultant will conduct a post implementation operational and financial analysis and develop a final report for the Office of the Comptroller.

MINUTES

Department of Communication Services - cont'd

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment No. 2 to Agreement with RLH Telecom Solutions, LLC.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 005, to KCI Technologies, Inc., under Project 1254K, On-Call Environmental Services. The period of the task is eight months.

AMOUNT OF MONEY AND SOURCE:

\$113,364.75 - 9956-917337-9551-900020-703032

BACKGROUND/EXPLANATION:

The Department is in need of technical services to conduct an engineering evaluation of the High Rate Control Building at Back River Wastewater Treatment Plant. The Consultant will perform an architectural evaluation of the three-story building and associated building, Mechanical, Heating, Ventilation, and Air Conditioning, and Instrumentation and Control Systems. The Consultant will also prepare evaluation report, recommendation and probable engineering cost estimate for the rehabilitation.

MBE/WBE PARTICIPATION:

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE goal of 27% and WBE goal of 10% assigned to the original agreement. Current goals are:

MBE: 27% and **WBE** 16.92%

THE EAR WAS APPROVED BY MWBOO ON AUGUST 20, 2020.

MINUTES

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

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. 005, to KCI Technologies, Inc., under Project 1254K, On-Call Environmental Services.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Partial Release of Retainage Agreement with J. Fletcher Creamer & Son, Inc., for Water Contract No. 1293-Water Infrastructure Rehabilitation, Various Locations. The period of the agreement is effective upon Board approval.

AMOUNT OF MONEY AND SOURCE:

\$237,817.55 - 9960-922101-9557-000000-200001

BACKGROUND/EXPLANATION:

As of March 18, 2020, J. Fletcher Creamer & Son, Inc. had completed 100% of all work for Water Contract No. 1293-Water Infrastructure Rehabilitation, Various Locations. Currently, the City is holding \$339,739.35 in retainage for the referenced project, and wishes to reduce the amount of the retainage to \$101,921.80, and has determined that its interests are fully protected by this reduction. The amount of retainage to be released is \$237,817.55.

MBE/WBE PARTICIPATION:

J. Fletcher Creamer & Son, Inc. has demonstrated a good faith effort towards achieving both the MBE and WBE goals.

MWBOO HAS APPROVED THE RELEASE.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Partial Release of Retainage Agreement with J. Fletcher Creamer & Son, Inc., for Water Contract No. 1293-Water Infrastructure Rehabilitation, Various Locations.

MINUTES

PERSONNEL MATTERS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

the Personnel matters

listed on the following pages:

4186 - 4229

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.

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

The President Voted **NO** on item no. 1 (a., b., c.).

The Comptroller **ABSTAINED** on item no. 2 (A., B., C.)

and item no. 20.

The Comptroller Voted **NO** on item no. 1 (a., b., c.).

MINUTES**PERSONNEL**Baltimore City Council1. a. Create the following position:

Classification: Operations Officer I
 Job Code: 00085
 Grade: 923 (\$63,725.00 - \$102,202.00)
 Position No.: To be determined by BBMR

b. Create the following three positions:

Classification: Operations Specialist II
 Job Code: 00084
 Grade: 907 (\$59,245.00 - \$94,879.00)
 Position No.: To be determined by BBMR

c. Create the following five positions:

Classification: Staff Assistant (Elected Official)
 Job Code: 00138
 Grade: 903 (\$47,439.00 - \$75,859.00)
 Position No.: To be determined by BBMR

Cost: \$715,462.00 - 1001-000000-1000-109300-601001
 - 1001-000000-1000-104800-601001

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

MINUTES

PERSONNEL

Baltimore City Council - cont'd

President: "Uh -- the first item on the non-routine agenda can be found on page one, I mean page 21, Baltimore City Council, Personnel Matters. Uh -- Director Herbert, I think, is here. Director, are you here?"

Director of the Department of Human Resources: "Yes Sir, I'm -- positive."

President: "Thank you uh -- Director. This is an item that -- that I uh -- moved uh -- to the non-routine because I have some concerns about uh -- these positions and the process. So Director, I'm going to go through a series of questions with you uh -- about this -- about this particular issue. Uh -- number one uh -- where did the request to create these uh -- nine positions come from?"

Director of the Department of Human Resources: "They came uh -- from the Mayor's office to our office, Classification and Compensation."

MINUTES

PERSONNEL

Baltimore City Council - cont'd

President: "So, that means this request for positions in my office did not originate in my office, correct?"

Director of the Department of Human Resources: "That -- that is correct, Mr. President. Uh -- and -- and that happened -- that has happened previously uh -- as well. There were a number of positions that were created a couple of years ago and that request also came from the Mayor's office."

President: "Who created the Board memo that was forwarded to the -- the Expenditure Control Committee?"

Director of the Department of Human Resources: "Uh -- the Board memo was created by my Director of Classification and Compensation. They are then reviewed by myself and my electronic signature is -
- is placed on them."

President: "And who -- and that same person initialed the memo?"

Director of the Department of Human Resources: "Yes."

MINUTES

PERSONNEL

Baltimore City Council - cont'd

President: "So, the Board memo for these positions which was support-- submitted to the Committee uh -- states the Department of Human Resources has reviewed a request from the Office of the City Council to create uh -- these nine positions. But, as we have discussed and you have said -- stated, the request did not come from my office. Correct?"

Director of the Department of Human Resources: "That's correct, Sir."

President: "So, that would mean that the memo itself is in -- inaccurate, correct?"

Director of the Department of Human Resources: "Yes, technically. Again -- the -- this creates --"

President: "A simple yes or no will suffice Mr. Director. But -- so, if the memo states that the request is coming from the Office of the City Council, and the memo doesn't come from the Office of the City Council, that means the memo is inaccurate."

MINUTES

PERSONNEL

Baltimore City Council - cont'd

Director of the Department of Human Resources: "Well, Mr. -- Mr. Council President, that -- the memo was created in the same fashion that the memo has been created in the past. When the Mayor's Office has allocated resources to create funds in the Council President's Office, those funds are allocated by the Mayor's Office, at the direction of the Mayor. Our office receives that request from the Mayor's Office. The only thing that we do in DHR is to one, review the request to create the positions to ensure the positions are classified correctly and secondly, to ensure that the uh -- positions are funded by Finance. And so, it is a-- they process through which both our office and the Department of Finance verify that the positions are funded and classified correctly before they are sent to the Mayor's Expenditure Control Committee. These positions are created in the same fashion that the --"

President: "Mr. Director -- Mr. Director, I just want to jump in there for a second. Thank you. Uh -- and as you know, as a -- as

MINUTES

PERSONNEL

Baltimore City Council - cont'd

a former staffer, I know how the agencies work. But, it's been my recollection and understanding and being -- for being here and seeing how this has happened -- normally that's done in collaboration with the Council in the Office of the Council President. That did not happen here. And what they -- what the explanation states is that the City Council is expanding in order to assist more constituents throughout the City of Baltimore. So, who provided that justification if the Council itself did not provide that justification for how we want to add more positions for how we want to serve the City's -- City -- City of Baltimore?"

Director of the Department of Human Resources: "That -- that request came, as I indicated previously, Mr. President -- that request, with the justification, came from the Mayor's Office."

President: "Thank you. And -- and are the positions intended for all Council Offices or just the President's Office or do you do not know?"

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PERSONNEL

Baltimore City Council - cont'd

Director of the Department of Human Resources: "Uh -- I believe -
- I believe that these positions would be under the direction of
the Council President."

President: "Mr. Herbert, I am pretty sure that you are familiar
with Administrative Manual Procedure 23, 3-2 [sic]."

Director of the Department of Human Resources: "I don't have it in
front of me, but, I'm familiar - I'm generally familiar with all
the Administrative Manual provisions, yes Sir."

President: "So, that procedure lays out the steps that must be
followed when the agency requests the creation of position. So,
I'm going to walk through those with you really quickly. The first
step is to be completed by the agency. It says the agency is
responsible for completing and forwarding position descriptions to
other agencies assigned Budget Analyst in BBMR, which is of course
uh -- the Budget Bureau. But, that did not happen here. The -- the
agency did not submit the request. Uh --do you have a copy of those
position descriptions?"

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PERSONNEL

Baltimore City Council - cont'd

Director of the Department of Human Resources: "Yeah -- well, Mr. Mayor, if I may -- for a moment uh -- I think that -- that -- I mean -- Mr. Council President, this uh -- A.M. Manual applies to an agency. The City Council is not an agency. It's a body of Elected Officials. I think that there's -- there's a distinction -- there that needs to be made. Uh -- but, what I will say is that uh -- the classifications for which the request was submitted to our office, requested the Director --"

President: "I'm going to jump in for a second there. So, uh -- one then what -- what governs us and two, then how -- when we're dealing with everything else budget-related, is the Council uh -- considered an agency? For example, uh -- when uh -- we were all told that every agency should be looking for cuts in their budget to help with uh -- the fiscal responsibility with the impending Kirwan legislation, we ourselves -- as you know -- we presented

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PERSONNEL

Baltimore City Council - cont'd

positions that we wanted to cut to show that the Council and the Council President's Office also valued how we were going to be ready for Kirwan. If we're considered an agency when those types of things are happening, how will we not be considered an agency for these types of things."

Director of the Department of Human Resources: "Um -- Mr. -- Council President -- again -- with respect to that, I can't speak to um -- to what uh -- the Council was asked to do. It is my understanding that those cuts were -- were volunteered by the Council. Uh -- that the Mayor uh -- it's my understanding that the Council wasn't told that cuts had to be made in the Council. But, that those cuts were -- were volunteered. That's my understanding."

President: "Well, I understand Director -- well, but no we -- we --we did uh -- put them up, but we were told like everyone else by BBMR that we had to look at those cuts. Uh -- so just -- just a - a second step there. So, it then requires BBMR to approve or

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Baltimore City Council - cont'd

disapprove and to take some other steps. So, we'll assume that those steps were taken. The policy requires BBMR to -- among other things, identify funding source, availability funds for the new positions. Has the Budget Bureau provided this? Were these identified? The budget number associated with the position of the memo provided to the ECC does not identify a source. Is that the General Fund? Does that mean that the source would not be identified? Are these funds even available? How -- how are we able to understand that information, if you have it -- ?"

Director of the Department of Human Resources: "The funding source is -- is there is a General Fund source. Uh -- BBMR did confirm that funding was available for these nine positions."

President: "And what -- and do we know uh -- especially with our fiscal challenges. And I don't know if Director Raymond or someone can address it uh -- exactly and from where these funds are coming from -- from the source. Do we know exactly where they're coming from?"

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PERSONNEL

Baltimore City Council - cont'd

Director of the Department of Human Resources: "I -- I will defer uh -- to my Colleague, Director Raymond, uh -- with respect to the exact source of the funding stream."

President: "Director?"

Director of Finance: "Mr. Mayor, Honorable members of the Committee of the Board of Estimates. Uh -- this is Henry Raymond, Director of Finance. In response uh -- to the President's question uh -- it will be General Fund revenue. Uh -- specific sources uh -- will be identified at a later point in time because it will require uh -- a supplemental. But, most likely it will be from uh -- real property taxes. And uh -- I understand your position. The City is having financial challenges uh -- but we have the capacity to provide the funds to support these nine positions."

President: "Thank you. And Director Raymond, I mean, I just find this to be very interesting because we know of the -- the hits

MINUTES

PERSONNEL

Baltimore City Council - cont'd

that are coming from COVID to the General Fund. We still have to be prepared for Kirwan. Uh -- making the assumption that the General Assembly will override the Governor's veto and when we still don't know -- and what we hear from you and everyone else is that we are in a very delicate fiscal situation. I just think that this is a very -- very uh -- unwise time to be doing this. Uh -- net -- I just want to also ask Director Herbert uh -- BBMR must then provide their recommendations to the ECC along with some documents. Do you have copies of those documents?"

Director of the Department of Human Resources: "-- and typically, uh -- Mr. President, at the ECC, what typically happens is that every member of the ECC, or the Expenditure Control Committee, is provided a copy of the -- the memo which includes the request and the recommendations of uh -- Classification and Compensation, who has reviewed the classifications uh -- to make sure that they're

MINUTES

PERSONNEL

Baltimore City Council - cont'd

classified properly and has also verified that uh -- BBMR has signed off on funding and then the members of the ECC uh -- individually vote on those proposals. Uh -- I -- I do not attend those meetings. It is my understanding that mem -- that uh -- that the members of the ECC all voted to advance these positions forward to the Board of Estimates."

President: "Uh -- Madam Comptroller?"

Comptroller: "Um -- I -- I have some concerns -- uh -- I have some significant concerns about creating nine new positions in the Council President's Office at a time, you know, as we're stating of economic uncertainty and when the transition to a new Council President is less than two months away. And, you know, I have some other comments. But, I'll wait until the vote is called."

President: "Thank you. Um -- and Mr. Director do -- can you provide the members of this Board those documents?"

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PERSONNEL

Baltimore City Council - cont'd

Director of the Department of Human Resources: "Yes Sir, I'll provide a copy of -- of the uh -- the uh -- all of the documents that our office maintains, with respect to these positions, to the Board."

President: "Also, uh -- Mr. Director, can you provide a written -- a written uh -- uh -- understanding -- or explanation of how this does not -- the Administrative Manual procedure does not uh -- uh -- govern the way that the Council uh -- would have to do this and how and what happens, as well?"

Director of the Department of Human Resources: "I -- I -- I -- would defer as -- as I believe that -- that would require a -- a legal opinion. Uh -- I would defer to uh -- the Law Department on that. I can write a memo that reflects the uh -- Department Human Resources' understanding. Uh -- but, I believe that -- that would require, at some level, a legal opinion."

President: "Madam Solicitor, do you want to chime in?"

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PERSONNEL

Baltimore City Council - cont'd

Mayor: "Uh -- I -- I -- I have to chime in, Mr. President. You know over the past year the City Council -- are you recognizing me?"

