

MINUTES**REGULAR MEETING**

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

President: "Good morning. The January 15, 2020 meeting of the Board of Estimates is now called to order. In the interest of promoting the order and efficiency of these hearings, persons who are disruptive to the hearing will be asked to leave the hearing room. Meetings of the Board of Estimates are open to the public for the duration of the meeting. The hearing room must be vacated at the conclusion of the meeting. Failure to comply may result in a charge of trespassing. I will direct the Board members attention to the Memorandum from my office dated January 13, 2020, identifying matters to be considered as routine agenda items together with any corrections and additions that have been noted by the Deputy Comptroller. I will entertain a Motion to approve all of the items contained on the routine agenda."

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

Comptroller: "I Second."

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

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

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

Adams-Robinson Enterprises, Inc.	\$ 72,030,000.00
Anchor Construction Corporation	\$ 84,000,000.00
BLD Services, LLC	\$ 8,000,000.00
Blue Sky Contractors, Inc.	\$ 1,200,000.00
Hunt Valley Contractors, Inc.	\$ 2,210,000.00
J.M. Murphy Enterprises, Inc.	\$ 360,000.00
Plano-Coudon, LLC	\$ 48,500,000.00
TFE Resources, Ltd.	\$ 1,500,000.00

2. Prequalification of Architects and Engineers

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

CST Engineering, Inc.	Engineer
Greeley and Hansen, LLC	Engineer
LandStudies, Inc.	Landscape Architect Engineer
RJN Group, Inc.	Engineer

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

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

1. Department of General Services Biennial Financial Audit Report Fiscal Years Ended June 30, 2018 and 2017.
2. Department of General Services Biennial Performance Audit Report Fiscal Years Ended June 30, 2018 and 2017.

President: "The first and second items on the non-routine agenda will be called together. They can be found on page 2, Department of Audits, Audit Reports. Department of General Services Biennial Financial Audit and Performance Audit Fiscal Years Ended June 30 of 2018 and 17. Will the parties please come forward?"

City Auditor: "Good morning, Mr. President, Mr. Mayor, Madam Comptroller and members of the Board of Estimates. My name is Josh Pasch. I'm the City Auditor. I am here today to present the Biennial Financial Audit of the Department of General Services. I would like to thank DGS and our team for all the hard work they put into this audit it was a great example of teamwork across different City agencies. We issued an unmodified opinion on the financial statements. We identified the following internal control

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findings. Finding number 1: Which a control deficiency with supporting documentation was missing for selected payroll activities and we traced that to ineffective controls. The agency's Facilities Management and Fleet Management Divisions were not able to provide documentation for some of the selected payroll activities that we tested. As a result, management were not -- was not able to demonstrate that the selected payroll activities were accurately recorded which may result in financial losses or inaccurate payments and inaccurate um -- amounts for payroll activities. Each unit under -- under the Fleet Management Division, they use an Excel spreadsheet to -- as an attendance sheet to track employees daily time including work hours, vacation, sick, overtime, comp time etc. The control over this is the attendance sheet is password-protected and as it accepts accessible only by supervisors and backup. Because using of this excel spreadsheet, they do not have formal approval forms, and the only evidence to support the overtime and comp time is the excel spreadsheet, and we noticed that the deficiency in controls for this was, that there

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is no audit log or change log over the excel spreadsheet, and that the people who have access to it, supervisors and the backup also have access to modify their own time entries on this, and there is no way to trace that back to see what those changes are. We recommended that the agency director develop policies and procedures for payroll processing and a record retention schedule for the agency and file that with the City Archivist. Finding 2: control deficiency was certain revenues were incorrectly recorded in expenditure account. So, DGS is an internal service fund, which means that they are here to service other City agencies and the correct accounting is that when they record their services to other agencies they are to record it as revenue on a cost reimbursement basis and then any costs they incurred they record as cost and then therefore their financial -- you can see what record of activity. Certain agency funds that have been designated as internal service fund customers for the agency, the agency correctly bills and records those revenues for services provided by those agencies and you can see the revenues coming in and the

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expenses going out for those. For agencies or funds that are not designated internal service funds, customers they are budgeted to the general funds and instead of recording the revenues for activities which they do the agency transfers the related costs to the general ledger accounts and credits the agency expenditures reducing the cost report of the agency. And in fact, what they do is they take the cost incurred by DGS and they transfer that to a cost incurred by the general fund, which on a CAFR level and a citywide level doesn't have an impact. However if you want to see what DGS is doing, then it looks like they're doing a lot less work than they really are. We recommend that the agency director develop and implement formal written approved and dated policy to guide the agency on how internal service fund revenue should be recorded. We also reviewed prior findings. We reviewed four in total. One was implemented, but it was implemented after our scoping period and therefore, we didn't test it and two were not implemented. The two were that were not implemented were Finding No. 3, which was the review of logical access controls over the

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FASTER system, the FASTER system's what they use to manage their fleet maintenance and the Systems Analyst, which is the superuser, has access to basically give access to other users and to run reports and they also have access to perform daily activities. So that should be segregated and they should not have access to actually enter in transactions. When we went and reviewed the system access, the System Analyst still had those access controls in. We noticed that they had ah -- DGS had a design of putting a management ah -- monitoring control over that which would have a report of all activities done by the System Analyst but that control had not been implemented and management had not been getting that report, so it wasn't being done. Um -- the second not implemented was Finding No. 2, um -- we looked at fleet related expenditures and we noticed that supervisors and lead workers have the ability to go into the system and to enter a repair order or assign work themselves. And this also includes ac -- authorizing acquisition of parts and also closing order and so this is basically a segregation of duties issue where someone can go in

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and say that they're repairing a vehicle and then requisition repair parts and there's no if it was all fictitious there'd be no way to catch that because they can create the order and then close it out. And so in June of 2019, they designed a control and authorized the authorization process over that. However, it will not be implemented until January of 2020 and so for Audit purposes it was not implemented. That concludes my presentation. Thank you."

Ms. Nyaga-Nash: "Good morning members of the Board of Estimates. My name is Chichi Nyaga-Nash. I am the Director of the Department of General Services and I would just like to start off by first off thanking -- thanking Mr. Pasch and his team for the -- for the -- for um -- the work that they have done with us and in helping us to get through to the finish line on time with being able to meet his deadline. Um -- additionally I want to thank them for -- for what they have brought to light as -- as shortcomings or -- or um -- oversights in our operation that we now have the opportunity to -- to work towards correcting. And so we appreciate having that instead of eyes that can point us into how we can do

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a better job than what we are doing. I also want to particularly thank our CFO Ben Brush, ah -- who rallied the troops and was able to make sure that this audit was completed on time and fully and um -- has been um -- entirely fully engaged during the process and so I thank you for that Ben and um -- I welcome any questions if there are any."

President: "Just a um -- few, just to go back to the um -- Madam Director to the auditors ah -- previous finding. Can you talk to us about ah - Finding No. 3 and why that has not been implemented yet."

Ms. Nyaga-Nash: "Yes. So Finding No. 3 is in regard to the system control by the System Administrator."

President: "Ah huh."

Ms. Nyaga-Nash: "So the FASTER system is the database system that tracks everything that fleet does every expense, every hour logged, every part purchased, every part issued to a vehicle. um -- there are many levels of users ah -- culminating with a superuser who is responsible for um -- for the um -- for maintaining the

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relationship with the vendor, the FASTER vendor and for all programming that is required to be able to create the fields that are needed or to um -- to -- to develop the reporting that is required for - for all the operational decisions that we make. Um -- that individual is, there is no one higher than that person who is able to access the system. So the findings from -- from the previous um -- audit were that we need to put in place systems where we can see if indeed there are changes being made at that level, that no one else would have insights to that, someone else is reviewing it and so the -- the response that we had given um - - during the last audit is that we would have a report created monthly that would document all the changes that the system administrator had done that were not um --operationally required. So it wasn't part of a user database for testing, or that the changes weren't being made to correct um -- something that needed like an over billing that needed to be corrected. Any system administrator specific work was to be reported to management um - - so that -- that individual would have to um -- essentially

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justify what the changes were made, why they were made, and just have a second set of oversight um -- that did not happen and so -- so the report was created but the reporting of it to management did not occur and so that is that is the last step that needs to take place now. So the again, the report exists we just need to fully implement and have it start being reported and reviewed by upper management."

President: "So how long do you think it'll take you guys to get that information over to the auditor and to us just so that we can know that the system is there?"

Ms. Nyaga-Nash: "So we will start reporting on it at the end of this month. Um -- depending on how many months' worth of evidence of this reporting the auditor wants we will be well um -- I mean ready to start um -- updating them on progress on -- on that front."

Mr. Pasch: "Um -- we can follow up on that and touch base with it at the end of the month or the beginning of next month."

President: "Thank you and second question really quickly to ah -- to Finding: 2, where it says you guys um -- implemented a new parts

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authorization process in June but it won't be reviewed by management until January 2020. I just want to know the lag time in between, because it's a long time."

Ms. Nyaga-Nash: "Um -- so I'm not entirely sure on them not being able to review it by 2020. So as part of the findings about the - - the lack of segregation of duties, it was discovered that yes indeed an individual would be able to create a work order, assign their hours to it, issue parts to it, and close it out. Meaning that no one else would have had the chance to see the -- the full scope of that work. Ah -- there are now um -- controls in place that-- that make it less -- make it less likely that -- that would happen without the System Administrator having been flagged that -- that that fault that every ah -- step of those that every one of those steps has been ah -- performed by one individual. The change that happened with the -- with the parts is, a new form was created um -- last summer that is now, that now requires multiple levels of authorization so between the request from the -- from the -- from the technician, the supervisor has to approve the parts

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that are being requested before it goes to the parts room for issuing. Um -- and then on top of that not only does it have to um -- identify which parts are being requested, it has to be tied to a repair order. So for instance, if the work order just says you're you're -- replacing tires, there shouldn't be a request for anything but the tires and the associated components. Um -- and so because it was only um -- just implemented in June we don't have enough of um -- a period of time where we can go back to records and see if that is indeed making a difference in our ability to monitor how those parts are -- are being issued and to make sure that everyone -- everyone involved in every step of it is following the new protocols."