President: "Yeah, Mr. Mayor -- hold on -- get -- one second I -- I'll recognize you as soon as she responds to the question."

Acting City Solicitor: "Um -- good morning everyone. The Law Department would be happy to take the question and do the analysis and provide a written memorandum."

President: "Thank you."

Mayor: "Uh -- Mr. President, over the past year, the City Council has passed sweeping laws to include legislative analysis requirements, equitable oversight, and charter amendments that among other things, expand budgetary powers for the Council. These historic policy shifts require a corresponding investment in human capital infrastructure to meet the necessary challenges of administering more balanced governance between the Mayor and City

MINUTES**PERSONNEL**

Baltimore City Council - cont'd

Council. Investing in this way transformed the Council's intent into real action and adequate provide tools to develop a competent, transparent and effective Council. Uh -- for the Council President to push for these legislative reforms on one hand, while leaving the cupboard bare on the other hand is simply unconscionable. There is no other way to describe this behavior in response to my investment in a more transparent and equitable City government uh -- structure. Adding these positions provide resources to the ideas of transparency and equity, rather than continuing to perpetuate trite and valueless lip service. But, that's what it is. Mr. President, I think what you are uh -- doing -- we have never challenged any type of Personnel Matters that come before this uh -- Board and um -- in my opinion to uh -- weaken the Council President's Office while as Mayor -- you have unlimited resources to do all the things you need to do, I think is just unconscionable and I don't understand your reasoning for doing this."

MINUTES**PERSONNEL**

Baltimore City Council - cont'd

President: "Thank you, Mr. Mayor."

Mayor: "Thank you."

President: "I just -- just want to recap everything here -- and one, the positions are not being requested by me in my office and while uh -- what the Mayor said is absolutely correct that the Council will have uh -- more responsibility moving forward uh -- those pieces of legislation do not take effect until July 1, 2022. So, we have a quite a bit of time to get through COVID, get into the next term, work as I said that I -- I will uh -- hopefully going to be elected the next Mayor of Baltimore, with the incoming Council President and the Council about how to uh -- responsibly work around getting them the things that they need to take on those extra responsibilities. But, on this procedure, it -- it's not the way to do it. This should have been discussed. We've never seen this with the agency leaders. The agency itself is not involved in the discussion and that's what the -- the crux of -- of my issues

MINUTES**PERSONNEL**

Baltimore City Council - cont'd

are and we're also uh -- in the middle of a devastating public health pandemic. We also are laying off almost 60, I mean 68 long-time frontline City workers. We know uh -- at a time like this we have to -- have to -- have to make sure that we are looking every single place to operate the most efficiency and the most effectively without dire budgetary outlook. When you think about what's happening to our restaurants and small businesses, when people are losing their faith in the City government because of people uh -- thinking folks are looking out for special interests. This simply, at this time, does not make sense uh -- creating non-high paying uh -- white collar positions within City Hall while our central workers are being laid off doesn't make sense. We know and we agree that we have to continue to make real progress on transparency, on efficiently -- we've made uh -- progress in my office of reducing the size of the office without taking away our efficiency and effectiveness. You don't often hear that uh --

MINUTES

PERSONNEL

Baltimore City Council - cont'd

someone in a position like mine who wants to be more efficient -- make ourselves smaller. We presented uh -- cuts uh -- to the administration so that the City Council would be a part of saying we believe that we have to invest in the future of our city and our young people and three of those positions were given up, including one of the -- the one that was official. Uh -- this request right now is not -- this is not the way to make this -- the need to be made. Uh -- Madam Comptroller."

Comptroller: "Yeah, I um -- as I stated, I have concerns and um - - I will be voting **NO** because of, you know, we're at a time of economic uncertainty and when the transition to the new Council President is less than two months away, the COVID - 19 pandemic continues to affect our local economy and the operations of City government, and all indications are that the pandemic will likely continue through the winter. If the City, in my opinion, is going to create new positions now, those positions should be dedicated

MINUTES

PERSONNEL

Baltimore City Council - cont'd

to providing vital services for City residents such as trash removal and public health support. The appropriate way to evaluate positions in the Council President's office is for the new Council President, who we know will take office in early December, to conduct his own review and request new positions if he determines they are needed. I just think that today's Personnel actions are premature and I question whether they are in the best use of City resources, given the serious constraints of our Fiscal Year 2021 budget."

President: "Thank you, Madam Comptroller. Uh -- I will entertain a motion --"

Mayor: "Uh -- before you entertain the Motion, Mr. President, um -- I'd like to uh -- have a final comment."

President: "Mr. Mayor, go ahead."

Mayor: "Okay. Uh -- Mr. President, you're moving during a time where you're talking about the physical restraint that we have as

MINUTES**PERSONNEL**

Baltimore City Council - cont'd

a City, but yet you want to create a City Administrator position that also is going to have staff that is required, if you look at the structure of a City Administrator. So, you can't have it on both hands. You can't say on one hand that we want to have a new type of government structure in the City of Baltimore and then on the other hand say I'm going to weaken the President's office and not give him the tools that he needs in order to serve the City. You know, I served as President and I knew for a fact that we didn't have enough staff to serve the entire City of Baltimore. We did the best that we could and people had gotten a lot of comp time, which if they leave they can't cash in on it. But yet, they were out there working daily every day and I think for you to um -- you know, question Personnel moves uh -- by the Mayor's office when I fought hard to get an Analyst that will tell the City Council what that uh -- bill would cost the City in -- in dollars and cents and you cut that. I think that was irresponsible of you

MINUTES**PERSONNEL**

Baltimore City Council - cont'd

to do that and I think um -- all this is political Mr. uh -- President. When you become Mayor, you're not going to work with the uh -- President to give him the tools that he needs, which will cause a fight between you and the President. What I'm trying to do is avoid that and make this a smooth transition for you and the Council President. So, I don't know why you would be disingenuous in -- in your uh -- uh -- questioning of these positions. I think it's really um -- I'm sad that you're doing this. I mean, while we have other issues facing this City and we have done everything humanly possible to keep people fed, to keep people housed, to pay people's rent, to give money to small businesses, and the lists go on. And for you to hold up this uh -- meeting uh -- or arguing about nine-positions that you know for a fact that the Council President needs. You did all this for expediency, for your Council um -- for uh -- your Pre -- your Mayor's race. And I think, Mr. President -- I respect you -- but

MINUTES**PERSONNEL**

Baltimore City Council - cont'd

I think what you're doing is disingenuous and dangerous. So, when you become Mayor and you try to create positions, you're going to have the Council President questioning your positions -- your position. So, I just want to put you on point that what you're doing is traveling up dangerous roads."

President: "Thank you. Thank you, Mr. Mayor, and you -- you know that I love and appreciate you. But in this issue, I just disagree and we've had conversations with your staff that the Administrator's uh -- uh -- position and the staff will come from existing positions in the Mayor's office. Uh -- we've had that conversation with your staff to be very -- very clear about that and we know -- listen we know that -- the -- giving up the Fiscal Analyst position was not something that I wanted to do, as you know. I used it as a Council member. But, when we're talking about making sure that we were participating and ready for Kirwan, I knew it was the right thing to do and we'll work with the Council President. I've worked with him literally the whole time I've been an Elected Official. I just disagree with the process and how this is being done. Uh -- I will entertain a motion for the item."

MINUTES

PERSONNEL

Baltimore City Council - cont'd

Acting City Solicitor: "Good morning. I move approval of uh -- the Personnel Matters that are on page 21, items a, b, and c of today's Board of Estimates agenda."

Acting Director of Public Works: "I second."

President: "All those in favor say AYE."

Acting Director of Public Works: "**AYE.**"

Mayor: "**AYE.**"

Acting City Solicitor: "**AYE.**"

President: "All opposed say Nay."

President: "**NAY.**"

Acting City Solicitor: "So, the record really reflects that Madame Comptroller Voted No and City Council President Scott Voted No?"

President: "Yes Ma'am."

Comptroller: "Correct."

Acting City Solicitor: " -- Garbark approved. Okay, thank you. You guys spoke at the same time, so you cancelled each other out in terms of sound. Okay, thank you everyone."

President: "The AYES have it. The -- the item is approved."

* * * * *

MINUTES**PERSONNEL**Employees' Retirement System (ERS)2. a. Create the following two new Civil Service classes:

Classification: Retirement Analyst I

Job Code: 33633

Grade: 904 (\$50,280.00 - \$80,449.00)

Classification: Retirement Analyst II

Job Code: 33634

Grade: 907 (\$59,245.00 - \$94,879.00)

b. Retitle the following two classes:FROM:

Classification: Retirement Benefits Analyst Sup.

Job Code: 33637

Grade: 927 (\$67,771.00 - \$108,433.00)

TO:

Classification: Retirement Analyst Supervisor

Job Code: 33637

Grade: 927 (\$67,771.00 - \$108,433.00)

FROM:

Classification: Retirement Benefits Manager

Job Code: 33638

Grade: 931 (\$77,608.00 - \$124,063.00)

TO:

Classification: Retirement Manager

Job Code: 33638

Grade: 931 (\$77,608.00 - \$124,063.00)

MINUTES

PERSONNEL

ERS - cont'd

- c. Reclassify the following one vacant and five filled positions:

Position Nos.: 33933, 46409, and 46410

FROM:

Classification: Retirement Benefits Analyst I
 Job Code: 33631
 Grade: 089 (\$47,971.00 - \$58,241.00)

TO:

Classification: Retirement Analyst I
 Job Code: 33633
 Grade: 904 (\$50,280.00 - \$80,449.00)

Position Nos.: 12058, 35171, and 35172

FROM:

Classification: Retirement Benefits Analyst II
 Job Code: 33632
 Grade: 904 (\$50,280.00 - \$80,449.00)

TO:

Classification: Retirement Analyst II
 Job Code: 33634
 Grade: 907 (\$59,245.00 - \$94,879.00)

Cost: \$33,475.00 - 6000-604020-1520-168600-601001

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

MINUTES

PERSONNELHealth Department

	<u>Hourly Rate</u>	<u>Amount</u>
3. PEARL CORPORAL	\$12.00	\$ 9,600.00

Account: 5000-535721-3024-750400-601009

Ms. Corporal will continue to work as a Contract Services Specialist II. She will act as a liaison between the public and center director, operate office equipment, and register participants for membership, outings, and center activities. Ms. Corporal will also maintain membership information in the filing system, send out brochures and information to the public and center members, collect membership fees, enter membership and center activities information into the Universal Participant Tracking System, and greet visitors and members. This is the same hourly rate as in the previous contract period. The period of the agreement is effective upon Board approval through June 30, 2021.

4. Reclassify the following vacant position:

Position No.: 53168

FROM:

Classification: Operations Manager II

Job Code: 31115

Grade: 942 (\$95,206.00 - \$156,964.00)

MINUTES

PERSONNEL

Health Department - cont'd

TO:

Classification: Operations Manager II
Job Code: 00091
Grade: 942 (\$95,206.00 - \$156,964.00)

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.

Mayor's Office of Children and Family Success

5. Reclassify the following vacant position:

Position No.: 14875

FROM:

Classification: Secretary III
Job Code: 33233
Grade: 084 (\$39,651.00 - \$47,323.00)

TO:

Classification: Operations Assistant III
Job Code: 00081
Grade: 904 (\$50,280.00 - \$80,449.00)

Cost: \$26,802.00 - 1001-000000-1191-594700-601001

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 Children and Family Success - cont'd

6. Reclassify the following filled position:

Position No.: 46621

FROM:

Classification: Operations Officer I
Job Code: 00085
Grade: 923 (\$63,725.00 - \$102,202.00)

TO:

Classification: Agency IT Manager I
Job Code: 10262
Grade: 939 (\$89,741.00 - \$147,892.00)

Cost: \$25,469.00 - 1001-000000-1090-808200-601001

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

Mayor's Office of Criminal Justice (MOCJ)

	<u>Hourly Rate</u>	<u>Amount</u>
7. ANN TINDALL	\$0.00	\$ 0.00
Account: 4000-401418-2254-785400-601009		
8. CHERYLE FRALING	\$0.00	\$ 0.00
Account: 1001-000000-2255-772300-601009		
9. ERIN CUNNINGHAM	\$0.00	\$ 0.00
Account: 4000-401418-2254-785400-600000		

MINUTES

PERSONNELMOCJ - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
10. JASMYNE FORD	\$0.00	\$ 0.00
Account: 4000-401418-2254-785400-600000		
11. WANDA ASHLEY	\$0.00	\$ 0.00
Account: 1001-000000-2255-772300-601009 4000-401418-2254-785400-601009		
12. WANDA CARTER	\$0.00	\$ 0.00
Account: 4000-401418-2254-785400-600000		
13. DARNELL PENN	\$0.00	\$ 0.00
Account: 4000-401418-2254-785400-600000		

On November 27, 2019, the Board approved the Non-Retiree Employment Agreement with Mses. Tindall, Fraling, Cunningham, Ashley, Carter, and Mr. Penn effective upon Board of Estimates approval for one year. On July 29, 2020, the Board approved and authorized execution on the Non-Retiree Employment Agreement with Ms. Ford through November 29, 2020. The above-listed individuals worked in the Baltimore City Visitation Center.

On August 5, 2020, the Board approved acceptance of a Grant Adjustment Notice (GAN) from the U.S. Department of Justice, Office of Violence Against Women through the Baltimore City Visitation Center Continuation and Civil Legal Services Expansion Project. The GAN extended the period of the project through December 31, 2020, based upon the OMB memorandum M-20-17, Administrative Relief

MINUTES**PERSONNEL**

MOCJ - cont'd

for Recipients and Applicants of Federal Financial Assistance Directly Impacted by the Novel Coronavirus (COVID-19) due to loss of operation, under the originally allotted compensation amount.

On July 1, 2020, the Board approved the First Amendment to Employment Agreement with Mses. Fraling and Ashley to increase their work hours and the amount of funds.