President: "Thank you. Questions, next one."

Comptroller: "You going to note that one?"

President: "Yep ah -- will do both of them at the same time."

Ms. Thandee Maung, Deputy City Auditor: "Good morning Mr. President, Mr. Mayor, Madam Comptroller, and the members of the Board of Estimates. My name is Thandee Maung. I am the Deputy City Auditor. I am honored to be here today to present you the audit

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results from the Department of General Services DGS Biennial Performance Audit. Many thanks to everyone participating in this audit process. We are appreciative of DGS's assistance throughout the audit and the Audit team's support to complete this mandated audit timely. The audit had three audit objectives; objective number one was to determine whether DGS met its performance measure targets. Objective number two was to determine whether DGS has adequately designed internal controls related to the selected performance measures, and the last objective was to follow up on prior findings and recommendations included in the previous biennial performance audit. Our audit scope was Fiscal Year 2017 and 2018. The three selected performance measures are Service 189 Average Miles per Gallon of fuel consumed by vehicle; 731 Percentage of work orders closed on time; and Service 734 Percentage of projects with change orders that exceed construction contingency. According to the Budget Books, DGS did not meet the targets of the selected performance measures. Also, the selected performance measure in the Service 189 is no longer used. As a

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result, we did not evaluate the accuracy of the actual results presented in the budget books. However, we evaluated the internal control design for the processes of the selected performance measures. Based on our limited scope, we identified certain significant control design weaknesses for Service 731. As noted in the previous audit, the DGS is an internal service department that provides services, including preventative and corrective maintenance services to other agencies, and under the Service 731, there are five performance measures for this audit. We selected the performance measure percentage of work orders closed on time. This performance measure is an efficiency measure for both types of maintenance services and it is critical for resource planning decisions. To accurately measure efficiency, it is important to consistently track and monitor dates such as when work order requests are received, when work orders are dispatched, as well as when work orders are assigned, completed, reviewed, and closed. The DGS uses the Archibus software to manage work orders. The DGS processes and practices however, these processes and practices are not formally established true guidelines such as policies and

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procedures. As a result, DGS does not have reasonable assurance that work order transaction data is reliable and operations are efficient and effective. Our recommendation is to implement formal policies and procedures to include but not to be limited to work order creation, routing, execution, tracking, monitoring, and reporting of results. The second finding is related to the actual results of two performance measures reported under the Service 731. While we reviewed supporting documentation for the selected performance measure, we observed that the majority of completed work orders appear to be corrective maintenance services. The actual results for the selected performance measure was reported for six 66 percent for Fiscal year 2018. However, for the same year, 58 percent was reported for another performance measure that measures the efficiency of preventative maintenance. This is because DGS has not consistently used the Archibus rationale--rationality to segregate work orders by either preventative or corrective when updating work order details. Our recommendation is to follow all procedures to identify and report timeliness standards separately for the two types of maintenance. The last

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finding is related to the target setting of the selected performance measure of Service 731. The dates used to calculate the targets do not necessarily represent the actual completion date of the work order. This is because for example, a supervisor manually entered the finish date for a work order as December 14, 2019 in the date finish field. However, the reports used to calculate the targets rely on the system completed timestamp of December 26, 2019. This is the date when the supervisor reviewed and indicated the work order as being completed, although using the system timestamp, as the completion date is a more effective control. There is the lapse between the date a work order is actually completed, versus when the building supervisor marks that job complete in Archibus. As a result, the target calculation averages can be incorrectly skewed. We recommend DGS to re-evaluate the current data capturing processes for establishing targets and develop objective targets for each category of problem type. We followed up on the five prior years findings and recommendations. Four recommendations were fully

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implemented and one recommendation was partially implemented. The partially implemented recommendation was related to Service 189 Fleet Management's Average Miles Per Gallon of Fuel Consumed Per Vehicle. According to DGS, the 2019 ransomware attack continued to have an impact on the reliability of the Quarterly Report on Vehicle Consumption. The DGS confirmed that corrective actions related to the recommendation of establishing a notification system for irregular fuel consumption had not been implemented. This concludes my presentation and I will be happy to answer if you have any questions. Thank you very much."

President: "Thank you."

Ms. Nyaga-Nash: "Um -- just thank you very much for that report and um --."

President: "You have um -- tell us who you are again Madam Director."

Ms. Nyaga-Nash: "I'm Chichi Nyaga-Nash, the Director of General Services and I thank you very much for -- for your findings in that report and I -- I just repeat what I said after the first

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report um -- reporting of the first audit which is, we thank you very much for the opportunity to have pointed out um -- where it is that we can make improvements in our operation and um -- that -- some of your findings we had already begun working on creating the procedures to -- to better guide us in -- in the capturing of the data that -- that is missing. So we -- we appreciate um -- the confirmation that we're on the right track in -- in some of the procedures that we're trying -- that we're trying to develop and also for again, just for highlighting to us how we can improve our operation. So thank you and we welcome any questions and myself and -- and CFO Mr. Bosch will be responding."

President: "Just one question for me about ah -- the -- not implementing finding around fuel consumption. Can you go into for a little further detail about how ransomware is preventing you guys from implementing the things that you're trying to do to get that under control?"

Ms. Nyaga-Nash: "So -- we it is one of the things that we did was we changed the the name of the report to be more um -- to be-more

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telling of what it was that we are trying to report on. So it's no longer the -- the quarterly MP miles per gallon report so we now refer to it as the Quarterly Report on Fuel Consumption, which is um -- which is a measure that -- that is more informative to us on-- on what it is that we need to be tracking, whether there are vehicles that are exceeding what we would expect them to be consuming not necessarily as a function of miles driven but just of historical use of consumption of fuel or consumption of fuel relative to similar vehicles in their class or similar used by their agencies. Um -- so it just - it's a more informative way of us to -- for us to track the consumption of fuel. Um -- we had in the past created that report and made it available um -- via SharePoint and -- and -- and through FASTER for our customers to be able to access it um -- for -- for -- for their own operational decision-making to be able to -- to see what comes where if there is errant consumption within their agencies. Um -- and we have always stated that we are available to -- to confer to advise to -- to be able to give our -- our -- our professional feedback on

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where we believe that we're seeing um -- questionable consumption of fuel. So that -- that was out there that those reports were created. However, with the ransomware attack we were forced to fast track the upgrading of the FASTER system to a web version. We were previously using a Windows version. Um -- and so some of the servers that -- that did not come up in time for us to do the FASTER implementation were the reporting servers and so that's where those reports resided and we have um -- to this point not fully recovered our ability to do the reporting in addition to some other functionality. But we had again, changing the -- the criteria that were pulled for the reporting and making those reports available to the agencies were -- were -- were -- were implemented."

President: "Thank you -- thank you -- thank you so much. The reports have been Noted. Thank you."

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Department of Communication Services - License Renewal

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize payment for the expenditure of funds for the License Renewal to pay Siemens Industry. The period of the renewal is July 1, 2019 through June 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$10,746.47 - 2032-000000-1360-159100-605008

BACKGROUND/EXPLANATION:

On July 28, 2010, the Board approved the UMove Master Standard Maintenance Agreement with Siemens Industry Inc. The agreement contained automatic annual renewals for the license fees.

UMove identifies mail that has been processed on a sorter that contains a change of address filing with the USPS. UMove attempts to identify and correct any address that has not been updated with a change of address filing. This aids in mail being delivered to the correct address. The License Renewal is late due to administrative review.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized payment for the expenditure of funds for the License Renewal to pay Siemens Industry.

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Department of Real Estate - Tax Sale Certificate

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of a Tax Sale Certificate to Adrian Oneal Wright for an amount that is less than the lien amount for the property located at 2927 Belmont Avenue.

AMOUNT OF MONEY AND SOURCE:

<u>Property Address</u>	<u>Assessed Value</u>	<u>Flat Taxes</u>	<u>Water</u>	<u>Total Liens</u>	<u>Recommended Purchase Price</u>
2927 Belmont Ave.	\$7,500.00	\$6,322.96	\$191.82	\$464,481.47	\$7,500.00

BACKGROUND/EXPLANATION:

The City acquired the Tax Sale Certificate on May 14, 2018.

Adrian Oneal Wright of AW Cooling and Heating, LLC has offered to purchase the Tax Sale Certificate, file a petition to foreclose, acquire title to the property and return it to productive use. The purchase price of \$7,500.00 will cover the property's flat taxes and water bills.

UPON MOTION duly made and seconded, the Board approved the assignment of the Tax Sale Certificate to Adrian Oneal Wright for an amount that is less than the lien amount for the property located at 2927 Belmont Avenue.

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Department of Real Estate - Tax Sale Certificate

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of a Tax Sale Certificate to Daley, DiFranco & Co., LLC, Purchaser for an amount that is less than the lien amount for the property located at 947 Bennett Place.

AMOUNT OF MONEY AND SOURCE:

<u>Property Address</u>	<u>Assessed Value</u>	<u>Flat Taxes</u>	<u>Water</u>	<u>Total Liens</u>	<u>Recommended Purchase Price</u>
947 Bennett Place	\$11,467.00	\$4,384.88	\$1,392.70	\$43,920.53	\$11,467.00

BACKGROUND/EXPLANATION:

The City acquired the Tax Sale Certificate on May 14, 2018.

Daley, DiFranco & Co., LLC has offered to purchase the Tax Sale Certificate for this vacant property, file a petition to foreclose, acquire title and return it to productive use. The purchase price is the assessed value, which is greater than the flat taxes and water for the property.