Therefore, the Board is requested to approve and authorize execution of the no-cost First Amendment to Employment Agreement with Mses. Tindall, Cunningham, Ford, Carter, and Mr. Penn to extend the period of the agreement through December 31, 2020.

The Board is also requested to approve and authorize execution of the no-cost Second Amendment to Employment Agreement with Mses. Fraling and Ashley to extend the period of the agreement through December 31, 2020. The above-listed individuals will continue to work in the Baltimore City Visitation Center.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

PERSONNEL

Mayor's Office of Employment Development

14. Reclassify the following filled position:

Position No.: 46054

From: Operations Officer IV
Job Code: 00088
Grade: 931 (\$77,608.00 - \$124,063.00)
To: Operations Manager I
Job Code: 00090
Grade: 939 (\$89,741.00 - \$147,892.00)

Cost: \$153,068.00 - 4000-8075216-6312-458305-601001

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 Planning

	<u>Rate of Pay</u>	<u>Amount</u>
15. MASUMA LONCZAK	\$45.00	\$7,020.00

Account: 1001-000000-1875-187400-601009

Masuma Lonczak will continue to work as a Contract Services Specialist II. Masuma Lonczak will be responsible for sending a weekly spreadsheet of delivery information; maintaining contact as sites and quantities change based on community needs; maintaining contact with Maryland Food Bank to help communicate Baltimore City grocery box needs and help them manage inventory on a weekly basis; sharing monthly numbers and troubleshooting when weekly allocations shift and working to ensure that there is alignment between tracking boxes between Maryland Food Bank and tracking the dashboard. The period of the agreement is effective upon Board approval for two months.

MINUTES**PERSONNEL**Baltimore City Police Department

	<u>Rate of Pay</u>	<u>Amount</u>
16. SHEREE D. PETERSON	\$20.19	\$42,000.00

Account: 1001-000000-2042-198100-601009

Ms. Peterson, retiree, will continue to work as a Contract Services Specialist I. Ms. Peterson will be responsible for reviewing original entries for missing persons in the (NCIC) National Crime Information Center database, police reports and supporting documentation; contacting victims, complainants, court, and other sources for follow-up information; accessing local state and federal databases for additional information; updating records in local databases and NCIC to reflect changes and preparing police supplemental reports. The period of the agreement is effective upon Board approval for one year.

17. ESSEX R. WEAVER	\$20.19	\$42,000.00
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Account: 1001-000000-2042-198100-601009

Mr. Weaver, retiree, will continue to work as a Contract Services Specialist I. Mr. Weaver will be responsible for handling all of the non-Controlled Dangerous Substances (CDS), money and gun property; inventorying new property; storing and documenting the location of the property; purging old property and filling in at the receiving counter when needed. The period of the agreement is effective upon Board approval for one year.

MINUTES**PERSONNEL**Baltimore City Police Department

	<u>Rate of Pay</u>	<u>Amount</u>
18. JAMES L. PRICE	\$20.19	\$42,000.00

Account: 1001-000000-2042-198100-601009

Mr. Price, retiree, will continue to work as a Contract Services Specialist I. Mr. Price will be responsible for managing the Citizen Online Reporting System which is also known as CopLogic; reviewing police reports submitted online by the public to ensure they are consistent with uniform crime reporting and departmental standards; communicating with the complainant to confirm report details; updating commanding officers on statistical data, database problems and/or citizen troubles with the system; processing arrest supplements and court dispositions; coordinating with the Evidence Control Unit regarding disposal of evidence upon conclusion of criminal cases and assisting with various data entry tasks. The period of the agreement is effective upon Board approval for one year.

19. ERIC H. OSWALD	\$20.19	\$42,000.00
20. DAVID W. NEVERDON	\$20.19	\$42,000.00
21. KENNETH R. JONES	\$20.19	\$42,000.00

Account: 1001-000000-2044-220000-601009

The above-listed individuals, retirees, will each continue to work as a Contract Services Specialist I. They will be responsible for entry and accurate retention of all property retained by the police department and several surrounding agencies; receiving property/evidence submitted from police officers and lab personnel; ensuring accuracy/completeness of paperwork and all information entered into the evidence tracking system; releasing property to personnel for further

MINUTES

PERSONNELBaltimore City Police Department - cont'd

	<u>Rate of Pay</u>	<u>Amount</u>
examination/evidence for court; updating tracking system for chain of custody and document locations; releasing property to the public and updating in the tracking system and lifting and handling evidence submitted to Evidence Control Unit. The period of the agreement is effective upon Board approval for one year.		
22. PATRICIA N. COCHRANE	\$20.19	\$42,000.00
Account: 1001-000000-2042-198100-601009		
Ms. Cochran, retiree, will continue to work as a Contract Services Specialist I. Ms. Cochran will be responsible for reviewing original entries in the National Crime Information Center (NCIC) database for stolen auto files, reviewing the police reports and supporting documents; contacting victims, complainants, and court for follow-up information; accessing local, state and federal databases for additional information and updating records in local databases and NCIC to reflect changes and preparing police supplemental reports. The period of the agreement is effective upon Board approval for one year.		
23. DUANE A. JEFFERSON	\$20.19	\$42,000.00
Account: 1001-000000-2042-198100-601009		
Mr. Jefferson, retiree, will continue to work as a Contract Services Specialist I. Mr. Jefferson will be responsible for explaining the requirements to registrants of the Sex Offender Registry; obtaining statements signed by the registrants; acknowledging receipt of requirements; photographing the registrants at a minimum of every six months; obtaining and entering a DNA sample during the initial registration of the registrant into the Maryland State Police Crime Laboratory databases and submitting a copy of all		

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

correspondence to the Department of Public Safety and Correctional Services within three days of completing registration. The period of the agreement is effective upon Board approval for one year.

Enoch Pratt Free Library24. Reclassify the following filled position:Position No.: 15930

From: Operations Officer V
Job Code: 00089
Grade: 936 (\$84,822.00 - \$135,651.00)

To: Operations Manager I
Job Code: 00090
Grade: 939 (\$89,741.00 - \$147,892.00)

Cost: \$9,400.00 - 5000-575421-4501-593500-601001

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

Department of Public Works25. Reclassify the following two filled positions:Position Nos.: 50025 and 51547

From: Agency IT Specialist II
Job Code: 33148
Grade: 927 (\$67,771.00 - \$108,433.00)

To: Agency IT Specialist III
Job Code: 33149
Grade: 929 (\$72,033.00 - \$115,100.00)

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

Cost: \$21,566.00 - 1001-000000-1901-190700-601001
 2070-000000-5601-717700-601001

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

26. Reclassify the following two filled positions:

Position Nos.: 23941 and 23942

From: Customer Care Analyst Supervisor I
 Job Code: 34266
 Grade: 087 (\$44,263.00 - \$53,504.00)

To: Customer Care Analyst Supervisor II
 Job Code: 34267
 Grade: 090 (\$50,013.00 - \$60,785.00)

Cost: \$21,566.00 - 2071-000000-5471-400500-601001

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

Department of Recreation and Parks27. Create the following classification:

Classification: Recreation Center Director III
 Job Code: 83210
 Grade: 090 (\$50,013.00 - \$60,785.00)

Cost: N/A

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 - cont'd

28. Reclassify the following filled position:

Position Nos.: 34295-52809-24059

From: HR Assistant I
 Job Code: 33681
 Grade: 081 (\$35,761.00 - \$42,368.00)

To: Administrative Coordinator
 Job Code: 31107
 Grade: 087 (\$44,263.00 - \$53,504.00)

Cost: \$4,127.00 - 1001-000000-4711-361900-603026

29. Reclassify the following filled position:

From: Operations Officer I
 Job Code: 31109
 Grade: 923 (\$63,725.00 - \$102,202.00)

To: Operations Officer III
 Job Code: 31111
 Grade: 929 (\$72,033.00 - \$115,100.00)

Cost: \$9,964.00 - 1001-000000-4711-362300-601001

30. Reclassify the following filled position:

From: Office Support Specialist III
 Job Code: 33213
 Grade: 078 (\$33,082.00 - \$38,149.00)

To: Purchasing Assistant
 Job Code: 33501
 Grade: 081 (\$35,761.00 - \$42,368.00)

Cost: \$5,724.00 - 1001-000000-4711-361900-603026

MINUTES

PERSONNEL

Department of Recreation and Parks - cont'd

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

- 31. Reclassify the following vacant position:

Position No.: 44604

From: Recreation Center Director II
Job Code: 83212
Grade: 084 (\$39,651.00 - \$47,323.00)

To: Recreation Center Director III
Job Code: 83210
Grade: 090 (\$50,013.00 - \$60,785.00)

Cost: N/A

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

State's Attorney's Office

	<u>Rate of Pay</u>	<u>Amount</u>
32. SHARON F. ALSTON	\$27.74	\$52,890.00

Account: 1001-000000-1150-118000-601009

Ms. Alston, retiree, will continue to work as a Contract Services Specialist I. She will be responsible for investigating felony, homicide and violent crime cases, locating and interviewing witnesses, and acting as a liaison with other law enforcement and public safety agencies. The period of the agreement is effective upon Board approval or November 2, 2020, whichever comes later, through one year at the same hourly rate as the previous contract period.

MINUTES**PERSONNEL**State's Attorney's Office

	<u>Rate of Pay</u>	<u>Amount</u>
33. KEDRICK SCRIBNER	\$27.74	\$52,890.00

Account: 1001-000000-1150-118000-601009

Mr. Scribner, retiree, will continue to work as a Contract Services Specialist I. He will be responsible for investigating felony, domestic violence and violent crime cases; locating and interviewing witnesses, and acting as a liaison with other law enforcement agencies. The period of the agreement is effective upon Board approval or October 28, 2020, whichever comes later, through one year at the same hourly rate as the previous contract period.

34. KEVIN DUNTON	\$27.20	\$51,861.00
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Account: 1001-000000-1150-118000-601009

Mr. Dunton, retiree, will continue to work as a Contract Services Specialist I. He will be responsible for assisting the State's Attorney's on the movement of cases, inputting of charges, finalizing of charging documents, and finding open warrants; locating and interviewing witnesses, and acting as a liaison with other law enforcement agencies. The period of the agreement is effective upon Board approval or November 5, 2020, whichever comes later, through one year at the same hourly rate as the previous contract period.

35. LAKEESHA NORRIS	\$27.20	\$51,861.00
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Account: 1001-000000-1150-118000-601009

Ms. Norris, retiree, will continue to work as a Contract Services Specialist I. She will be responsible for investigating felony, homicide and violent crime cases; locating and interviewing witnesses, and acting as a liaison with other law enforcement agencies. The period of the

MINUTES**PERSONNEL**Department of Transportation - cont'dRate of PayAmount

community outreach in support of enhancing knowledge of municipal services; conducting policy research and seeking best practices that can be adopted in support of furthering the goals of the Department and identifying historical data trends, evaluating effectiveness of programs, systems, procedures and modifying/adapting them to fit Department goals. The period of the agreement is effective upon Board approval through one year with a 2% increase in the hourly rate from the previous contract period.

Department of Public Works38. a. Abolish the following vacant positions:

Classification: Mechanical Maintenance Technician III
 Job Code: 54364
 Grade: 435 (\$42,791.00 - \$48,865.00)
 Position Nos.: 23263 and 23254

b. Reclassify the following vacant position:

Classification: Mechanical Maintenance Technician
 Supervisor I
 Job Code: 31511
 Grade: 927 (\$67,771.00 - \$108,433.00)
 Position No.: 23391

To: Operations Officer V
 Job Code: 00089
 Grade: 936 (\$84,822.00 - \$135,651.00)

Cost: \$152,984.00 - 2071-000000-5531-398600-601001

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

39. a. Abolish the following vacant positions:

Classification: Utility Installer Repairer II
 Job Code: 53512
 Grade: 485 (\$33,861.00 - \$35,134.00)
 Position No: 34227

Classification: Instrumentation Technician I
 Job Code: 52621
 Grade: 435 (\$42,791.00 - \$48,865.00)
 Position No: 46338

b. Reclassify the following vacant position:

Classification: Utility Installer Repairer III
 Job Code: 53513
 Grade: 428 (\$35,009.00 - \$38,176.00)
 Position No.: 22603

To: Program Coordinator
 Job Code: 31192
 Grade: 923 (\$63,725.00 - \$102,202.00)

Costs Savings: (\$17,788.00) - 2071-000000-5531-398600-601001

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**Police Department40. Create the following two positions:

Classification: Research Analyst II
 Job Code: 34512
 Grade: 927 (\$67,771.00 - \$108,433.00)
 Position No.: To be assigned by BBMR

Cost: \$193,097.00 - 5000-514720-2023-800600-601001

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

Enoch Pratt Free Library41. Reclassify the following vacant position:

Classification: Library Bookmobile Operator
 Job Code: 00625
 Grade: 079 (\$33,757.00 - \$39,410.00)
 Position No.: 15908

To: Library Associate II
 Job Code: 00654
 Grade: 085 (\$40,896.00 - \$49,227.00)

Cost: \$7,600.00 - 1001-000000-4501-592700-601001

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

MINUTES

Department of Transportation - Amendment No. 1 to Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 1 to Grant Agreement with Southeast Baltimore Port Industry Freight Corridor Plan-FHWA FY 2015 TIGER Grant No. 16 with the U.S. Department of Transportation Federal Highway Administration. The amendment will extend the period of the agreement through October 29, 2024.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On August 9, 2017, the Board approved a Grant Agreement Southeast Baltimore Port Industry Freight Corridor Plan-FHWA FY 2015 TIGER Grant No. 16 to advance capital investments in surface transportation infrastructure that will have a significant impact on the nation, a metropolitan area or region.

The project will replace the structurally deficient Colgate Creek Bridge. The project will also complete the Broening Highway freight corridor by resurfacing and making geometric modifications to streets to accommodate an alternative truck route to I-95 via Holabird Avenue. It also includes constructing complete streets, and providing signage and way-finding for truck drivers, at Broening Highway north of Holabird Avenue to separate industrial and residential uses.

DBE PARTICIPATION:

The selected firm will comply with Title 49 of the Federal Regulations parts 26 (49CFR26) and the DBE goal established.

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 Amendment No. 1 to Grant Agreement with Southeast Baltimore Port Industry Freight Corridor Plan-FHWA FY 2015 TIGER Grant No. 16 with the U.S. Department of Transportation Federal Highway Administration.

MINUTES

Department of Transportation - Developer's Agreement No. 1426-A

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Developer's Agreement No. 1426-A with GEI Windemere, LLC, Developer. The period of the agreement is effective upon Board approval.

AMOUNT OF MONEY AND SOURCE:

\$280,627.00 - Letter of Credit

BACKGROUND/EXPLANATION:

The Developer would like to install streetscape, street lighting, road, grading and water service connections to its proposed new Townhouse Subdivision known as Rutland Townhomes, located at 1001 Rutland Avenue, and now known as Ward-7, Section-4, Block 1566, lots 21 through 150. This agreement will allow GEI Windmere, LLC to do its own installation in accordance with Baltimore City standards.

A Letter of Credit in the amount of \$280,627.00 has been issued to GEI Windmere, LLC, which assumes 100% of the financial responsibility.

MBE/WBE PARTICIPATION:

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of Developer's Agreement No. 1426-A with GEI Windemere, LLC, Developer.

MINUTESDepartment of Transportation - Minor Privilege Permit Applications

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

	<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1.	3-13 S. Schroeder Street	Apis Real Estate, LLC	Six sets of Steps 4' x 5.08'
	Flat Charge - \$211.20		
2.	123 W. 24 th Street	Trustees for Oak Street AME Church	ADA Ramp 14 ft. x 5 ft.

Flat Charge - \$70.30

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

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

MINUTES

Department of Transportation - Traffic Mitigation Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Traffic Mitigation Agreement with 906-910 Trinity Street, LLC. The period of the Traffic Mitigation Agreement is effective upon Board approval until termination is deemed in writing by the Department of Transportation.

AMOUNT OF MONEY AND SOURCE:

\$10,452.70 - 9950-911086-9512-000000-490375

BACKGROUND/EXPLANATION:

Baltimore City Ordinance 11-529, was approved on May 9, 2012. It was determined that a Traffic Mitigation Fee was required for the Development.

906-910 Trinity Street, LLC proposes to perform the Scope of Work at 906-910 Trinity Street, constructing an apartment building with 40 units and a total of 81,000 square feet. The Developer agrees to make a one-time contribution in the amount of \$10,452.70 to fund the City's multimodal transportation improvements in the Development's vicinity to the extent practicable.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Traffic Mitigation Agreement with 906-910 Trinity Street, LLC.

MINUTES

Department of Transportation - Consent to Assignment Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Consent to Assignment Agreement with Mead & Hunt, Inc., formerly Sabra Associates.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On January 14, 2015, the Board approved Project 1209, On-Call Traffic Engineering Services, managing various planning and engineering services under the Planning Division of the Department of Transportation. The Department of Transportation has agreed to accept the name change from Sabra Associates, Inc. to be changed to Mead & Hunt, Inc. upon Board approval.

MBE/WBE PARTICIPATION:

As this request is not associated with the procurement of bids, services or goods, minority participation goals do not apply.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Consent to Assignment Agreement with Mead & Hunt, Inc., formerly Sabra Associates.

MINUTES

Office of the State's Attorney - Grant Award
for Baltimore City

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of the Grant Award from the State of Maryland, Governor's Office of Crime Control Prevention (GOCCP). The period of the Grant Award is October 1, 2020 through September 30, 2021.

AMOUNT OF MONEY AND SOURCE:

\$1,748,005.00	-	4000-406221-1156-117900-404001
468,085.00	-	1001-000000-1156-117900-601001 (In-Kind)
\$2,216,090.00	-	TOTAL

BACKGROUND/EXPLANATION:

The Department will use the grant funds to assist in developing and implementing strategies specifically intended to provide assistance to victims of crime in the City. The Victim/Witness unit serves the victims and the witnesses of all crimes that occur in the City. The trained therapists and advocates in the Victim/Witness unit provide court support and accompaniment, individual and group counseling, relocation assistance, restitution assistance and liaison services with prosecutors, public defenders and law enforcement personnel. Funds will provide personnel expenses.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Grant Award from the State of Maryland, Governor's Office of Crime Control Prevention.

MINUTES

Mayor's Office of Immigrant Affairs - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Agreement with the Vera Institute of Justice, Inc. The period of the agreement is July 1, 2020 through June 30, 2021, unless terminated earlier according to its provisions.

AMOUNT OF MONEY AND SOURCE:

\$150,000.00 - 1001-000000-1250-775700-603051

BACKGROUND/EXPLANATION:

Since 2018, Baltimore City has been a member of the Safety and Fairness for Everyone (SAFE) Network, a diverse group of local jurisdictions from around the country committed to due process and access to legal representation. Convened by the Vera Institute of Justice, SAFE Network facilitates the provision of universal representation to localities seeking to expand legal services to its residents. As a result, Vera Institute of Justice, Inc. will be awarded funds from the City of Baltimore as a grant to subcontract to Capital Area Immigrants' Rights Coalition, a legal service non-profit qualified to do business and in good standing in the State of Maryland.

The agreement is late due to budget revisions.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with the Vera Institute of Justice, Inc.

MINUTES

Mayor's Office of Children - Amendment to Community
and Family Success Services Block Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Amendment to the Community Services Block Grant (CSBG) Agreement with the Maryland Department of Housing and Community Development. The period of the grant terminates September 30, 2022.

AMOUNT OF MONEY AND SOURCE:

\$22,420.00- 5000-586220-1191-594700-405001

BACKGROUND/EXPLANATION:

On April 8, 2020, the Board approved the Department's original grant award agreement amount of \$2,519,079.00 with an expiration of September 30, 2020. On July 1, 2020, the Board approved the Department's First Amendment which increased the award amount by \$3,340,054.00 and extended the grant period to September 30, 2022. The First Amendment allows the Maryland Department of Housing and Community Development to distribute the CSBG supplemental funding allocated from the Coronavirus Aid, Relief, and Economic Security Act to be utilized to support Community Services Block Grant eligible activities that prevent, prepare for, or respond to the Coronavirus. The Second Amendment will increase the original agreement amount by \$22,420.00, and increase the total grant amount to \$5,881,553.00.

MBE/WBE PARTICIPATION:

N/A

MINUTES

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

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment to the Community Services Block Grant Agreement with the Maryland Department of Housing and Community Development.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Provider Agreement with Reading Partners, Inc. The period of the agreement is July 1, 2020 through June 30, 2021.

AMOUNT OF MONEY AND SOURCE:

\$77,544.00 - 2026-000000-1090-778300-603026

BACKGROUND/EXPLANATION:

Reading Partners, Inc. will administer a volunteer-based literacy tutoring program for Kindergarten through Third Grade students in three school in South Baltimore: Lakeland Elementary and Middle School, Arundel Elementary School, and Cherry Hill Elementary School. The City's contribution toward the program comes from casino Local Impact Grant (LIG) funds designated for use in South Baltimore communities, as approved in the City's FY21 LIG Spending Plan.

The City's 2015 South Baltimore Gateway Master Plan guides the allocation of LIG funds for use in South Baltimore. The Plan identified third grade reading competency as a community goal and named Reading Partners as a strategic partner in achieving that goal. On December 21, 2016, the Board approved a contract between the City and Reading Partners, Inc. to pilot expanded programs in the Casino Impact Area. The pilot was successful, and programs continued in the three above-mentioned schools. On October 23, 2019, the Board approved an agreement between the Department and Reading Partners, Inc. to use LIG funds to expand its work in these schools, resulting in increased volunteer recruitment, online

MINUTES

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

student learning and family engagement. The Department seeks to again, contract with Reading Partners, Inc. for the 2020-21 school year using LIG funds.

The Agreement was late because of changes in Reading Partners, Inc.'s program model caused by COVID-19 in addition to administrative and staffing changes within the agency.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

MINUTES

Department of Finance, Bureau - Renewal of FY21 Cyber Liability
of Risk Management Insurance Coverage

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the renewal of Cyber Insurance for the City and other related operations. Coverage will become effective November 01, 2020 to November 21, 2021 and will be provided by the incumbent carriers, Chub and AXA XL insurance companies.

AMOUNT OF MONEY AND SOURCE:

\$949,172.00 - 2043-000000-1450-162900-603014

BACKGROUND/EXPLANATION:

Following a competitive process that included ten insurance carriers, the Bureau of Risk Management was able to secure a renewal quote per expiring terms and conditions, for \$20,000,000.00 in Cyber Liability Insurance coverage, through the incumbent insurance carriers. The first \$10,000,000.00 in coverage is being provided by Chubb Insurance at a premium of \$569,172.00. The second \$10,000,000.00 in excess coverage is being provided by AXA XL Insurance at a premium of \$380,000.00.

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

MINUTES

Department of Finance, Bureau - cont'd
of Risk Management

MBE/WBE PARTICIPATION:

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

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized the renewal of Cyber Insurance for the City and other related operations.

MINUTES

Department of Finance, - Donation of Excess Property
Bureau of Procurement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize a donation of excess property to Baltimore Outreach Services, Inc., a non-profit organization.

AMOUNT OF MONEY AND SOURCE:

None

BACKGROUND/EXPLANATION:

The Baltimore City Convention Center has a variety of chef bowls and serving trays that it has deemed as excess in accordance with the City's Property Disposal Program Policy (AM-306-1). These items are in fair condition and the Baltimore Convention Center would like to donate them to Baltimore Outreach Services, Inc., a non-profit organization located in Baltimore City. Baltimore Outreach Services, Inc., is in good standing with the State Department of Assessments and Taxation.

UPON MOTION duly made and seconded, the Board approved and authorized the donation of excess property to Baltimore Outreach Services, Inc., a non-profit organization.

MINUTES

Health Department - Agreements

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

1. **ROSEMARIE MANOR, LLC** **\$132,600.00**

Account: 5000-534021-3254-767800-607001

Under the terms of this Provider Service Agreement, the Department will disburse State Subsidized Assisted Housing Funds for low-income residents at Rosemarie Manor, LLC located at the following facilities: 3809 Belle Avenue, and 3333 Alto Road. These facilities are enrolled in the Senior Assisted Living Group Home Subsidy Program and provide subsidized senior assisted housing services for individuals 62 years of age and over, who have temporary or periodic difficulties with the activities of daily living.

The Senior Assisted Housing residents receive shelter, meals, housekeeping, personal care services, and 24-hour on-site supervision. The period of the provider agreement is July 1, 2020 through June 30, 2021.

The provider agreement is late because of administrative delays.

MWBOO GRANTED A WAIVER ON OCTOBER 19, 2020.

2. **iCARRe FOUNDATION, INC.** **\$ 13,000.00**

Account: 4000-431121-3080-292300-603051

Under the terms of this Non-Construction Consultant Agreement, the organization will implement a Sexual Risk Avoidance Education Program. This abstinence-focused program will use the "Adapted Making a Difference" curriculum. The

MINUTES

Health Department - cont'd

curriculum includes eight one-hour modules to be implemented, and will be offered to youth during the summer and fall after-school programming. The period of the non-construction consultant agreement is July 1, 2020 through June 30, 2021.

The agreement is late because of administrative delays.

MBE/WBE PARTICIPATION:

N/A

3. **MEALS ON WHEELS OF CENTRAL MARYLAND, INC.** **\$ 60,000.00**

Account: 5000-535421-3254-767706-603051

Under the terms of this agreement, the organization will provide home delivered meals to Senior Care Program clients in Baltimore City. The period of the agreement is July 1, 2020 through June 30, 2021.

The agreement is late because of administrative delays.

MWBOO GRANTED A WAIVER ON SEPTEMBER 24, 2020.

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

Health Department - Ratification of Amendment No. 1 to Notice of Grant Award and the Provider Agreement

The Board is requested to ratify Amendment No. 1 to the Notice of Grant Award (NGA) and the Provider Agreement.

AMENDMENT NO. 1 TO NOTICE OF GRANT AWARD

1. **MARYLAND STATE DEPARTMENT OF EDUCATION** \$ 0.00

This Amendment No. 1 to the NGA was for the State Fiscal Year 2019 Infants & Toddlers Consolidated Local Implementation Grant.

On April 17, 2019, the Board approved the initial NGA for the total amount of \$1,015,311.00 (\$301,689.00 for Part B-611, \$33,580.00 for Part B-619, and \$680,042.00 for Part C). The period of the NGA was October 23, 2018 through September 30, 2019.

Amendment No. 1 to the NGA realigned the budget for Part B-611 funds, previously allocated for salaries and wages and other contracted services, and extended the grant period through April 30, 2020.

This allowed the Department time to expend all previously allocated funds and complete financial reports. All other conditions previously stated remain in effect.

The Amendment No. 1 to the NGA is late because of administrative delays.

PROVIDER AGREEMENT

2. **FUSION PARTNERSHIPS, INC.** \$150,455.56

Account: 4000-483520-3080-294600-603051

This Provider Agreement was for the Resilience in Communities After Stress and Trauma (ReCast) Program.

MINUTESHealth Department - cont'd

Under the terms of this provider agreement, the organization functioned as the fiscal sponsor for Seeds of Promise, a community-based all male mentoring program for male students dealing with trauma. The program provided a positive male role model and accountability partner during the school day and supported community engagement and outreach activities, in partnership with Booker T. Washington Middle School of the Arts or any of the B-CIITY focus schools. During COVID-19, the mentoring team held Virtual sessions with their mentees.

The provider agreement allowed the Department to reimburse the Provider for services. The period of the provider agreement was September 30, 2019 through September 29, 2020.

The provider agreement is late because of administrative delays.

MWBOO GRANTED A WAIVER ON SEPTEMBER 24, 2020.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board ratified Amendment No. 1 to the Notice of Grant Award and the Provider Agreement.