UPON MOTION duly made and seconded, the Board approved the assignment of the Tax Sale Certificate to Daley, DiFranco & Co., LLC, Purchaser for an amount that is less than the lien amount for the property located at 947 Bennett Place.

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Department of Real Estate - Amendment to Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Amendment to Lease Agreement between Baltimore Child Abuse Center, Inc., Landlord, and the Baltimore City Police Department Child Abuse, Family Crimes, Missing Persons and Sex Offender Registry Units, Tenant, for the rental of approximately 9,885 square feet located at 2300 N. Charles Street.

AMOUNT OF MONEY AND SOURCE:

<u>Annual</u>	<u>Monthly Installments</u>
\$68,500.00	\$5,708.33

Account No.: 5000-588519-2021-212900-603026

BACKGROUND/EXPLANATION:

On August 10, 2016, the Board approved a Lease Agreement with the Landlord.

On August 28, 2019, the Board approved the first renewal option for the period of October 1, 2019 and through September 30, 2020.

This amendment removes the Sex Offender Registry Unit as a user of premises thereby reducing the amount of square footage the Tenant will occupy by 1,290 square feet. The portion of the building occupied by the Tenant is reduced from 38.5% to 34.1%, and the total portion of building costs the Tenant is responsible for is reduced from 38.5% to 34.1%.

The leased premises will continue to be used by the Tenant for its Child Abuse, Family Crimes, and Missing Persons Units.

All other terms and conditions of the Lease Agreement dated August 10, 2016 will remain in full force and effect.

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Department of Real Estate - cont'd

The Space Utilization Committee approved this Amendment to Lease Agreement on December 10, 2019.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment to Lease Agreement between Baltimore Child Abuse Center, Inc., Landlord, and the Baltimore City Police Department Child Abuse, Family Crimes, Missing Persons and Sex Offender Registry Units, Tenant, for the rental of approximately 9,885 square feet located at 2300 N. Charles Street.

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Department of Real Estate - Deed and Easement Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Deed to Biopark Fremont, LLC (Biopark) for the closing of certain parcels of land known as the former bed of West Fairmount Avenue, 10-foot alley, a portion of Martin Luther King Jr. Boulevard and a portion of a 3-foot alley, bounded by North Fremont Avenue, West Fayette Street, Martin Luther King Jr. Boulevard, and West Baltimore Street, no longer needed for public use. In addition, the Board is requested to approve an Easement Agreement wherein Biopark is granting an easement back to the City for certain City-owned and maintained City utilities that are located within the street beds being conveyed.

AMOUNT OF MONEY AND SOURCE:

\$300,000.00

BACKGROUND/EXPLANATION:

On September 11, 2018, the City entered into a Closing Agreement with Biopark. As part of the expansion of the University of Maryland Bio-Park, it is necessary for Biopark to acquire certain parcels of land as described above, known as the former bed of West Fairmount Avenue, a 10-foot alley, a portion of Martin Luther King Jr. Boulevard, and a portion of a 3-foot alley, Martin Luther King Jr. Boulevard, and West Baltimore Street. The proposed purchaser/developer, the University of Maryland, desires to incorporate the roadbed and alley into the expansion of its Biopark.

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Department of Real Estate - cont'd

The sale of the site is subject to the separate Easement Agreement preserving the City's rights as to utilities located in the parcels conveyed.

The closing and sale was authorized by means of Sale Ordinance No. 19-283 approved on August 29, 2019.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Deed to Biopark Fremont, LLC for the closing of certain parcels of land known as the former bed of West Fairmount Avenue, 10-foot alley, a portion of Martin Luther King Jr. Boulevard and a portion of a 3-foot alley, bounded by North Fremont Avenue, West Fayette Street, Martin Luther King Jr. Boulevard, and West Baltimore Street, no longer needed for public use. UPON FURTHER MOTION, the Board approved the Easement Agreement wherein Biopark is granting the easement back to the City for certain City-owned and maintained City utilities that are located within the street beds being conveyed.

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OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Housing and Community Development (DHCD) - Options</u>			
1. Ground Rents, LLC	901-903 N. Chester St.	G/R \$34.50	\$ 316.25
Funds are available in account no. 9910-910427-9588-900000-704040, EBDI Acquisitions.			
2. Fairfield, LLC	2731 Fenwick Ave.	G/R \$120.00	\$ 1,100.00
Funds are available in account no. 9910-904326-9588-900000-704040, Coldstream Homestead Montebello.			
3. Ground Rents,	4724, 4726 Delaware Ave.	G/R \$120.00	\$ 1,100.00
Funds are available in account no. 9910-903183-9588-900000-704040, Park Heights Major Redevelopment.			

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

UPON MOTION duly made and seconded, the Board approved the above listed Options.

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Department of Law - Assignment Agreement and First Amendment to Agreement for Contract No. B50003192

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Assignment Agreement from York Risk Services Group, Inc. (York Risk) to Sedgwick Claims Management Services, Inc. (Sedgwick), under Contract No. B50003192, Workers' Compensation Claims Administration.

The Board is further requested to approve and authorize execution of the First Amendment to Agreement (First Amendment) with Sedgwick, under Contract No. B50003192. The First Amendment extends the period of the Agreement through March 31, 2020.

AMOUNT OF MONEY AND SOURCE:

No additional funding is required for this action.

BACKGROUND/EXPLANATION:

In 2013, the Department of Finance, Bureau of Purchases issued a Request for Proposals for Workers' Compensation Claims Administration, under Contract No. B50003192, and its addendums.

On March 26, 2014, the Board approved the Agreement under Contract Number B50003192 with Key Risk Management Services, LLC (Key Risk), wherein Key Risk agreed to furnish all labor, materials and equipment, and perform all work required on items awarded on the Agreement, in accordance with each and every condition, covenant, stipulation, and term contained in the specifications and bid or proposal thereof.

MINUTESDepartment of Law - cont'd

As of April 25, 2018, the City had exercised all the renewal options under the Agreement, extending its duration to March 31, 2020. Key Risk assigned the Agreement to York Risk by an Assignment Agreement, which was approved by the Board of Estimates on June 27, 2018. Sedgwick acquired the assets of York Risk around September 4, 2019.

This Assignment Agreement will document that York Risk assigns the Agreement to Sedgwick. This First Amendment will acknowledge the Department of Law instead of the Department of Finance is now the responsible party for the Workers' Compensation claims administration functions of the City under the Agreement.

MBE/WBE PARTICIPATION:

On February 7, 2012, MWBOO set goals of 17% MBE and 10% WBE.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Assignment Agreement from York Risk Services Group, Inc. to Sedgwick Claims Management Services, Inc., under Contract No. B50003192, Workers' Compensation Claims Administration. UPON FURTHER MOTION, the Board approved and authorized execution of the First Amendment to Agreement with Sedgwick, under Contract No. B50003192.

MINUTES

Baltimore Development Corporation - Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Lease Agreement with Fran-Coa Real Estate Mgmt., LLC, Tenant, for the rental of a portion of the property known as 2901 Druid Park Drive at the Business Center @ Park Circle, Suite 212, consisting of approximately 447 rentable square feet. The period of the Lease Agreement is January 1, 2020 through December 31, 2021 with an additional two-year renewal option.

AMOUNT OF MONEY AND SOURCE:

<u>Year</u>	<u>Annual Base Rent</u>	<u>Monthly Installments</u>
1	\$9,176.16	\$764.68
2	\$9,543.21	\$795.27

The base rent will increase by an amount equal to 4% from the prior lease year.

BACKGROUND/EXPLANATION:

Fran-Coa Real Estate Mgmt., LLC. will use the premises for an administrative office and for no other purpose.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with Fran-Coa Real Estate Mgmt., LLC, Tenant, for the rental of a portion of the property known as 2901 Druid Park Drive at the Business Center @ Park Circle, Suite 212, consisting of approximately 447 rentable square feet.

MINUTESBaltimore Development Corporation - Lease Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Lease Agreement with Generations Family Services, Inc., Tenant, for the rental of a portion of the property known as 2901 Druid Park Drive, Suite 102 at the Business Center @ Park Circle, consisting of approximately 912 rentable square feet. The period of the Lease Agreement is February 1, 2020 through January 31, 2021 with one additional one-year renewal option.

AMOUNT OF MONEY AND SOURCE:

<u>Year</u>	<u>Annual Base Rent</u>	<u>Monthly Installments</u>
1	\$13,809.84	\$1,150.82

The base rent will increase by an amount equal to 4% from the prior lease year.

BACKGROUND/EXPLANATION:

Generations Family Services, Inc. will use the premises for an administrative office and for no other purpose.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with Generations Family Services, Inc., Tenant, for the rental of a portion of the property known as 2901 Druid Park Drive, Suite 102 at the Business Center @ Park Circle, consisting of approximately 912 rentable square feet.

MINUTES

Baltimore Development Corporation - Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Lease Agreement with Soul Harvest Church and Ministries, Inc., Tenant, for the rental of a portion of the property known as 2901 Druid Hill Park Drive, Suites A104 and B104, at the Business Center @ Park Circle, consisting of approximately 1,471 rentable square feet. The period of the Lease Agreement is January 1, 2020 through December 31, 2021 with an additional two-year renewal option.

AMOUNT OF MONEY AND SOURCE:

<u>Year</u>	<u>Annual Base Rent</u>	<u>Monthly Installments</u>
1	\$15,600.00	\$1,300.00
2	\$16,224.00	\$1,352.00

The base rent will increase by an amount equal to 4% from the prior lease year for the second year of the term and any subsequent years executed under the renewal option.

BACKGROUND/EXPLANATION:

Soul Harvest Church and Ministries, Inc. will use the premises for an administrative office and for no other purpose.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with Soul Harvest Church and Ministries, Inc., Tenant, for the rental of a portion of the property known as 2901 Druid Hill Park Drive, Suites A104 and B104, at the Business Center @ Park Circle, consisting of approximately 1,471 rentable square feet.