MINUTES

Health Department - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the expenditure of funds to purchase client incentives/gift cards for participation during program activities. The incentive cards will also be used to provide incentives during COVID-19 to assist with health education practices.

AMOUNT OF MONEY AND SOURCE:

Amount	Denomination	Vendor	Program
\$ 2,000.00	100 - \$20.00 ea.	Walmart/Sam's Club	Healthy Teens & Young Adults
4,000.00	100 - \$20.00 ea.	Target	Healthy Teens & Young Adults
<u>2,500.00</u>	250 - \$10.00 ea.	AMC Movie Passes	Healthy Teens & Young Adults
\$ 8,500.00			
\$ 2,000.00	200 - \$10.00 ea.	Walmart/Sam's Club	Sexual Risk Avoidance Education
1,000.00	100 - \$10.00 ea.	Chipotle	Sexual Risk Avoidance Education
1,000.00	100 - \$10.00 ea.	Subway	Sexual Risk Avoidance Education
<u>2,000.00</u>	200 - \$10.00 ea.	Amazon	Sexual Risk Avoidance Education
\$ 6,000.00			
\$ 4,000.00	80 - \$50.00 ea.	Walmart/Sam's Club	Clinical Programs/Administration
\$ 1,000.00	100 - \$10.00 ea.	Subway	Clinical Programs Administration
<u>1,000.00</u>	40 - \$25.00 ea.	Amazon	Clinical Programs/Administration
\$ 6,000.00			
\$ 1,000.00	40 - \$25.00 ea.	Shoppers	U Choose
1,000.00	40 - \$25.00 ea.	Target	U Choose
\$ 2,000.00			

\$22,500.00 - 6000-630720-3080-292300-604003 (Family Planning Special Needs)

MINUTES

Health Department - cont'd

BACKGROUND/EXPLANATION:

The Adolescent & Reproductive Health Program runs several successful community outreach programs through its Health Education and Outreach components. The Abstinence, Personal Responsibility and Education (PREP) and Teen Pregnancy Prevention Programs are charged with decreasing the teen birth rate amount teenagers in Baltimore City. All programs are responsible for recruiting clients for the clinical services and implementing several community-based projects.

Recruitment for the clinics consists of "in-reach" activities and the "Bring a Friend" campaign. Incentives for the community-based programs include gift cards for participation in activities. An estimated 1,100 adolescents and adults are expected to benefit from the clinic and community activities and incentives.

The Department has a consolidated policy account for the purchase, distribution, and documentation of all incentive cards. The central tenets of this policy account for; 1) a single means of procuring all incentive cards through the Board of Estimates, 2) the documentation of each incentive card and its recipient, 3) a monthly reconciliation for all purchases that account for all distributed and non-distributed cards, and 4) periodic internal review of programs' activity vis-à-vis the internal policy which are to be shared with the Department of Audits.

This policy has been reviewed by both the Baltimore City Solicitor's Office and the Department of Audits. Consistent with the original Board of Estimates approval, all requests for payment for the above incentive cards will be subject to the Department of Audits approval.

MINUTES

Health Department - cont'd

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized the expenditure of funds to purchase client incentives/gift cards for participation during program activities.

MINUTES

Circuit Court for Baltimore City - Grant Contract

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Grant Contract with the Behavioral Health Systems Baltimore, Inc. The period of the grant contract is July 1, 2020 through June 30, 2021.

AMOUNT OF MONEY AND SOURCE:

\$468,867.00 - 4000-400621-1100-119600-404001

BACKGROUND/EXPLANATION:

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

The Circuit Court for Baltimore City Addictions Assessment Unit received the FY21 approved grant contract from the grantor in early September of 2020.

The grant is late because of the administrative process.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Grant Contract with the Behavioral Health Systems Baltimore, Inc.

MINUTES

Baltimore Police Department - Ratification of Agreement

ACTION REQUESTED OF B/E:

The Board is requested to ratify an Agreement with the University of Maryland Medical System Corporation, R. Adams Crowley Shock Trauma Center. The period of the agreement was October 1, 2019 through September 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$95,929.60 - 4000-426819-2255-793402-603026

BACKGROUND/EXPLANATION:

On December 12, 2018, the Board approved and authorized a grant award for the JAG 14 grant, Award #2018-DJ-BX-1020 from the U.S. Department of Justice. A portion of the funds were allocated to the University of Maryland Shock Trauma Unit for its Violence Prevention Program (VPP) to prevent violent personal injury among Baltimore City's most at-risk populations through research. The VPP includes three direct service projects including the Violence Intervention Project, Promoting Healthy Alternatives for Teens Project, an after-school program and, My Future, My Career, as well as donor specific research projects.

The agreement is late because of the administration process.

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

UPON MOTION duly made and seconded, the Board ratified the Agreement with the University of Maryland Medical System Corporation, R. Adams Crowley Shock Trauma Center.

MINUTES

Department of General - Shortfall Payment Recommendation
of Services (DGS)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of the shortfall payment recommendation from Johnson Controls, Inc. (JCI).

AMOUNT OF MONEY AND SOURCE:

\$1,239,367.14 - 2070-000000-5500-774800-402241 - Revenue Account

BACKGROUND/EXPLANATION:

On August 30, 2006, the Board approved the agreement with Johnson Controls, Inc. for Phase II of an Energy Performance Contracting Project.

This agreement provided for the installation of energy-saving measures at Back River, guaranteed the resultant savings, and provided maintenance for all installed equipment for the life of the contract. Each year, JCI is required to deliver a monitoring and verification ("M&V") report on the guaranteed savings.

The DGS reviewed the calendar year ("CY") 2018 and CY 2019 M&V reports and documentation, which are the tenth and eleventh year of the contract. The DGS is in agreement with JCI on the quantification of the shortfall in savings for these years. JCI did not meet the contract guarantee.

In the event of a shortfall, the agreement provided that the City may either elect to have JCI pay the City a cash payment or receive services in kind. As JCI has not met the contract guarantee, the DGS recommended that the City settle the shortfall with a monetary payment. The remaining amount for payment totals \$1,239,367.14.

MINUTES

Department of General Services - cont'd

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAS NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the shortfall payment recommendation from Johnson Controls, Inc.

MINUTES

Department of Recreation & Parks - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve an Assignment of Task No. 007 to GWWO, Inc. under Project No. 1314, On-Call Architectural Design Services. The period of the task is approximately six months.

AMOUNT OF MONEY AND SOURCE:

\$160,403.65 - 9938-910140-9474-900000-703032

BACKGROUND/EXPLANATION:

This task will include design services for Parkview Recreation Center and Park.

MBE/WBE PARTICIPATION:

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the 28% MBE and 20% WBE goals established in the original agreement.

The Consultant has achieved 22.89% of the MBE goal and 17.52% of the WBE goal at this time. However, they have enough capacity to meet the remaining goals.

APPROVED FOR FUNDS BY FINANCE

THE EAR WAS APPROVED BY MWBOO ON OCTOBER 8, 2020.

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

MINUTES**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Recreation & Parks - cont'd</u>		
\$165,000.00	9938-912146-9475	9938-910140-9474
3 rd Parks & Public Facilities	Building Renova- tions HR/Mad/EW/ LH/Myers (Reserve)	Parkview Recreation Center (Active)

This transfer will provide funds to cover the costs associated with design services under the On-Call Contract No. 1314, Task No. 007 to GWWO, Inc.

UPON MOTION duly made and seconded, the Board approved the Assignment of Task No. 007 to GWWO, Inc. under Project No. 1314, On-Call Architectural Design Services. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

MINUTES

Department of Recreation & Parks - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve an Assignment of Task No. 006 to GWWO, Inc. under Project No. 1314, On-Call Architectural Design Services. The period of the task is approximately 12 months.

AMOUNT OF MONEY AND SOURCE:

\$178,541.69 - 9938-908784-9474-900000-703032

BACKGROUND/EXPLANATION:

This task will include Construction Management Services for the Middle Branch Fitness & Wellness Center at Cherry Hill, RP 19808.

MBE/WBE PARTICIPATION:

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the 28% MBE and 20% WBE goals established in the original agreement.

The Consultant has achieved 25.26% of the MBE goal and 15.69% of the WBE goal at this time. However, they have enough capacity to meet the remaining goals.

APPROVED FOR FUNDS BY FINANCE

THE EAR WAS APPROVED BY MWBOO ON OCTOBER 8, 2020.

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

MINUTES

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Recreation & Parks - cont'd</u>		
\$ 70,000.00	9938-913051-9475	
3 rd Parks & Public Facilities	Winans Meadow Nature Center (Reserve)	
110,000.00	9938-906784--9475	
3 rd Parks & Public <u>Facilities</u>	Cherry Hill Recreation Center (Reserve)	
\$180,000.00	-----	9938-908784-9474 Middle Branch Fitness & Wellness Center at Cherry Hill (Active)

This transfer will provide funds to cover the costs associated with Construction Management Services under the On-Call Contract No. 1314, Task No. 006 to GWWO, Inc.

UPON MOTION duly made and seconded, the Board approved the Assignment of Task No. 006 to GWWO, Inc. under Project No. 1314, On-Call Architectural Design Services. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

MINUTES

Department of Recreation & Parks - Donation Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Donation Agreement between the Department of Recreation and Parks (Department), KABOOM, Inc. (Donor), and Landscape Structures, Inc. (Contractor). The period of the agreement is effective upon Board approval and shall end upon Final Acceptance of the Project by the City unless terminated earlier. Final Acceptance is defined as the acceptance of the Project by the City after the City and KABOOM have verified that the equipment and systems are fully operational, all warranty work is complete, and the Contractor has fulfilled its contractual obligations.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The Donor desires to improve City property known as Mary E. Rodman Recreation Center, located at 3600 W. Mulberry Street and desires to make financial and community engagement support available. The Donor has selected, hired, and will pay its own Contractor to furnish all labor, materials, and equipment necessary to perform the scope of work. The total estimated amount of donation to the City is \$70,711.00. No City funds shall be expended, neither shall any funds be contributed to the City. The Department did not participate in the selection of the Contractor, and it acknowledges and appreciates this donation to the City.

MBE/WBE PARTICIPATION:

N/A

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Department of Recreation & Parks - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Donation Agreement between the Department of Recreation and Parks, KABOOM, Inc., and Landscape Structures, Inc.

MINUTES

Department of Recreation & Parks - Donation Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Donation Agreement between the Department of Recreation and Parks (Department), Friends of Patterson Park, Inc. (Donor), and D & A Dunlevy Landscapers, Inc. (Contractor). The period of the agreement is effective upon Board approval and will end upon Final Acceptance of the Project by the City unless terminated earlier. Final Acceptance is defined as the acceptance of the Project by the City after the City and Friends of Patterson Park, Inc. have verified that the equipment and systems are fully operational, all warranty work is complete, and the Contractor has fulfilled its contractual obligations.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The Donor desires to improve City property known as Patterson Park, located at 200 S. Linwood Avenue. The Donor has selected, hired, and will pay its own Contractor to furnish all labor, materials, and equipment necessary to perform the scope of work. The total estimated amount of donation to the City is \$43,692.00. No City funds shall be expended, neither shall any funds be contributed to the City. The Department did not participate in the selection of the Contractor, and it acknowledges and appreciates this donation to the City.

MBE/WBE PARTICIPATION:

N/A

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Department of Recreation & Parks - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Donation Agreement between the Department of Recreation and Parks, Friends of Patterson Park, Inc., and D & A Dunlevy Landscapers, Inc.

MINUTESParking Authority of Baltimore City - Maintenance Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Maintenance Agreement with Scheidt & Bachmann USA Inc. (S&B). The period of the agreement is from November 1, 2020 through October 31, 2022.

AMOUNT OF MONEY AND SOURCE:

<u>Year 1</u>	<u>Year 2</u>	<u>Account Number</u>	
\$ 30,400.32	\$ 32,440.61	2075-000000-2321-407200-603016	(Arena)
30,400.32	32,440.61	2075-000000-2321-407700-603016	(Baltimore)
30,400.32	32,440.61	2075-000000-2321-408200-603016	(Caroline)
30,400.32	32,440.61	2075-000000-2321-408750-603016	(Fayette)
30,400.32	32,440.61	2075-000000-2321-408300-603016	(Fleet&Eden)
30,400.32	32,440.61	2075-000000-2321-407400-603016	(Franklin)
12,222.84	13,043.07	2076-000000-2321-612900-603016	(JFB Lot)
30,400.32	32,440.61	2075-000000-2321-407500-603016	(Lexington)
30,400.32	32,440.61	2075-000000-2321-407900-603016	(Little Italy)
30,400.32	32,440.61	2076-000000-2321-612500-603016	(Marina)
30,400.32	32,440.61	2075-000000-2321-407100-603016	(Market)
30,400.32	32,440.61	2075-000000-2321-407600-603016	(Penn Stat.)
30,400.32	32,440.61	2075-000000-2321-408100-603016	(St. Paul)
<u>30,400.32</u>	<u>32,440.61</u>	2076-000000-2321-254000-603016	(West)
\$407,427.00	\$434,771.00		

BACKGROUND/EXPLANATION:

On November 10, 2004, the Board approved a maintenance agreement with S&B that was in effect for three years and covered revenue control equipment installed at the time in nine facilities. On May 28, 2008, the Board approved a second maintenance agreement with S&B that was in effect for three years and covered revenue control equipment installed at the remaining 14 facilities. On November 9, 2011, the Board approved a third maintenance agreement with S&B that was in effect for two years (terminated October 30, 2013) and

MINUTESParking Authority of Baltimore City - cont'd

covered revenue control equipment installed at the time at 16 facilities. On October 30, 2013, the Board approved a fourth maintenance agreement with S&B that was in effect for two years (terminated October 30, 2015) and covered revenue control equipment that was installed at the time at 17 facilities. On October 30, 2015, the Board approved a fifth maintenance agreement with S&B that was in effect for two years (terminated October 30, 2017) and covered revenue control equipment installed at the time at 17 facilities. On November 22, 2017, the Board approved a sixth maintenance agreement with S&B that was in effect for two years (terminated October 30, 2017) and covered revenue control equipment installed at the time at 17 facilities. The City leased three facilities to MEDCO in 2018. On January 16, 2019, the Board approved a maintenance agreement with S&B that is in effect for two years; terminating on October 31, 2020, that covers revenue control equipment that was installed at the 14 facilities. The Department now requests approval of a two-year maintenance agreement with S&B for the equipment installed at 14 facilities.