MINUTES

Department of Housing and - Release of Liens -Second Mortgage
Community Development

ACTION REQUESTED OF THE B/E:

The Board of Estimates is requested to approve the Release of Liens securing second mortgage loans issued in 1986 by the Neighborhood Assistance Corporation to the buyers of three properties on Brunt Street. Information regarding these liens is as follows:

<u>Property</u>	<u>Borrower(s)</u>	<u>Loan Date</u>	<u>Loan Amount</u>
2005 Brunt St.	Deborah Carter	2/14/1986	\$18,225.59
2013 Brunt St.	Mark Beyene, Joseph Terry	3/4/1986	\$18,225.59
2014 Brunt St.	Linda Latimer	6/12/1986	\$18,225.00

AMOUNT OF MONEY AND SOURCE:

The loans were originally made with funds from the Urban Development Action Grant (UDAG) and Community Development Block Grant (CDBG).

BACKGROUND/EXPLANATION:

The property owners listed above took out second mortgages through the now-defunct Neighborhood Assistance Corporation in 1986. The terms of repayment are the lesser of the full amount of the first mortgage with interest of 6% compounded annually or 25% of the net proceeds of the sale of the property.

MINUTES

Department of Housing and - cont'd
Community Development

In June 2016, the property owners collaborated to request forgiveness of these loans based on the very low property values of their homes (estimated at \$30,000.00), which are located in a blighted neighborhood with many vacant units, and because there are no known plans for revitalization of the area. The request was considered by the Department of Housing and Community and the Department of Finance, which are in agreement, to fully forgive the loans and release the liens.

MBE/WBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, the Board approved the Release of Liens securing second mortgage loans issued in 1986 by the Neighborhood Assistance Corporation to the buyers of three properties on Brunt Street.

MINUTES

Department of Housing and - Land Disposition Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Land Disposition Agreement with Belair Edison Neighborhoods, Inc., Developer, for the sale of city-owned property located at 2836 Kentucky Avenue (Block 4151 Lot 019) in the Belair-Edison Neighborhood.

AMOUNT OF MONEY AND SOURCE:

\$20,000.00

BACKGROUND/EXPLANATION:

The Developer wants to purchase the vacant building located at 2836 Kentucky Avenue. The price of \$20,000.00, for the property will be paid to the City at the time of settlement.

STATEMENT OF PURPOSE AND RATIONALE FOR SALE BELOW THE APPRAISAL VALUE:

The property will be sold pursuant to the Appraisal Policy of Baltimore City. The property was valued by appraisal for \$25,000.00, and will be sold for \$20,000.00, which is less than the appraised value, because of the following reasons:

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

MINUTES

Department of Housing and - cont'd
Community Development

MBE/WBE PARTICIPATION:

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with Belair Edison Neighborhoods, Inc., Developer, for the sale of city-owned property located at 2836 Kentucky Avenue (Block 4151 Lot 019) in the Belair-Edison Neighborhood.

MINUTES

Department of Housing and - Land Disposition Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Land Disposition Agreement with the Cherry Hill Development Corporation for the sale of 448 Roundview Road (Block 7615 Lot 014) in the Cherry Hill Community.

AMOUNT OF MONEY AND SOURCE:

\$2,500.00

BACKGROUND/EXPLANATION:

The project will consist of rehabbing one vacant building located at 448 Roundview Road, as a single-family residential unit for homeownership.

The City may dispose of the property by virtue of Article II, section 15 of the City Charter (2010 Edition), Article 12, 2-7 (h) (2) (ii) (c) and Article 28, Subtitle 8 of the Baltimore City Code (2010).

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

Pursuant to the Appraisal Policy of Baltimore City using the Valuation Process, the price determined was \$4,000.00, and will be sold for \$2,500.00, because of the following reasons:

- the sale and rehabilitation will help to promote a specific benefit to the community,
- the sale and rehabilitation will help to eliminate blight from the community and,
- the sale and rehabilitation will promote economic development through the placement of the subject property on the City's tax roll.

MINUTES

Department of Housing and - cont'd
Community Development

MBE/WBE PARTICIPATION:

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with the Cherry Hill Development Corporation for the sale of 448 Roundview Road (Block 7615 Lot 014) in the Cherry Hill Community.

MINUTES

Department of Housing and - Acquisition by Gift
Community Development (DHCD)

ACTION REQUESTED OF B/E:

The Board is requested to approve the acquisition of the leasehold interest in the property located at 106 S. Monroe Street, (Block 0242, Lot 067), by gift from Mr. Damon Bennett, Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

AMOUNT OF MONEY AND SOURCE:

The Owner agrees to pay for any title work and all associated settlement costs, not to exceed \$600.00 total. Therefore, no City funds will be expended.

BACKGROUND/EXPLANATION:

The DHCD, Land Resources Division strategically acquires and manages vacant or abandoned properties, which enables these properties to be returned to productive use and improve neighborhoods in Baltimore City.

Mr. Bennett has offered to donate to the City, title to the property located at 106 S. Monroe Street. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Owner will pay all current water bills up through the date of settlement. The DHCD will acquire the property subject to all municipal liens, and all interest and penalties that may accrue prior to recording a deed. The water bills must be paid as part of the transaction. A list of open municipal liens accrued through December 28, 2019, other than water bills, are as follows:

MINUTES

DHCD - cont'd

106 S. Monroe Street

Real Property Tax	2019-2020	\$ 122.62
Real Property Tax	2018-2019	131.58
Real Property Tax	2017-2018	106.68
Tax Sale	2017-2019	9,739.73
Miscellaneous	6985469	329.73
Miscellaneous	7118854	285.88
Miscellaneous	7310865	280.30
Miscellaneous	7311319	159.23
Miscellaneous	7367899	167.10
Miscellaneous	8091324	236.80
Miscellaneous	8184269	193.79
Miscellaneous	8329310	306.64
Miscellaneous	8620106	204.30
Miscellaneous	8661951	198.90
Environmental Citation	52753589	1,500.00
Property Registration	830701	<u>1,501.51</u>
Total Taxes Owed:		\$15,464.79

UPON MOTION duly made and seconded, the Board approved the acquisition of the leasehold interest in the property located at 106 S. Monroe Street, (Block 0242, Lot 067), by gift from Mr. Damon Bennett, Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

MINUTES

Department of Housing and - Acquisition by Gift
Community Development (DHCD)

ACTION REQUESTED OF B/E:

The Board is requested to approve the acquisition of the leasehold interest in the property located at 2508 E. Federal Street, (Block 1476A, Lot 003), by gift from Bulldog Baltimore 1, LLC Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

AMOUNT OF MONEY AND SOURCE:

The Owner agrees to pay for any title work and all associated settlement costs, not to exceed \$600.00 total. Therefore, no City funds will be expended.

BACKGROUND/EXPLANATION:

The DHCD, Land Resources Division strategically acquires and manages vacant or abandoned properties, which enables these properties to be returned to productive use and improve neighborhoods in Baltimore City.

Bulldog Baltimore 1, LLC has offered to donate to the City title to the property located at 2508 E. Federal Street. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Owner will pay all current water bills up through the date of settlement. The DHCD will acquire the property subject to all municipal liens, and all interest and penalties that may accrue prior to recording a deed. The water bills must be paid as part of the transaction. A list of open municipal liens accrued through December 28, 2019, other than water bills, are as follows:

MINUTES

DHCD - cont'd

2508 E. Federal Street

Real Property Tax	2019-2020	\$ 122.62
Real Property Tax	2015-2016	139.80
Real Property Tax	2012-2013	190.94
Real Property Tax	2011-2012	218.88
Miscellaneous	5679188	239.77
Miscellaneous	6012876	120.28
Miscellaneous	6136345	409.47
Miscellaneous	6405716	348.67
Miscellaneous	6595797	311.70
Miscellaneous	6727119	173.46
Miscellaneous	6777361	169.98
Miscellaneous	7277221	242.67
Miscellaneous	7449267	293.47
Miscellaneous	7786197	311.68
Miscellaneous	7937725	299.81
Miscellaneous	8024903	260.07
Miscellaneous	8545238	202.80
Miscellaneous	8719932	263.27
Miscellaneous	8746315	262.06
Property Registration	817869	158.60
Total Taxes Owed:		\$4,740.00

UPON MOTION duly made and seconded, the Board approved the acquisition of the leasehold interest in the property located at 2508 E. Federal Street, (Block 1476A, Lot 003), by gift from Bulldog Baltimore 1, LLC Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Community Development Block Grant (CDBG) Agreement with Southeast Community Development Corporation, Inc. The period of the CDBG Agreement is July 1, 2019 through June 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$ 15,000.00 - 2089-208920-5930-437681-603051
105,000.00 - 2089-208920-5930-437681-603051
\$120,000.00

BACKGROUND/EXPLANATION:

Southeast Community Development Corporation, Inc. will provide comprehensive housing counseling services to low and moderate-income persons in addition to public information to residents and organizations within the southeast area of the City that are participating in community activities.

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

1. Community Development Block Grant (CDBG)
2. HOME
3. Emergency Solutions Grant (ESG)
4. Housing Opportunities for Persons with AIDS (HOPWA)

MINUTES

DHCD - cont'd

Upon approval of the Resolution and submission of the Annual Action Plan to the Department of Housing and Urban Development, the DHCD's Contracts Section began negotiating and processing the CDBG Agreements as outlined in the Plan effective July 1, 2019 and beyond. Consequently, this Agreement was delayed due to final negotiations and processing.