This equipment has made a significant contribution to the substantial increases in revenue that the Department has experienced during the past 11 years (prior to COVID-19). The Department is pleased with the function of the equipment and the service provided by S&B to date. This agreement will ensure the continued function of the equipment.

MWBOO GRANTED A WAIVER ON SEPTEMBER 27, 2020.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Maintenance Agreement with Scheidt & Bachmann USA Inc.

MINUTES

Department of Audits - Audit Report

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

1. Department of Recreation and Parks Biennial Performance Audit Fiscal Years Ended June 30, 2019 and 2018.

President: "The second item on the non-routine agenda can be found on page 2 -- I mean page 72, Department of Audits -- Audit Report. We will hear from the City Auditor followed by the Department of Recreation and Parks."

City Auditor: "Good morning Mr. President, Mr. Mayor, Madam Comptroller, and members of the Board of Estimates. I am here -- my name is Josh Pasch, and I am the City Auditor. I am here to present the Biennial Performance Audit on the Department of Recreation and Parks for Fiscal years ended June 30, 2019 and 2018. The objectives of our audit were to determine whether the Department met its performance measure targets, to evaluate whether the Department has adequately designed internal controls related to the selected performance measures, and to follow up on prior findings and recommendations included in the previous

MINUTES

Department of Audits - Audit Report - cont'd

Biennial Performance Audit report dated December 4, 2018. The services included in our audit scope were Service 645 Aquatics, Service 646 Park Maintenance and Service 654 Urban for Urban Forestry. The performance metrics that we looked at were for Service 645 percentage of pools meeting maintenance standards. The Department did not obtain annual -- annual operating permits for Fiscal Years 2021, 2020, 2019, 2018 before opening its public pools as required by the Code of Maryland Regulation. We did note that the pools did have the inspection by the Department of Health and that they passed their inspection but because that they didn't pay the fee for the permit and the inspection they were not issued the permits. For Service 645 Percent of Pools meeting maintenance standards. The Department's methodology overstated actual results for 2019 and 2018, reported in the budget book. The way they calculated were all pools that passed inspection were included and so that they always reported 100 percent. However, when we asked

MINUTES

Department of Audits - Audit Report - cont'd

about the process of determining the metric, the calculation was the pools that passed inspection as a percentage of pools planned to be opened and in that case the actual metric was 93 percent and 68 percent, for 2019 and 2018, and however, it was reported as 100 percent. For Service 646, Number of Playgrounds with 100 percent Functional Components. The Department did not have a reasonable methodology to set the target and measure -- and measure the actual results before Fiscal Year 2019, which affected the accuracy of the performance measure. Specifically, the Department was reacting to complaints received via 3-1-1 calls and from visual inspections by park employees and staff, rather than a proactive basis of periodic um -- inspection. So in this case, the results and the metric was reported based on service requests open and if there was no service request open at the time of the metric, then they reported a 100 percent Functional Components. However, the expectation that Audits brought up and was agreed to was that all the parks should have an inspection and be looked at so they can

MINUTES

Department of Audits - Audit Report - cont'd

be evaluated, or in this case, if there was no service request on a park and it hadn't been inspected, then it was assumed to be 100 percent functional. Service 654, Number of Tree Maintenance Service Requests received. We noted that the Department had a flowchart for processing Service Requests received for tree maintenance. However, there was no formal policies and procedures to determine whether the service requests and the work orders are closed within established time frames and accurately reported in the budget book. In addition, the Department does not monitor the Service Requests and Work Orders which cause the overstatement of Fiscal Year 2019 and 2018, actual results, and the existence of a significant number of open work orders. For example, 1,420 of the 3,615 initiated work orders for Fiscal Year 2019, were still outstanding as of June 3, 2020. Service 654, Number of Tree Maintenance Service Requests received. The performance measure for Number of Tree Maintenance Service Requests received is an output

MINUTES

Department of Audits - Audit Report - cont'd

measure for DRP and a reasonable measure cannot be determined to determine the -- the effectiveness of the Department because the number of maintenance requests received is outside of their control and so the recommendation we have there was to reevaluate the performance measure in this area and to determine one that meets their objectives. We also noted that according to the Fiscal Year budget books 2018, 19, 20, and 21, for 2019 the Department had stated that they met two of the three performance metrics and for 2018, the Department met one of the three selected performance metrics. We also looked at prior year findings. Of the seven prior years' action plans that were followed up on for this performance audit, two of the action plans were fully implemented. Five action plans were partially implemented and I will summarize those. So partially implemented, we had Service Center 645, Aquatics. The performance metric was a total number of visitors to Outdoor Pools. The original finding was the Department was unable to provide support on how actual tenants for the pool were calculated and

MINUTES

Department of Audits - Audit Report - cont'd

there was lack of adequate supporting documentation on the daily cash collection reports used to account for cash collection. We, during our audit, noted that the Department has developed policies and procedures for attendance. Specific guidance however, was not provided for recording and reconciling attendance supporting documentation. We also noted that the Department implemented the use of wristbands for attendees. However, the Department does not reconcile the number of wristbands sold to the amount of cash collected daily. As a result, we can't determine completeness of the cash collected or the wristbands that recorded as being issued. There was another finding of not meeting performance measure targets for this measure and that was fully implemented. For Service 651, Recreation for Seniors, the performance measure was total attendance at senior recreation programming events. We noted in the previous audit that for Fiscal year 2016, the target amount was incorrectly reported as 40,000 when it should have been reported as 6,000. We noted this finding was partially implemented

MINUTES

Department of Audits - Audit Report - cont'd

and for Fiscal Year 2018, the attendance -- the actual attendance data reported in the budget book was 8,127, compared to the adjusted target of 6,800. However, we did not find an explanation for the target change in the budget book which was one of our recommendations to have clarity of transition from one year to the next in the budget book. For Service 646, Park Maintenance, the performance measure was Number of Playgrounds with 100 percent Functional Components -- we -- the prior finding was no formal written policy on the playground repairs and how they're being tracked and we included that in our review this year, and it has been partially implemented. We also noted that there were other concerns and issues that were brought up at the Biennial Audits Oversight Commission, which we included in prior scope -- prior year scopes. One was grass cutting for Fiscal Year 2017 and 16, Policy and Procedures. The Department did not have adequate documentation to show verification of frequency of grass cutting in those years. In our review this year, the DRP was noted to have

MINUTES

Department of Audits - Audit Report - cont'd

developed procedures that verify, monitor, and document scheduled grass cutting in City parks. However, those procedures were not in place during Fiscal Years 2018 and 2019 and therefore, did not fall within our scope and we did not have enough data to review that. We also noted a concern of the Biennial Audits Commission was stock inventory, and a prior finding regarded to that was that the Department facilities failed to keep a property inventory form on various locations resulting in facilities -- facilities not maintaining records of its inventory and unable to provide a dollar value for its inventory, which is used in the Annual Financial Reports. We noted this as partially implemented. According to the Department policies and procedures, all stored items and actively used items must be physically counted at least twice a year. However, the policies and procedures do not include a comparison of the physical counts to the inventory records that are being maintained to determine if there needs to be an adjustment. We also heard from the Biennial Audits Commission a -- we looked at

MINUTES

Department of Audits - Audit Report - cont'd

hiring of temporary employees and in 2010 through 2014, the prior audit noted that position -- temporary positions are not advertised through the City websites as the full-time positions and when we did our review here, this has been fully implemented and those positions are now properly advertised through the City website. That concludes my presentation and I will entertain any questions that you have."

President: "Thank you. Ah -- Director Moore."

Director of the Dept. of Recreation & Parks: "Good morning Mayor Young, Council President Scott, Comptroller Pratt, and all the Board members. I want to go through the um -- findings for the FY 18-19. Ah -- the first finding uh -- in reference to the Annual Pool Operating Commission, we disagree with this finding because ah -- as Mr. Pasch said earlier, these pools are inspected in part by the Department of Health. There has been, in the past, discussion about um -- the waiver of the Rec. and Park fee for the permits. But, I have since spoken to the uh -- current Health

MINUTES

Department of Audits - Audit Report - cont'd

Commissioner and we're going to have a follow-up meeting so that next summer, we'll have a determination if the fee will be permanently waived, and in writing, or if we need to uh -- look at our Department to pay the fee. But that's um -- recommendation one and the -- second finding -- in reference to our aquatics -- as we all know um -- we have 23 operating pools, but from summer to summer uh -- these -- these budget books are established a year prior. So when we get ready to start the next pool season, there are chances where these pools uh -- may not operate and we have to shut some of these pool down. But, we will work closely uh -- with uh -- BBMR to look at that target and look at if that is a measure that we need to continue to consider with the -- the inconsistency of our pool operation. So finding three, um -- we have a Rent Policy and Procedure. We -- we will continue to revise that Rent Policy and Procedure for our playgrounds. We do have a certified State Inspector on staff now. We are moving that position from contracts to full time FTE with the full-time role of inspecting our playgrounds where she has currently reviewed and expected over

MINUTES

Department of Audits - Audit Report - cont'd

70 percent of our playgrounds now. As we all know, we have over 120 playgrounds. So, that is something that we will continue to improve. We do agree with that -- that finding. Uh -- for four um -- finding four and what is in reference to our Forestry and how we handle Work Orders um -- we have agreed that our Forestry Urban Department will look at our current written Policy and Procedures. Um -- with um -- clear action plannable phones where we'll have this Policy and Procedure in place uh -- going forward with an updated schedule uh -- SLA and City Works by February 1, 2021. And the final finding, um -- five -- in reference to Forestry goes we would recommend having a discussion internally where we could agree -- agree with this finding currently do and discussed with the Urban Forestry and make sure we have a measure in force so that we can measure according to performance and act to improve our response for the most recent finding for FY 18 and 19. I am open to any questions that the -- the community may have."

MINUTES

Department of Audits - Audit Report - cont'd

President: "Ah -- Director Moore, just wanted -- just a quick question about the risk and issue. I -- I think you know why the numbers don't add up. Uh -- but is this because of the wristbands -- are for young people and folks who have like paid and been able to get in -- is the -- is the disconnect on the numbers related around some of the financial challenges for some of our young people and people at our -- in our staff just ah -- doing what I call being -- being human and allowing young people to swim without -- without the band or both, without payment?"

Director of the Dept. of Recreation & Parks: "That is -- it is a mixture of -- of those things um -- that being one and I think going forward that is something that um -- as you know -- we move forward as an agency -- we need to look at. If we recall, this past year we -- we did not have a fee for all of our swimming pools and maybe that is the approach going forward. Um -- is that we look at that as an option and we got to figure out how we adjust in our budget to make up for those expenditures, but maybe that is the solution going forward, but that is some of the explanation."

MINUTES

Department of Audits - Audit Report - cont'd

President: "Thank you. Any other questions from any of the other Board members? All right, seeing none uh -- the Board -- the Audit Report is **NOTED.**"

* * * * *

The Board **NOTED** receipt of the Audit Report for the Department of Recreation and Parks Biennial Performance Audit Fiscal Years Ended June 30, 2019 and 2018.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

enable the Department of Transportation to utilize Rhinehart Railroad Construction, Inc. for the City's monthly safety inspections and maintenance, emergency response and repairs on an as needed basis. The period of the renewal is November 9, 2020 through November 8, 2022, with no renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

- | | | |
|--|--------------|---------|
| 3. A.S.B. | \$ 40,000.00 | Renewal |
| Contract No. B5005572 - Snow and Ice Removal Services - Enoch Pratt Free Libraries - Enoch Pratt Free Library - P.O. No. P546300 | | |

On December 19, 2018, the Board approved the initial award in the amount of \$44,250.00. The award contained two renewal options. Subsequent actions have been approved. This final renewal in the amount of \$40,000.00 is for the period January 2, 2021 through January 1, 2022. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

4. S. FREEDMAN & SONS, INC.	\$ 75,000.00	Renewal
Contract No. B50004705 - Restroom Paper and Soap Supplies for Baltimore Convention Center - Baltimore Convention Center - P.O. No.: P537199		

On October 12, 2016, the Board approved the initial award in the amount of \$178,000.00. The award contained three 1-year renewal options. On September 25, 2019, the Board approved the first renewal in the amount of \$20,000.00. This second renewal in the amount of \$75,000.00 is for the period November 1, 2020 through October 31, 2021, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On July 21, 2016, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON JULY 21, 2016.

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

5. APPLIED TECHNOLOGY

SERVICES

BUSINESS SERVICES

DIGICON CORPORATION

BREKFORD CORPORATION

DALY COMPUTERS, INC.

EN-NET SERVICES, LLC

THE LUCILLE MAUD CORP.

USC/CANTERBURY CORP.

STAR COMPUTER SUPPLY, LLC

\$ 0.00

Renewal

Contract No. B50004091 - Computer Desktops, Laptops, and Tablets - Baltimore City Office of Information and Technology - P.O. Nos.: P534889, P534893, P534892, P534422, P534420, P534419, P534408, P534031, P534030

On October 28, 2015, the Board approved the initial award in the amount of \$20,000,000.00. The award contained three renewal options. Two renewals have been exercised. This final renewal provides computer desktops, laptops, tablets and optional support on an as-needed basis for various end user agencies. The period of the award is October 28, 2020 through October 27, 2021. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On June 3, 2015, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON JUNE 3, 2015.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONSVENDOR AMOUNT OF AWARD AWARD BASISBureau of Procurement - cont'd

6. HIGHLANDER CONTRACTING

COMPANY, LLC

BLUESTAR TECHNOLOGIES, INC.