MWBOO GRANTED A WAIVER ON DECEMBER 23, 2019.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

MINUTES

EXTRA WORK ORDERS

* * * * *

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Orders

listed on the following pages:

176 - 177

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. Compl.</u>
Department of Public Works/Office of Engineering and Construction			
1. EWO #001, \$0.00 - SC 892R, Structural Rehabilitation of Chlorine Contact Chambers at Patapsco Wastewater Treatment Plant			
\$7,795,800.00	-	Kiewit Infra-structure Company	28 85 Days

The Office of Engineering & Construction is requesting a non-compensable time extension of 28 days due to a combination of weather delays and delayed access to the chambers because of Plant operations. This was proven and justified during the time impact analysis review of the contractor's request. The Certificate of Completion form will not be completed until a scheduled time after final payment and final completion has been given by the Office of Engineering & Construction.

The scope of the construction project includes structural repair and rehabilitation of the four chlorine contact chambers, weir walls, effluent channel, and other structural elements located within the chambers. The repair and rehabilitation will consist of sealing the cracks and spalls on the concrete surfaces, removal and replacement of the deteriorated or missing expansion joint material, coating of all the walls and floor slabs by chemical resistant epoxy coatings, partial demolition and disposal of all masonry baffle walls in the chambers, and other miscellaneous work.

MBE/WBE PARTICIPATION:

Kiewit Infrastructure Company will comply with Article 5, Subtitle 28 of the Baltimore City Code and the 13% MBE and 4% WBE goals assigned to the original agreement.

THE EAR WAS APPROVED BY MWBOO ON NOVEMBER 12, 2019.

MINUTES

EXTRA WORK ORDERS

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

Department of Recreation & Parks/
Capital Development and Planning

- 2. EWO #002, \$0.00 - RP 19804, Mt. Pleasant Ice Arena Renovations

\$1,250,000.00	\$8,530.10	C & N Associates, LLC	79	60
			Days	

This authorization request is for a 79-day, non-compensatory time extension. The time will be used to complete modification of unforeseen conditions such as mechanical, structural, plumbing, electrical, and service lines.

Due to the nature of the existing pre-engineered building, many unforeseeable conditions have required modifications. Heavy precipitation during the early phases of excavation on the exterior and modifications to the sunken entryway required remediation and hampered the progress of the work.

This Change Order was requested by the Contractor and the Baltimore City Department of Recreation and Parks. The Notice to Proceed was effective August 5, 2019 with a completion date of December 17, 2019. The request will extend the contract to March 5, 2020. There was no previous time extension.

MBE/WBE PARTICIPATION:

C & N Associates, LLC will comply with Article 5, Subtitle 28 of the Baltimore City Code and the 21% MBE and 8% WBE goals established in the original agreement.

THE EAR WAS APPROVED BY MWBOO ON DECEMBER 13, 2019.

MINUTES

Department of Planning - Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Grant Agreement with Parks and People Foundation, Inc. The period of the agreement is effective upon Board approval for one year.

AMOUNT OF MONEY AND SOURCE:

\$47,600.00 - 9904-922021-9127-900000-706047

BACKGROUND/EXPLANATION:

Parks and People Foundation, Inc. will utilize the funds to complete design and construction of an existing community garden and gathering space. The project is part of the INSPIRE program and was selected by residents and school leadership as part of the Fort Worthington Elementary/Middle School INSPIRE planning.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Grant Agreement with Parks and People Foundation, Inc.

MINUTES

Office of the State's Attorney - Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of the grant award from the Governor's Office of Crime Control and Prevention (GOCCP). The period of the grant award is July 1, 2019 through June 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$1,955,951.00 - 5000-501520-1150-118000-405001

BACKGROUND/EXPLANATION:

The GOCCP awarded these funds to the State's Attorney's Office to support the prosecution of non-fatal shootings, recidivist gun offenders, gun trafficking cases, and homicide cases in Circuit Court. Grant funding covers the salary and benefits of seventeen full time employees.

The Grant Award is late because it was recently received from the GOCCP.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the grant award from the Governor's Office of Crime Control and Prevention.

MINUTES

Department of Finance/Office - Renewal of FY 2020
of Risk Management Insurance Coverage

ACTION REQUESTED OF B/E:

The Board is requested to approve the renewal of liability insurance covering students enrolled in the Student Nursing, Geriatric Nursing Assistants, and Medical Assistants programs in Baltimore City Public Schools and the Baltimore City Fire Department EMT programs. The policy renewed December 31, 2019 with TDC Specialty Insurance Company.

AMOUNT OF MONEY AND SOURCE:

\$15,199.00 - 2043-000000-1450-162900-603014

BACKGROUND/EXPLANATION:

This policy reduces the exposure of the Mayor and City Council and Baltimore City Public Schools from liability that may result from injuries and damages attributable to students enrolled in the Student Nursing, EMT, Geriatric Nursing Assistants and Medical Assistants Programs. This coverage is also required by the hospitals and other medical facilities in which the students work.

The request is late because of administrative delays.

MBE/WBE PARTICIPATION:

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

MINUTES

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

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved the renewal of liability insurance covering students enrolled in the Student Nursing, Geriatric Nursing Assistants, and Medical Assistants programs in Baltimore City Public Schools and the Baltimore City Fire Department EMT programs.

MINUTES

Department of General Services - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 002 to Gant Brunnett Architects, Inc. under Project 1802 Baltimore Streetcar Museum Renovations. The Task Assignment is approximately one year.

AMOUNT OF MONEY AND SOURCE:

\$101,493.63 - 9916-907321-9197-900000-703032

BACKGROUND/EXPLANATION:

Gant Brunnett Architects, Inc. will provide design, bid analysis and post award services for renovations of the Baltimore Streetcar Museum.

MBE/WBE PARTICIPATION:

Gant Brunnett Architects, Inc. committed to utilize the following firms as part of this task:

MBE: Johnson Consulting Engineers	\$19,654.80	19.37%
WBE: Carroll Engineering Inc.	\$24,884.12	24.52%

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

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Department of General Services - cont'd

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 002 to Gant Brunnett Architects, Inc. under Project 1802 Baltimore Streetcar Museum Renovations.

MINUTES

Department of Recreation and Parks - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 22 to GWWO, Inc. under Project 1234, On-Call Design Services. The Task Assignment is approximately five months.

AMOUNT OF MONEY AND SOURCE:

\$55,798.98 - 9938-908784-9474-900000-703032

BACKGROUND/EXPLANATION:

The task will include bid phase design services for Middle Branch Fitness & Wellness Center at Cherry Hill.

MBE/WBE PARTICIPATION:

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals assigned to the original agreement MBE: 20% and WBE: 10%.

The Consultant has achieved 15% of the MBE goal at this time. However, they have enough capacity to meet the remaining goals.

The Consultant has achieved 22.87% of the WBE goal at this time.

THE EAR WAS APPROVED BY MWBOO ON DECEMBER 05, 2019.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Department of Recreation and Parks - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT</u>	<u>TO ACCOUNT</u>
\$60,000.00	9938-906784-9475	9938-908784-9474
Rec. & Parks 25 th	Cherry Hill	Cherry Hill
Series	Recreation Center	Recreation Center
	Replace - Reserve	Replace - Active

This transfer will fund the cover the costs associated with design services under Task No. 22 on Project 1234, On-Call Design Services.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 22 to GWWO, Inc. under Project 1234, On-Call Design Services. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

MINUTES

Department of Recreation and Parks - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 34 to Rummel, Klepper & Kahl, LLP under Project 1232 On-Call Engineering Design Services for Renovation and Improvements of Various Park and Recreation Facilities. The Task Assignment is approximately four months.

AMOUNT OF MONEY AND SOURCE:

\$12,637.57 - 9938-916017-9474-900000-703032

BACKGROUND/EXPLANATION:

The task will include engineering design services for Riverside Park Athletic Field - Wetland Delineation.

MBE/WBE PARTICIPATION:

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals assigned to the original agreement of MBE: 25% and WBE: 10%.

The Consultant has exceeded the MBE goal of 25%, achieving 25.46%.

The Consultant has achieved 9.06% of the WBE goal at this time. However, they have enough capacity to meet the remaining goals.

THE EAR WAS APPROVED BY MWBOO ON DECEMBER 10, 2019.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Department of Recreation and Parks - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT</u>	<u>TO ACCOUNT</u>
\$ 3,000.00	9938-915017-9475	
Rec. & Parks 27 th	Reserve - Riverside	
Series	Park Fields and Dog	
	Park	
9,000.00	" "	
State Program		
<u>Open Space</u>		
\$12,000.00	-----	9938-916017-9474
		Active - Riverside
		Park Fields and Dog
		Park

This transfer will fund the costs associated with Task No. 34 on Project 1232 On-Call Engineering Design Services for Renovation and Improvements of Park and Recreation Facilities.

MINUTES

Department of Recreation and Parks - cont'd

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 34 to Rummel, Klepper & Kahl, LLP under Project 1232 On-Call Engineering Design Services for Renovation and Improvements of Various Park and Recreation Facilities. 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

TRANSFERS OF FUNDS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

190 - 192

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 Recreation and Parks</u>		
1. \$ 20,000.00	9938-907113-9475	9938-911114-9474
3 rd Parks & Public	CHOICE NH	Chick Webb/Madison
Facilities	Recreation	Square Recreation
	Facility	Center - Active

This transfer will provide funds to cover the cost associated with topographic survey for Chick Webb Recreation Center, Madison Square Recreation Center, and City Springs Pool.

2. \$ 30,000.00	9960-902070-9588	
Water Revenue	Watershed Bridge	
Bond	Maintenance	
20,000.00	" "	
<u>County Revenue</u>		
\$ 50,000.00	-----	9960-907997-9557-3
		Design

The transfer will cover costs of Task No. 17, Project 1225, On-Call Design Consultant Services for Resurfacing and Reconstruction Projects for BC-6520 Prettyboy Dam Bridge Deck Repairs.

3. \$3,900,000.00	9958-906994-9526	
State Water	Powder Mill Run	
Quality Revenue	Stream Restoration	
4,575,000.00	9958-922037-9526	
State Water	Powder Mill Run	
Quality Revenue	Stream Project	

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
Department of Public Works/Office - cont'd <u>of Engineering and Construction</u>		
1,071,741.00	9958-926001-9526	
State Water	Unallotted	
Quality Revenue		
1,721,345.72	9958-906405-9526	
<u>Revenue Bonds</u>	Citywide Stream	
	Restoration	
\$11,268,086.72	-----	9958-905994-9525-6 Construction
The transfer will cover costs for ER 4018, Powder Mill Interceptor Improvements & Stream Restoration.		
4. \$ 740,000.00	9960-926022-9558	
Water Revenue	SCADA Single	
Bond	Platform	
740,000.00	" "	
<u>County Revenue</u>		
\$ 1,480,000.00	-----	9960-904640-9557-6 Construction
\$ 1,110,000.00	9956-925030-9549	
Wastewater	SCADA Single	
Revenue Bond	Platform SC 1326	
1,110,000.00	" "	
<u>County Revenue</u>		
\$ 2,220,000.00	-----	9956-903955-9551-6 Construction
The transfer will cover costs of WC-1248, Municipal Software/Balti-meter.		

MINUTES**TRANSFERS OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Public Works/Office - cont'd of Engineering and Construction</u>		
5. \$ 50,000.00 Revenue Bond	9960-906161-9558 WC 1302, Large Water Main	9960-904976-9557-6 Construction

This transfer will cover the costs of construction for WC 1406 (1302 Replacement No. 1), Project On-Call Carbon Fiber Reinforced Polymer Repair of Large Water Mains.

Department of General Services

6. \$150,000.00 5 th Public Building Loan Unallotted	9916-905001-9194 Construction Reserve - - Active	9916-904379-9197 Visitor's Center Roof Replacement
---	---	--

This transfer will provide funds to the Department for entry/exit door replacement at the Visitor's Center and all associated in-house costs. The replacement will include full replacement of doors and hardware and will require floor, ceiling and adjacent window sidelight modifications within each vestibule.

MINUTES

Mayor's Office of Homeless Services - Provider Agreements

The Board is requested to approve and authorize execution of the various Provider Agreements. The period of the agreement is July 1, 2019 through June 30, 2021, unless otherwise indicated.

1. **ST. VINCENT DE PAUL OF BALTIMORE, INC.** **\$ 160,000.00**

Account: 4000-407120-3571-761000-603051

The City received a U.S. Department of Housing and Urban Development grant to undertake the Emergency Solutions Grant Program. As a sub-recipient, St. Vincent De Paul of Baltimore, Inc. will utilize the funds to provide supportive services to 110 individuals and/or families in Baltimore City experiencing homelessness. The Provider will offer services under their Front Door Rapid Re-Housing Program.

MWBOO GRANTED A WAIVER ON OCTOBER 4, 2019.

2. **ST. VINCENT DE PAUL OF BALTIMORE, INC.** **\$1,062,082.50**

Account: 4000-407018-3571-761001-603051

The City received a U.S. Department of Housing and Urban Development grant to undertake the Continuum of Care Program. As a sub-recipient, St. Vincent De Paul of Baltimore, Inc., Inc. will utilize the funds to provide rental assistance and supportive services to 110 individuals and/or families in Baltimore City experiencing homelessness. The Provider will offer services under their Front Door Rapid Re-Housing Program. The period of the agreement is September 1, 2019 through August 31, 2020.

MWBOO GRANTED A WAIVER ON NOVEMBER 6, 2019.

3. **HEALTHCARE ACCESS MARYLAND, INC.** **\$ 125,000.00**

Account: 4000-407120-5940-788800-603051

The City received a U.S. Department of Housing and Urban Development grant to undertake the Emergency Solution Grant

MINUTES

Mayor's Office of Homeless Services - cont'd

Program. As a sub-recipient, HealthCare Access Maryland, Inc. will utilize the funds to provide homeless street outreach services to 300 individuals and/or families in Baltimore City experiencing homelessness.

MWBOO GRANTED A WAIVER ON OCTOBER 16, 2019.

4. **HOUSE OF RUTH MARYLAND, INC.** **\$ 103,806.00**

Account: 4000-407120-3572-755700-603051

The City received a U.S. Department of Housing and Urban Development grant to undertake the Emergency Solutions Grant Program. As a sub-recipient, House of Ruth Maryland, Inc. will utilize the funds to provide rental assistance and supportive services to 200 women and/or families in Baltimore City experiencing homelessness resulting from intimate partner violence. The Provider will offer services under their Rapid-Rehousing Program.

MWBOO GRANTED A WAIVER ON OCTOBER 4, 2019.

5. **ANNE ARUNDEL COUNTY, MARYLAND** **\$ 560,894.00**

Account: 4000-490820-3573-763203-603051

The City received a U.S. Department of Housing and Urban Development grant to undertake the Housing Opportunities for Persons with AIDS Program. The City is the grantee for the Baltimore Eligible Metropolitan Statistical Area, which includes Baltimore City, Anne Arundel County, Carroll, Harford, Howard and Queen Anne's counties. As a sub-recipient, Anne Arundel County, Maryland will utilize the funds to provide rental assistance and supportive services to 35 low-income HIV positive individuals in Anne Arundel County. The period of the agreement is July 1, 2019 through June 30, 2022.

MWBOO GRANTED A WAIVER ON AUGUST 2, 2019.

MINUTES

Mayor's Office of Homeless Services - cont'd

6. **CENTER FOR URBAN FAMILIES, INC.** **\$258,717.00**

Account: 5000-529120-3572-754900-603051

The City received a Maryland Department of Housing and Community Development grant to undertake the Homelessness Solutions Program. As a sub-recipient, Center for Urban Families, Inc. will utilize the funds to provide housing stabilization in the form of eviction prevention services to 60 individuals and/or families that are issued court order evictions and are at risk of experiencing homelessness in the city of Baltimore. The Provider will offer services under their Eviction Solutions Program. The period of the agreement is January 1, 2020 through June 30, 2020.

MWBOO GRANTED A WAIVER ON DECEMBER 4, 2019.

7. **STRONG CITY BALTIMORE, INC.** **\$220,000.00**

Account: 5000-529120-3572-766800-603051

The City received a Maryland Department of Housing and Community Development grant to undertake the Homelessness Solutions Program. As a sub-recipient, Strong City Baltimore, Inc. will utilize the funds to provide rental, utility, financial assistance, and case management to ten individuals and/or families experiencing homelessness in the city of Baltimore. The Provider will offer services under their Youth Empowered Society Rapid Re-Housing Program. The period of the agreement is July 1, 2019 through June 30, 2020.

MWBOO GRANTED A WAIVER ON SEPTEMBER 18, 2019.

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

MINUTES

Mayor's Office of Homeless Services - 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 Provider Agreements. The President **ABSTAINED** on item no. 6.

MINUTES

Mayor's Office of Employment - Modification to Grant Awards
Development

The Board is requested to approve and authorize execution of the Modification to Grant Awards.

1. **MARYLAND DEPARTMENT OF LABOR** **\$0.00**

Account: 4000-429219-6312-456000-404001

The purpose of this modification is to extend the initial term by two additional months to May 31, 2020. The period of the Grant Award was December 19, 2018 through March 31, 2020. This extension will allow the providers and participants more time to complete required training and meet deliverables. The funding level remains the same.

The Modification to Grant Award was delayed in its presentation to the Board due to the additional time necessary to reach a comprehensive understanding between the parties.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS NOTED THE NO-COST TIME EXTENSION.

2. **CAREER PATHWAYS (BACE-EMT)** **\$0.00**

Account: 4000-420118-6312-456000-404001

This modification will allow more time for participants to receive credentials in the emergency medical services field by extending the grant end date by three months, from March 31, 2020 to June 30, 2020 and changes the funding sources to WIOA Set Aside PY18/PY19 funds. The new funding source is effective October 1, 2019.

MINUTES

Mayor's Office of Employment Development - cont'd

There is no additional cost. All terms and conditions of the original grant award remain in full effect, including the grant narratives, deliverables and grant budget.

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 foregoing Modification to Grant Awards.

MINUTES

Circuit Court for Baltimore City - Non-Construction Consultant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Non-Construction Consultant Agreement with Andre Cherry as Acting Fiscal Administrator. The period of the agreement is January 1, 2010 through June 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$65.00 - per hour not to exceed \$42,250.00

Account: 1001-000000-1100-109500-603026

BACKGROUND/EXPLANATION:

Mr. Cherry will manage the fiscal activities of the Court for general fund and grant funded appropriations. Mr. Cherry will also assist Court management and staff with any fiscal matters as they arise.

The agreement is late because of the delay by both parties to agree to the final terms of the contract.

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 Non-Construction Consultant Agreement with Andre Cherry as Acting Fiscal Administrator.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Provider Agreement with Associated Catholic Charities, Inc. The period of the agreement is June 25, 2019 through June 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$149,996.00 - 2026-000000-1772-751600-603051

BACKGROUND/EXPLANATION:

The City is a recipient/grantee of an award of Casino Local Impact Grant funds from the State of Maryland, which are administered in consultation with the Baltimore Casino Local Development Council (LDC), consistent with the South Baltimore Gateway Master Plan. The City and the LDC identified a need for a program that services Head Start eligible children and their families in South Baltimore. These children will receive comprehensive summer services in order to decrease the effects of summer learning loss.

The agreement is late because of a change in agency oversight and renegotiation of the agreement.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Provider Agreement with Associated Catholic Charities, Inc. The Mayor **ABSTAINED**.