\$ 0.00

Renewal

Contract No. B50004145 - Fiber Optic Cable Installation, Maintenance and Repair Services - Mayor's Office of Information and Technology, Departments of Transportation, Public Works, Baltimore City Police Department and others - P.O.: Nos.: P532919 and P532927

On August 26, 2015, the Board approved the initial award in the amount of \$1,000,000.00. The award contained three renewal options. Subsequent actions have been approved and two renewals have been exercised. This final renewal will allow City agencies continue to expand the fiber optic infrastructure into areas not currently covered. This final renewal is for the period October 1, 2020 through September 30, 2021. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On October 5, 2020, both Highlander Contracting Company, LLC and Bluestar Technologies, Inc. were found in compliance.

COMMITMENT PERFORMEDHighlander Contracting Company, LLC

MBE: Machado Construction Company, LLC 17% \$334,209.54 35.20%

WBE: Cuddy & Associates, LLC 5% \$ 77,837.63 8.19%

MWBOO FOUND VENDOR IN COMPLIANCE ON OCTOBER 5, 2020.

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

allow for the provision of additional subscription licenses as needed. A Notice of Intent to waive competition was posted. This increase will make the award amount \$150,556.25. The contract expires on May 31, 2021, with two 1-year renewal options as the sole discretion of the City. The above amount is the City's estimated requirement.

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

MBE/WBE PARTICIPATION:

Not applicable. This meets the requirement for certification as a sole source procurement as this proprietary software is solely available from the software manufacturer Wolters Kluwer United States, Inc.

8. ALLSAFE ELEVATOR INSPECTIONS LLC	\$ 33,095.00	Non-competitive/ Procurement/Selected Source
Contract No. 06000 - Elevator Inspections Various Locations - Department of General Services - Req. No.: R848737		

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:

The Vendor is a third party inspector for the Baltimore City Police Department Headquarters and has knowledge of the Department of General Services - General Services Portfolio. The period of the award is October 1, 2020 through September 30, 2021. The above amount is the City's estimated requirement.

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

MBE/WBE PARTICIPATION:

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

- | | | |
|---|--------------|--|
| 9. BLUECREST, INC. | \$ 60,000.00 | Non-competitive/
Procurement/Sole
Source |
| Contract No. 0800 - Windows Upgrade for Sorter and Inserter Postage Machines - Comptroller's Office - Municipal Post Office - Req. No.: R854933 | | |

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:

The one-time procurement will provide an operating system upgrade from Windows 7 to Windows 10 for the computers interfacing with the existing postage machines. The Vendor is the manufacturer and sole authorized source of products, services and support for the Bluecrest Inserter and Sorter postage machines currently installed at the Municipal Post Office. The period of the award is October 28, 2020 through October 27, 2021. The above amount is the City's estimated requirement.

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

MBE/WBE PARTICIPATION:

Not applicable. This meets the requirement for certification as a sole source procurement as this upgrade service is only available from the manufacturer and is not available from subcontractors.

10. CONTINENTAL BLOWER, LLC	\$124,320.00	Non-competitive/ Procurement/ Sole Source
Contract No. 08000 - Continental Blowers - Department of Public Works - Patapsco Waste Water Facilities - Req. No.: R851023		

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

The Vendor is the manufacturer's sole authorized source of these products which must be compatible with currently installed equipment at the Patapsco Waste Water Treatment Plant. The period of the award is June 20, 2020 through June 19, 2025. The above amount is the City's estimated requirement.

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

MBE/WBE PARTICIPATION:

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

11. IPS GROUP, INC. \$5,000,000.00 Cooperative Agreement
National Cooperative Purchasing Alliance Contract Number #05-36-Parking Meters, Single and Multi-Space - Parking Authority of Baltimore City - Req. No.: R547755

The Board is requested to approve and authorize execution of a Cooperative Agreement with IPS Group, Inc. The agreement expires on May 31, 2022, with no renewal options.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

On August 1, 2019, National Cooperative Purchasing Alliance awarded RFP #15-19 Contract #05-36-Parking Meters, Single and Multi-Space to IPS Group, Inc. The contract was competitively bid by the Region 14 Education Service Center, Texas. This cooperative contract will be used to purchase multi-space parking pay stations pay by plate meters. IPS Group, Inc. meters were selected due to offering lower cost to purchase and operate.

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

MBE/WBE PARTICIPATION:

On April 12, 2019, it was determined that no goals would be set because of no opportunity to segment the contract. This is a commodity purchase from an authorized distributor/manufacturer.

MWBOO GRANTED A WAIVER ON APRIL 12, 2019.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

12. AXON ENTERPRISE, INC. f/k/a TASER INTERNATIONAL, INC.	\$103,618.00	Sixth Amendment to Integration Agreement
Contract No. B50004050 - Body Worn Cameras - Baltimore Police Department - P.O. No.: P534935		

The Board is requested to approve and authorize execution of the Sixth Amendment to Integration Agreement with AXON Enterprise, Inc. f/k/a Taser International, Inc. The agreement expires on June 30, 2026.

On March 16, 2016, the Board approved the initial award in the amount of \$11,690,668.53. Subsequent actions have been approved. This sixth amendment will allow the City and Baltimore Police Department to enhance functionality of the Evidence.com software currently available under the contract with interview room cameras and software fully integrated with AXON's Evidence.com the Baltimore Police Department's system that stores and manages the body worn camera video/audio footage and in-vehicle footage. This sixth amendment will allow the Baltimore Police Department to install the system and support it through 2026.

MBE/WBE PARTICIPATION:

On June 3, 2015, it was determined that no goals would be set because of no opportunity to segment the contract. Licenses and services are proprietary to the Vendor.

MWBOO GRANTED A WAIVER ON JUNE 3, 2015.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

13. DENVER-ELEK, INC.

J.F. FISCHER, INC.	\$106,758.59	Ratification
Contract No. B50003236 - Maintenance & Repair Services for Plumbing and Heating Systems - Department of General Services - P.O. Nos.: P526184 & P550235		

The approval of this ratification is for additional funds required to make a final payment for the contract which expired on October 31, 2019.

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

MBE/WBE PARTICIPATION:

Not applicable.

14. AUSTON CONTRACTING,
INC.

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

On July 17, 2013, the Board approved the initial award. Subsequent actions have been approved. An extension is being

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

requested to continue scrap metal pick-up and removal at various City locations during the bid solicitation process and award. The period of the ratification is September 1, 2020 through October 27, 2020. The period of the extension is October 28, 2020 through December 31, 2020. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

MWBOO GRANTED A WAIVER ON APRIL 25, 2013.

15. **ITEM #16**

LAWMEN SUPPLY COMPANY, INC.	\$ 2,000.00	
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ITEMS #2-4, 7, 10 & 15

HOWARD UNIFORM COMPANY	64,000.00	
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ITEMS #1, 5, 8, 9, 11-14

F&F&A. JACOBS & SONS, INC.	104,000.00	
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	<u>\$170,000.00</u>	
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		Extension
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Contract No. B50003266 - Police Uniforms - Baltimore Police Department - P.O. Nos.: P526078, P526079 and P526080

On January 8, 2014, the Board approved the initial award for the amount of \$670,000.00. On November 26, 2014, the Board approved the first renewal for the amount \$590,000.00. On December 9, 2015, the Board approved the second renewal for the amount of \$590,000.00. On October 26, 2016, the Board

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

approved the third renewal for the amount of \$590,000.00. On December 20, 2017, the Board approved the fourth renewal for the amount of \$590,000.00. On January 23, 2019, the Board approved the extension for the amount of \$300,000.00.

The Board is requested to approve an extension, to continue services for the period of October 1, 2020 through May 1, 2021 while a new solicitation is released and awarded. This extension will make the total contract value \$350,000.00.

MBE/WBE PARTICIPATION:

On September 27, 2013, MWBOO determined that no goals would be set as there was no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON SEPTEMBER 27, 2013.

16. <u>MES/MARYLAND</u>	<u>\$ 30,000.00</u>	<u>Low Bid</u>
Contract No. B50006110 - Firefighter Hoods- Baltimore Fire Department - Req. No. R856584		

Vendors were solicited by posting on Citibuy. Four bids were received and opened on October 8, 2020. Award is recommended to the lowest responsive and responsive bidder that meets specifications.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

On August 15, 2012, the Board approved the initial award for the amount of \$1,800,000.00. On April 11, 2013, the Board approved a termination and substitution of vendors for the amount of \$1,200,000.00. On April 17, 2013, the Board approved an increase for the amount of \$1,200,000.00. On April 24, 2013, the Board approved an additional vendor for the amount of \$300,000.00. On December 18, 2013, the Board approved an increase for the amount of \$1,500,000.00. On April 30, 2014, the Board approved an increase for the amount of \$1,300,000.00. On November 5, 2014, the Board approved an increase for the amount of \$1,050,000.00. On September 9, 2015 the Board approved the first renewal for the amount of \$2,500,000.00. On July 27, 2016, the Board approved the final renewal for the amount of \$1,000,000.00. On August 30, 2017, the Board approved an extension for the amount of \$1,000,000.00. On October 25, 2017, the Board approved an extension for the amount of \$800,000.00. On August 29, 2018, the Board approved an extension for the amount of \$1,000,000.00. On April 17, 2019, the Board approved an extension for the amount of \$750,500.00. On October 23, 2019, the Board approved an extension for the amount of \$1,000,000.00.

The Board is requested to approve the ratification and extension to pay the outstanding invoices, and continue towing services for various City agencies, while a new solicitation is being prepared and to allow the City to complete a revision of the towing regulations and requirements. This ratification and extension will make the total contract amount \$17,732,465.00. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

MWBOO set goals of 10% MBE and 3% WBE.

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

	<u>COMMITMENT</u>	<u>PERFORMED</u>
<u>TED'S TOWING SERVICE INC.</u>		
MBE: JJ Adams Fuel Oil Company, LLC	2.5%	\$639.44 (1.66%)
CC Press Net Inc.	2.75%	\$375.00 (9.76%)
WBE: Chaudhry Towing Company	7.50%	\$3,988.00 (100%)

MWBOO FOUND VENDOR IN COMPLIANCE ON OCTOBER 2, 2020.

After careful evaluation of the overall extension request, MWBOO is recommending this contract be re-bid with consideration of departmentalizing the bid process based on the target need for each agency that utilizes towing services. Further determinations include creating MBE and WBE criteria for the segmentation of work, which will ensure maximized utilization of subcontractors whose services appropriately align with the work that must be performed.

FRANKFORD TOWING SERVICE LLC

MBE: JJ Adams Fuel Oil Company, LLC	2.5%	\$6,011.24 (65.23%)
CC Press Net Inc.	2.75%	\$455.00 (4.93%)

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

WBE: Chaudhry Towing Company 7.50% \$13,600.00 (100%)

MWBOO FOUND VENDOR IN COMPLIANCE ON OCTOBER 6, 2020.

MWBOO will be submitting Post-Compliance recommendations on October 9, 2020. After careful evaluation of the contract extension request, MWBOO is recommending this contract be re-bid with consideration of departmentalizing the bid process based on the target need for each agency that utilizes towing services. Further determinations include creating MBE and WBE criteria for the segmentation of work, which will ensure maximized utilization of subcontractors whose services appropriately align with the work that must be performed.

MWBOO FOUND VENDOR IN COMPLIANCE ON OCTOBER 6, 2020.

	<u>COMMITMENT</u>	<u>PERFORMED</u>
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MEL'S SERVICE CENTER & TOWING

MBE: JJ Adams Fuel Oil Company, LLC	2.5%	\$276.68	(14.81%)
CC Press Net Inc.	2.75%	\$ 95.00	(0.52%)
WBE: Chaudhry Towing Company	7.50%	\$1,000.00	(53.56%)

MWBOO FOUND VENDOR IN COMPLIANCE ON OCTOBER 2, 2020.

After careful evaluation of the overall extension request, MWBOO is recommending this contract be re-bid with considera-

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

tion of departmentalizing the bid process based on the target need for each agency that utilizes towing services. Further determinations include creating MBE and WBE criteria for the segmentation of work, which will ensure maximized utilization of subcontractors whose services appropriately align with the work that must be performed.

	<u>COMMITMENT</u>	<u>PERFORMED</u>
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UNIVERSAL TOWING LLC

MBE: JJ Adams Fuel Oil Company, LLC	10%	\$6,087.58 (1.36%)
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WBE: Tote It Inc.	3%	\$2,975.00 (0.66%)
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MWBOO FOUND VENDOR IN NON-COMPLIANCE ON OCTOBER 2, 2020.

Vendor did not report new payments for subcontractors. Current review reflects subcontractor payments for 2019 while prime contractor payments reflect 2019 and 2020 data. MWBOO will be submitting Post-Compliance Recommendations to BOP on October 9, 2020. After careful evaluation of the overall extension request, MWBOO is recommending this contract be re-bid with consideration to departmentalizing the bid process based on the target need for each agency that utilizes towing services. Further determinations include creating MBE and WBE criteria for the segmentation of work, which will ensure maximized utilization of subcontractors whose services appropriately align with the work that must be performed.

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

	<u>COMMITMENT</u>	<u>PERFORMED</u>
<u>FRANKFORD TOWING LLC</u>		
MBE: JJ Adams Fuel Oil Company, LLC	2.5%	\$18,534.56 (11.61%)
CC Press Net Inc.	2.75%	\$ 9,275.00 (5.81%)
WBE: Chaudhry Towing Company	7.50%	\$78,341.00 (49.10%)

MWBOO FOUND VENDOR IN COMPLIANCE ON OCTOBER 2, 2020.

After careful evaluation of the contract extension request, MWBOO is recommending this contract be re-bid with consideration of departmentalizing the bid process based on the target need for each agency that utilizes towing services. Further determinations include creating MBE and WBE criteria for the segmentation of work, which will ensure maximized utilization of subcontractors whose services appropriately align with the work that must be performed.