MINUTESDepartment of Transportation - Minor Privilege 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. 1209 Dellwood Ave. \$35.20 Flat Charge	J&G Properties No. 7, LLC	One set of steps @ 21 sf.
2. 1207 Dellwood Ave. \$35.20 Flat Charge	Loveus Louise Whyte	One set of steps @ 22.5 sf.
3. Madison St. & Caroline St. Harford Road & 25 th St. Garrison Blvd. & Oval Drive Patapsco Ave. & 2 nd St. Edmondson Ave. & Stricker St. Highland Ave. & Monument St. Poplar Grove St. & Rayner Ave. Patapsco Ave. & 10 th St.	MTA	Eight 12-9" x 6' 11" bus shelters

Charge: N/A, The State is exempt from minor privilege fees.

MINUTES

Department of Transportation - cont'd

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
4. 1901 E. Eager St.	Eager Place, LLC	Two canopies, one @ 41 sf.; one @ 32.36 sf.; seven bay windows @ 11 sf.
\$10,047.40 Annual Charge		
5. 801 N. Charles St.	Charles & Madison, LLC	ADA ramp 16.5' x 5'
\$ 25.00 Flat Charge		
6. 1065 S. Charles St.	Cross Street Market	One awning 17.87 sf.
\$ 210.90 Flat Charge		
7. 815 Cathedral Street	Emmanuel P E Church	ADA ramp 88 sf. stairs and landing 47 sf.
\$ 235.90 Flat Charge		

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

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

MINUTES

Department of Transportation - Developer's Agreement No. 1650

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Developer's Agreement No. 1650 with CYD, LLC.

AMOUNT OF MONEY AND SOURCE:

\$36,212.00 - Performance Bond

BACKGROUND/EXPLANATION:

CYD, LLC, would like to install a new water service to its proposed new building located at 2132 West North Avenue. This agreement will allow the organization to do its own installation in accord with Baltimore City Standards. A Performance Bond in the amount of \$36,212.00 has been issued to CYD, LLC, which assumes 100% of the financial responsibility.

MBE/WBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of Developer's Agreement No. 1650 with CYD, LLC.

MINUTES

Department of Transportation - Amendment No. 3 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 3 to Agreement (Amendment No. 3) with A. Morton, Thomas and Associates, Inc., for Project No. 1217, On-Call Construction Project Management Services. The Amendment No. 3 extends the period of the agreement for two-years through March 31, 2022.

AMOUNT OF MONEY AND SOURCE:

\$2,000,000.00 - Increase in upset limit

BACKGROUND/EXPLANATION:

On April 1, 2015, the Board approved the subject agreement for three years in the amount of \$2,000,000.00 with A. Morton, Thomas and Associates, Inc., which provided for engineering design services in connection with projects included in the Capital Improvement Plan and other transportation infrastructure related projects. On December 13, 2017, the Board approved Amendment No. 1 for a one-year time extension and an increase to the upset limit by \$1,000,000.00 to fully complete extra work and efficiently staff these projects to meet Federal Highway Administration, State Highway Administration and Baltimore City Standards and Guidelines. On December 12, 2018 the Board approved Amendment No. 2 for a one-year time extension and an increase to the upset limited by \$1,000,000.00 to fully complete extra work and efficiently staff these projects to meet Federal Highway Administration, State Highway Administration and Baltimore City standards and guidelines. The Department is now requesting a two-year time extension and an increase to the upset limit by \$2,000,000.00 to continue ongoing staffing needed for capital projects to meet Federal Highway Administration, State Highway Administration and Baltimore City standards and guidelines. This approval will increase the upset limit to \$6,000,000.00 and extend the period of the agreement through March 31, 2022.

MINUTES

Department of Transportation - cont'd

MBE/WBE PARTICIPATION:

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

MBE: 27%

WBE: 10%

The Consultant has achieved 17% of the MBE goal and achieved 8% of the WBE goal. They have the capacity to meet the remaining MBE goal required.

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

President: "The third item on the non-routine agenda can be found on pages 52 to 53, Department of Transportation Amendment Number Three to Agreement. Will the parties please come forward?"

Mr. Sharkey: "Steve Sharkey, Director. D-O-T."

Mr. Devkota: "Bimal Devkota, Engineering and Construction Division Chief. D-O-T."

Ms. Griffin: "Laetitia Griffin, Deputy of Administration"

President: "So, I put this item on non-routine to have a few questions about this. Ah -- this item is stated to continue ongoing Staffing. Is this supplemental staff?"

MINUTES

Department of Transportation - cont'd

Mr. Sharkey: "So this is staffing and it's not staffing. This is construction management assistance for ah -- many of our major bridge projects. So over the last two years, we've implemented probably an unprecedented amount of bridge building projects and we need the proper assistance to have construction management during this flurry of activity. So yes, we are ah -- needing to use ah -- consultant assistance in construction management ah -- over this time period. Because we've got -- I think -- nine bridges under construction right now and we just don't have the staffing and neither would we ever expect to have this many bridges under construction at one time, and this also includes ah -- the Conduit Division as well, which is doing \$20,000,000.00 a year of work. We also need to have proper oversight of that, which -- we are trying to also build up the staff. So in terms of staffing we're never going to completely get away from this type of consultant work, but I do want to take as much of this work ah -- and bring it in-house, but again for this these type of work we're never going to get out of this. There's nobody in the world who doesn't, or nobody -- no big player that uses federal money that doesn't use consultants for this type of work. It's really more -- my focus

MINUTES

Department of Transportation - cont'd

is going to be more on the people that are here and they work for us for a long time and they're here for more than a year. If they're here and there's more than one job, I'd like to bring them in-house. So we definitely have two Engineer positions right now that are ah -- being advertised plus three more ah -- so I'd say overall ah -- we have a lot of work that needs construction management. We're using consultants over time and -- but I do -- I do ah -- see some places where over time -- as we build up we can um -- use less ah -- consultants but we're never going to get away from it completely and I don't want to let anybody think that um - that's the case."

President: "To -- to that point, Director, how many project managers do you have in D-O-T?"

Mr. Devkota: "I have eight Project Managers."

Mr. Sharkey: "How many does Conduit have?"

President: "Come to the ah -- into the mic station."

Mr. Devkota: "Um --"

Comptroller: "State your name."

President: "State your name."

MINUTES

Department of Transportation - cont'd

Mr. Devkota: "I have eight -- Conduit has three Construction Project Managers."

President: "And how many, do you, would you say the Department actually needs?"

Mr. Devkota: "Um --"

Mr. Sharkey: "So we don't -- you -- it depends on the type of job and the time frame. So it's not for particular types of jobs you need particular types of skills and a -- arc -- as our capital budget waxes and wanes, you'll need more people, so you will, at a particular time, we'll probably need maybe three or four more just in -- as a baseline -- but as particular jobs and particular types of jobs come up you're going to want to have different types of people or people with different skill sets. Would that be accurate?"

Mr. Devkota: "That's -- that's correct."

President: "Just a follow-up to your comment earlier, uh -- you were talking about trying to bring more work in-house and to have it not to use consultants less, do you guys have a plan about how you're going to do that? Is there -- is there a plan in place or one that you guys are going to present to us?"

MINUTES

Department of Transportation - cont'd

Mr. Sharkey: "Ah -- we -- we don't have a formalized plan yet. Whenever I -- I'm looking for anybody -- what I've done is -- I've asked to see a list of people that have been here for a long time and then see what we could do to ah -- possibly move them into more of a full-time City employment."

President: "Thank you for that. But you know -- I think for it to happen in the most effective way, we have to plan it out right. My Dad would always say if you don't have a plan -- you know -- you don't know where you're going. So if we want to get to a point, you have to have an official plan of how we're going to bring these people in so that we're not consistently ah -- consulting out all of these -- all of these projects when we can do as much as we can in-house knowing that in some instances you're going to have to seek outside -- a point -- help. Ah -- also the last question for me it seems that the consultant has been doing this work since 2015 and has not yet fully achieved the MBE or WBE goals. Is that true?"

MINUTES

Department of Transportation - cont'd

Ms. Griffin: "Um -- that's um -- I'm not sure how the calculation was arrived but actually."

Comptroller: "State your name."

President: "State your name."

Ms. Griffin: "Laetitia Griffin, Deputy of Administration. They've actually achieved 26% of the MBE goal and 11% of the WBE goal."

President: "Alright. Thank you."

Ms. Griffin: "You are welcome."

President: "Any other questions. Thank you. I will entertain a motion."

City Solicitor: "Ah -- I move approval of the item moved to the non-routine agenda Mr. President."

Comptroller: "Second."

President: "All those in favor say AYE. All opposed say NAY. The Motion carries, the item is approved."

* * * * *

MINUTES

Department of Transportation - Amendment No. 2 to the Agreement
for Speed Camera Calibrations

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 2 to the Agreement for Speed Camera Calibrations (Amendment No. 2) with MRA Digital, LLC. Amendment No. 2 will extend the period of the Agreement through November 2020.

AMOUNT OF MONEY AND SOURCE:

\$174,400.00 - 1001-000000-6971-659100-603051

BACKGROUND/EXPLANATION:

On May 17, 2017, the Board approved a five-year Speed Camera Calibrations agreement with MRA Digital, LLC. to provide annual calibration checks for both Fixed and Portable School Zone and Work Zone Speed Cameras. The agreement was funded for the first two years in the amount of \$80,000.00.

On June 26, 2019, the Board approved Amendment No. 1 to continue ongoing services and to fund the remaining three years of the five-year agreement at \$76,800.00 per year for a total of \$230,400.00. At the time of the approval of Amendment No. 1, the background explanation submitted to the Board contained an error which the Department now requests be corrected. The background explanation stated that the funding requested was for \$80,000.00 per year; this was incorrect, and the explanation should have read \$80,000.00 to be used in the first two years, not per year. The Department apologizes for any inconvenience this may have caused.

The Department now seeks approval of Amendment No. 2 in order to continue ongoing services, to add funding because the number of speed cameras needing calibration has increased to 115 cameras and to fund the cost through November 2020. This makes the total contract amount \$484,800.00 for the project.