FRANKFORD TOWING ASSOCIATES, LLC

	<u>COMMITMENT</u>	<u>PERFORMED</u>
MBE: JJ Adams Fuel Oil Company, LLC	2.5%	\$13,240.20 (14.12%)
CC Press Net Inc.	2.75%	\$ 3,900.00 (4.15%)
WBE: Chaudhry Towing Company	7.50%	\$38,445.00 (41.00%)

MWBOO FOUND VENDOR IN COMPLIANCE ON OCTOBER 2, 2020.

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

After careful evaluation of the overall extension request, MWBOO is recommending this contract be re-bid with consideration of departmentalizing the bid process based on the target need for each agency that utilizes towing services. Further determinations include creating MBE and WBE criteria for the segmentation of work, which will ensure maximized utilization of subcontractors whose services appropriately align with the work that must be performed.

	<u>COMMITMENT</u>	<u>PERFORMED</u>
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LILITH, INC. T/A JIM ELLIOTT'S TOWING

MBE: McDel's Enterprises, Inc.	10%	\$ 4,842.00 (12.27%)
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WBE: Doug's Auto Parts	3%	\$ 1,000.00 (3.22%)
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MWBOO FOUND VENDOR IN COMPLIANCE ON OCTOBER 5, 2020.

MCDEL'S ENTERPRISES, LLC

MBE: Apex Petroleum	10%	\$64,655.66 (38.61%)
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WBE: Lichter Group, LLC.	3%	\$ 5,475.00 (3.26%)
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MWBOO FOUND VENDOR IN COMPLIANCE ON OCTOBER 5, 2020.

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

FRANKFORD TOWING

	<u>COMMITMENT</u>	<u>PERFORMED</u>
MBE: JJ Adams Fuel Oil Company, LLC	2.5%	\$ 7,245.20 (56.39%)
CC Press Net Inc.	2.75%	\$ 925.00 (7.20%)
WBE: Chaudhry Towing Company	7.50%	\$14,967.00 (100%)

MWBOO FOUND VENDOR IN COMPLIANCE ON OCTOBER 2, 2020.

After careful evaluation of the contract extension request, MWBOO is recommending this contract be re-bid with consideration of departmentalizing the bid process based on the target need for each agency that utilizes towing services. Further determinations include creating MBE and WBE criteria for the segmentation of work, which will ensure maximized utilization of subcontractors whose services appropriately align with the work that must be performed.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

18. ACME AUTO LEASING,

LLC	\$ 35,000.00	Extension
Contract No. B50001886 - Vehicle Leasing - Baltimore Police Department - P.O. No.: P519341		

On January 18, 2012, the Board approved the initial award in the amount of \$372,018.00. The award contained two renewal

options. Subsequent actions have been approved, and two renewals have been exercised. An extension is necessary to continue vehicle leasing services for various City agencies while a new Solicitation B50005715 is awarded. The period of the extension is June 30, 2020 through December 31, 2020.

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

MBE/WBE PARTICIPATION:

On March 25, 2011, it was determined that no goals would be set because of no opportunity to segment the contract. This contract requires that vehicles are serviced under current fleet maintenance/repair contracts.

MWBOO GRANTED A WAIVER ON MARCH 25, 2011.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

UPON MOTION duly made and seconded, the Board approved the Informal Awards, Renewals, Increases to Contracts and Extensions. The Board further approved and authorized execution of the Cooperative Agreement with the IPS Group, Inc. (item no. 11) and the Sixth Amendment to Integration Agreement with Axon Enterprise, Inc. f/k/a Taser International, Inc. (item no. 12). The Board **DEFERRED** item no. 18 for to November 04, 2020. The Acting City Solicitor **ABSTAINED** on item no. 3.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

* * * * *

On the recommendations of the City agencies

hereinafter named, the Board,

UPON MOTION duly made and seconded,

awarded the formally advertised contract

listed on the following pages:

4305 - 4306

to the low bidders meeting the specifications,

or rejected bids on those as indicated

for the reasons stated.

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

1. B50005715, Vehicle Leasing		\$12,410,160.00
	Acme Auto Leasing, LLC	\$ 5,578,560.00
	All Car Leasing dba Nextcar	\$ 6,831,600.00

(Various City Agencies)

Suppliers were solicited by posting on CitiBuy, eMaryland Marketplace, and in local newspapers. Three bids were received and opened on April 15, 2020. The award is recommended to the first and third lowest responsive and responsible bidders. The second low bidder Enterprise Fleet Management, Inc. was deemed non-responsive because the bidder took multiple exceptions against solicitation that will not meet the City's requirements.

The above amount is the City' estimated requirement.

MBE/WBE PARTICIPATION:

On February 1, 2019, it was determined no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON FEBRUARY 1, 2019.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Procurement

2. B50006115, Utility Van
Service Body Installation

REJECTION: Vendors were solicited by posting on CitiBuy and eMaryland Marketplace. The two bids received on October 07, 2020 were not opened. The solicitation referenced the local newspapers in CitiBuy and was not advertised in the local newspapers as required per the City's Charter. For this reason, it is recommended that the Board reject all bids. A new solicitation will be re-issued upon Board approval of this request.

MINUTESLaw Department - Settlement Agreements and Releases**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Settlement Agreements and Releases of claims and litigation brought by nine individuals against former members of the Baltimore Police Department's (BPD) Gun Trace Task Force (GTTF). Plaintiffs allege numerous federal claims against the BPD and the GTTF officer defendants.

AMOUNT OF MONEY AND SOURCE:

\$253,000.00 - 1001-000000-2041-716700-603070
(Total proposed settlements)

BACKGROUND/EXPLANATION:

The total amount of the proposed settlement is for resolution of nine claims/lawsuits.

The conduct of former GTTF officers has led to dozens of lawsuits and claims against the officers and the BPD itself. These cases and claims allege a variety of misconduct including theft, excessive use of force, and falsification of evidence resulting in wrongful arrest and/or conviction. The claims and lawsuits typically name as Defendants the individual GTTF officers, the BPD, and the BPD Command-level staff.

As with all lawsuits, the Law Department analyzes the strengths and weaknesses of each case upon receipt of the Complaint. Among other considerations, the Law Department is cognizant of a recent ruling from the Maryland Court of Appeals (*Baltimore City Police Dep't v. Potts*, No. 51, SEPT. TERM, 2019, 2020 WL 1983209 (Md. Apr. 24, 2020)), finding that the criminal conduct of the GTTF officers in two separate cases was within the scope of their employment; and, therefore, the City was required to indemnify judgments against those officers. Through mediation and settlement

MINUTES

Law Department - cont'd

discussions, the Law Department has weighed the attributes of each matter, and has negotiated settlements of several GTTF claims/lawsuits. The settlement values vary based on the factual allegations of each case. And, reflect the strengths and weaknesses each presents.

In the interest of transparency, it is the intention of the Law Department to bring every settlement of a GTTF matter to the Board of Estimates (BOE), regardless of settlement value. The BOE should anticipate one or more follow-up requests as additional settlements are finalized and prepared for the Board's consideration. The Law Department believes these settlements to be in the best interest of both the City and the plaintiffs who may have been harmed by the misconduct of former GTTF members.

Thus far, the settlements are as follows:

<i>Richard Stokes v. Jenkins, et al.</i>	24-C-18-004643	\$11,000.00
<i>Jamal Walker, et al. v. Jenkins, et al.</i>	1:20-cv-00572-GLR	\$15,000.00
<i>Tyrell Jeffries v. Taylor, et al.</i>	24-C-19-002916	\$15,000.00
<i>Tate v. Hersl, et al.</i>	1:19-cv-02240-DKC	\$15,000.00
<i>Gary Brown v. Rayam, et al.</i>	1:20-cv-00487-SAG	\$15,000.00
<i>Louis Marshall v. Jenkins, et al.</i>	24-C-19-005233	\$23,000.00
<i>Wayne Lee v. Hersl, et al.</i>	1:20-cv-02196-GLR	\$24,000.00
<i>James Davis v. Hersl</i>	24-C-16-003513	\$65,000.00
<i>Avon Allen v. Taylor, et al.</i>	1:20-cv-00489	\$70,000.00

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Settlement Agreements and Releases of claims and litigation brought by nine individuals against former members of the Baltimore Police Department's Gun Trace Task Force.

MINUTES

Law Department - Settlement Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Settlement Agreement of the claim of Nicole Suiter and Zharia Suiter, Plaintiffs, against the Mayor and City Council of Baltimore.

AMOUNT OF MONEY AND SOURCE:

\$900,000.00 - 2044-000000-1450-703800-603070

BACKGROUND/EXPLANATION:

The death of Det. Sean Suiter in November 2017, was widely reported and is still the subject of much conjecture and speculation. He left behind a young widow and a minor daughter, both dependents under Maryland's Workers' Compensation Act. They have sought dependency benefits under the Act and their claims could be found compensable under any one of several theories with a potential for lifetime benefits for Mrs. Suiter.

As with all workers' compensation claims, the Law Department, with the assistance of our third-party claims adjusting firm (Sedgwick) analyzes the strengths and weaknesses of each case upon receipt of the Claim. Among other considerations, the Law Department is cognizant of the findings made by the State Medical Examiner regarding this death along with the findings and conclusions of an Independent Review Board and a review completed by the Maryland State Police. This death remains as an open homicide investigation by both the Baltimore City Police Department and the Baltimore City State's Attorney.

Through investigation and settlement discussions, the Law Department has weighed the legal and factual attributes of this

MINUTESLaw Department - Settlement Agreement

matter and has negotiated a settlement of this claim greatly reducing the City's potential exposure. We believe this compromise and settlement to be in the best interests of both the City and the Claimants.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Settlement Agreement of the claim of Nicole Suiter and Zharia Suiter, Plaintiffs, against the Mayor and City Council of Baltimore.

MINUTES

Department of Public Works - Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Memorandum of Understanding (MOU) with Baltimore County's Department of Public Works. The period of the MOU is approximately one year, commencing upon execution by the County of a contract with Itron, Inc. through the end date of the County's contract with Itron, unless that Contract or this MOU is terminated or extended by agreement of the Parties, subject to Board of Estimates approval.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

Baltimore County's Department of Public Works is planning to enter into a contract with a private Vendor, Itron for the purpose of Water Meter Reading, Maintenance, and Field Investigation Services for the County.

The County and the City desire to enter into this MOU for the purpose of identifying and confirming their individual and shared contributions/responsibilities that will be affected by the Itron contract with regard to the yearly Cost Allocation Model ("CAM") which defines and governs the cost sharing for water services between the City and County. The City's responsibility under this MOU includes the cost of developing the County Water Rate. The development of the County Water rate will be performed by the City's Consultant, Raftelis Financial Consultant, Inc., for a cost of \$241,389.00. The City is jointly responsible (with the County) for addressing and mutually resolving water and sewer revenue lost due to any late water meter readings.

MINUTES

Department of Public Works - cont'd

MBE/WBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Understanding with Baltimore County's Department of Public Works.

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President: "Uh -- before we close, I did want to ah -- ah -- highlight today that the Board approved the renewal of Cyber Security Insurance. Uh -- a modern city needs modern technology infrastructure and protection. All of us remember the devastating impact of the ransomware attack uh -- which happened on the first day in a few a few weeks into uh -- Mayor Young being the Mayor. It's our responsibility to ensure nothing like that ever happens again, and that's why we established the Cyber Security Committee and while we'll continue to work hard, we'll bring the City government into the 21st century. Uh -- thank you everybody. As there's no more business before the Board, we will recess until bid opening at 12 noon and we will reconvene November 4, 2020. Thank you."

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MINUTES

Comptroller: "The Board of Estimates is now in session for the receiving and opening of bids. As part of the overall effort to limit transmission of COVID-19 virus, the Board of Estimates is conducting bid openings virtually. Members of the public can call in to listen to bid openings live by calling (443) 984-1696 and entering Access Code 0817325. Board of Estimates meetings are broadcast live on CHARM-TV, Channel 25 on Comcast Cable in Baltimore City. Meetings are also streamed at the Internet at www.charmtvbaltimore.com/watch-live. The Board of Estimates will continue to conduct bid openings virtually while the State of Emergency declared by the Mayor of Baltimore and the Governor of Maryland remains in effect."

MINUTES**BIDS, PROPOSALS AND CONTRACT AWARDS**

Prior to the reading of bids received today and the opening of bids scheduled for today, the Secretary announced that the following agencies had issued addenda extending the dates for receipt and opening of bids on the following contracts. There were no objections.

Department of Transportation - TR 18016, The Baltimore Convention Center Sharp Street Water Intrusion Repair
BIDS TO BE RECV'D: 11/18/2020
BIDS TO BE OPENED: 11/18/2020

Bureau of Procurement - B50006011, Wastewater Clarifier Cleaning Services
BIDS TO BE RECV'D: 11/18/2020
BIDS TO BE OPENED: 11/18/2020

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

Department of Recreation & Parks - RP 17802R, Dypski Park
Improvements

P. Flanigan & Sons, Inc.
DSM Properties, LLC.
Allied Contractors, Inc.

Bureau of Procurement - B50006133, Quick Lime for
Water Treatment

Greer Industries, Inc. dba Greer Lime Company
Carmeuse Lime, Inc.

Bureau of Procurement - B50006134, Ferric Chloride
for Waste Water

Pencco, Inc.
Kemira Water Solutions, Inc.
PVS Technologies Inc.
Tank Line Transportation, Inc.

Bureau of Procurement - B50006130, Hydrofluorosilicic
Acid for Water Treatment

Univar USA
Pencco, Inc.

MINUTES

Department of Finance

- Tax Sale Auction of Tax Liens
by Sealed Bid

Each & Everyway, LLC

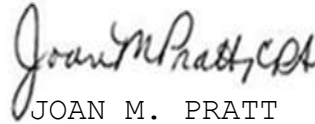
Elite Homes, LLC

Elite Homes, LLC

MINUTES

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There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, November 04, 2020.



JOAN M. PRATT
Secretary