MINUTES

Department of Transportation - cont'd

The Department determined through research that MRA Digital, LLC is the only company that has the expertise, business structure, past performance record, and calibration equipment available to service both selected vendors.

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

MBE/WBE PARTICIPATION:

This meets the requirement for certification as a selected source procurement. These services are only available from the Vendor and are not available from subcontractors.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 2 to the Agreement for Speed Camera Calibrations with MRA Digital, LLC.

MINUTES

Mayor's Office of Emergency - Employee Expense Statement
Management (MOEM)

ACTION REQUESTED OF B/E:

The Board is requested to approve an Employee Expense Statement for Ms. Elise Major Whiteford for expenses incurred for her attendance at the DELMARVA Hurricane Evacuation Workshop in Cambridge, Maryland, from April 3 - 4, 2018.

AMOUNT OF MONEY AND SOURCE:

\$100.38 - Mileage
8.50 - Tolls
173.96 - Lodging
63.57 - Meals
\$346.41 - 1001-000000-2131-228200-603001

BACKGROUND/EXPLANATION:

Ms. Whiteford submitted her Employee Expense Statements with the appropriate back-up documents on time, but the documents were inadvertently lost. No travel request form was submitted as per Administrative Manual, Section 240-3 since all requirements were met.

The Administrative Manual, Section 240-11, states that Employee Expense Statements that are submitted more than 40 work days after the last calendar day of the month in which the expenses were incurred require Board of Estimates approval.

MINUTES

Mayor's Office of Emergency - cont'd
Management (MOEM)

The MOEM apologizes for the lateness.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved the Employee Expense Statement for Ms. Elise Major Whiteford for expenses incurred for her attendance at the DELMARVA Hurricane Evacuation Workshop in Cambridge, Maryland, from April 3 - 4, 2018.

MINUTES

Police Department - Acceptance of Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of a Grant Award from the Governor's Office of Crime Control and Prevention entitled the Police Recruitment and Retention Program PRAR-2020-0001. The period of the Grant Award is July 1, 2019 through June 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$436,500.00 - 5000-514020-2041-796100-603026

BACKGROUND/EXPLANATION:

The primary goal of Baltimore Police Department's Recruitment and Retention Program is to ensure there are adequate staffing levels of law enforcement officers to provide and improve emergency police services to the citizens of Baltimore City. Through this program, the BPD will utilize innovative methods to recruit and retain qualified sworn police officers. Program funds will provide for a targeted recruitment campaign and software for human resources to support innovative methods to retain its police officers.

The Grant is late because it was received from the Grantor on December 11, 2019.

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 Award from the Governor's Office of Crime Control and Prevention entitled the Police Recruitment and Retention Program PRAR-2020-0001.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

* * * * *

On the recommendations of the City agencies
hereinafter named, the Board,

UPON MOTION duly made and seconded,

awarded the formally advertised contracts

listed on the following pages:

217 - 219

to the low bidders meeting the specifications,

or rejected bids on those as indicated

for the reasons stated.

The Transfers of Funds were approved

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having reported favorably

thereon, as required by the provisions

of the City Charter.

Item nos. 3 and 4 were **DEFERRED**

until January 29, 2020.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Public Works/Office
of Engineering and Construction

- | | | | |
|----|---|--------------------------------------|---------------|
| 1. | SC 999, Cleaning
and Inspection of
Sanitary Sewer
Laterals in Baltimore
City - Citywide | B & B Partnership
Initiative, LLC | \$ 284,550.00 |
|----|---|--------------------------------------|---------------|

MWBOO SET GOALS OF 20% FOR MBE AND 11% FOR WBE.

MBE: B & B Partnership Initiative, LLC*	\$ 99,592.50	35%
WBE: A-Plus Contracting, LLC	\$ 31,300.50	11%

*Indicates Self-Performance.

MWBOO FOUND VENDOR IN COMPLIANCE.

- | | | | |
|----|--|--------------------------------------|---------------|
| 2. | SC 1000, Cleaning
and Inspection of
Sanitary Sewer
Laterals in Baltimore
Various Locations | B & B Partnership
Initiative, LLC | \$ 225,450.00 |
|----|--|--------------------------------------|---------------|

MWBOO SET GOALS OF 20% FOR MBE AND 11% FOR WBE.

MBE: Seal Tight Plumbing, LLC	\$38,195.25	16.94%
A-Plus Contracting, LLC	<u>6,894.75</u>	<u>3.06%</u>
Total	\$45,090.00	20.00%

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

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

WBE: B & B Partnership, Initiative, LLC *	\$ 78,907.50	35%
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* Indicates Self-Performance.

MWBOO FOUND VENDOR IN COMPLIANCE.

3. WC 1403, Urgent Need Water Infrastructure Rehabilitation and Improvements - Phase II - FY20	Metra Industries, Inc.	\$8,454,504.00
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MWBOO SET GOALS OF 13% FOR MBE AND 5% FOR WBE.

MBE: Economic International Construction Co., Inc.	\$ 846,000.00	10.00%
AB Trucking & Contracting, LLC	<u>254,000.00</u>	<u>3.00%</u>
Total	\$1,100,000.00	13.00%

WBE: R&R Contracting Utilities, Inc.	\$ 423,000.00	5.00%
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MWBOO FOUND VENDOR IN COMPLIANCE.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

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

4. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$6,918,000.00	9960-911049-9558	
Revenue Bond	Water Infra. Rehab.	
	Urgent Need	
288,000.00	" "	
County Revenue		
1,183,864.32	9960-907122-9558	
Revenue Bond	WC 1388 URG Infra-	
	structure III	
741,000.00	" "	
<u>County Revenue</u>		
\$9,130,864.32	-----	9960-904978-9557-6
		Construction

This transfer will cover the costs associated with WC 1403, Urgent Need Water Infrastructure Rehabilitation and Improvements - Phase II - FY20.

MINUTES

Health Department - Agreements, Ratification of Agreements and
Ratification of Amendment to Agreement

The Board is requested to approve and authorize execution of the agreements and to ratify the Agreements and Amendment to Agreement.

AGREEMENTS

1. **FAMILY HEALTH CENTERS OF BALTIMORE, INC. (FHCB)** **\$224,700.00**

Account No.: 5000-569720-3023-273320-603051

The FHCB remains committed to identifying and serving individuals that are diagnosed with HIV/AIDS, and will use targeted strategies for testing and referring to treatment for this condition.

The FHCB will utilize funds to conduct Early Intervention Services which includes counseling, testing, referrals, linkage to care and outreach services. The period of the agreement is July 1, 2019 through June 30, 2020.

MWBOO GRANTED A WAIVER ON DECEMBER 3, 2019.

2. **FAMILY HEALTH CENTERS OF BALTIMORE, INC. (FHCB)** **\$ 54,700.00**

Account No.: 5000-569720-3023-273320-603051

The FHCB will provide a full range of dental services to people living with HIV/AIDS regardless of ability to pay. The period of the agreement is July 1, 2019 through June 30, 2020.

MWBOO GRANTED A WAIVER ON DECEMBER 3, 2019.

MINUTES

Health Department - cont'd

3. **FAMILY HEALTH CENTERS OF BALTIMORE, INC. (FHCB)** **\$155,300.00**

Account No.: 5000-569720-3023-273322-603051

The FHCB is committed to identifying and serving individuals that are diagnosed with HIV/AIDS, and will use a targeted strategy for testing and referring to treatment. Family Health Centers of Baltimore will utilize medical case management services to ensure that the individuals they serve are engaged in a service integration model that will best address all of their needs, to include case management, mental health, substance abuse treatment, dental, and a full range of medical services. The period of the agreement is July 1, 2019 through June 30, 2020.

MWBOO GRANTED A WAIVER ON DECEMBER 3, 2019.

4. **FAMILY HEALTH CENTERS OF BALTIMORE, INC. (FHCB)** **\$ 11,000.00**

Account No.: 5000-569720-3023-273323-603051

The FHCB will provide non-emergency transportation services that enable an eligible client to access or be retained in core medical or support services. Medical transportation may be provided through: use of company vehicle to provide transportation services; contracts with providers of transportation services; and purchase and distribution of MTA tokens or monthly bus passes to clients as needed. The period of the agreement is July 1, 2019 through June 30, 2020.

MINUTES

Health Department - cont'd

5. **NEW VISION HOUSE OF HOPE, INC.** **\$ 50,000.00**

Account: 5000-569720-3023-273399-603051

New Vision House of Hope, Inc. will provide emergency needs funding and make payments on behalf of 30 individuals living with, affected by, or at risk of HIV/AIDS. Emergency needs payments may include food, transportation to medical/dental appointments, rental payments (up to one month in a 12-month period), and rental security deposits (a maximum of one rental subsidy deposit in a 12-month period). The period of the agreement is July 1, 2019 through June 30, 2020.

MWBOO GRANTED A WAIVER ON DECEMBER 6, 2019.

The agreements are late because the State of Maryland, Department of Health and Mental Hygiene's (DHMH) Prevention and Health Promotion Administration (PHPA) programmatically manages Ryan White Part B HIV/AIDS State Special services. The providers are asked to submit a budget narrative, and scope of services. The Department thoroughly reviews the entire package before preparing a contract and submitting it to the Board. These budgets are many times revised because of inadequate information from the Providers. This review is required to comply with grant requirements.

6. **BALTIMORE CITY BOARD OF SCHOOL COMMISSIONERS/BALTIMORE CITY PUBLIC SCHOOL SYSTEM (BCPSS)** **\$ 75,000.00**

Account: 4000-483320-3160-308000-603051

The BCPSS will render services for the School-Based Violence Prevention Program.

MINUTES

Health Department - cont'd

The goal of the School-Based Violence Prevention Program is to prevent incidents of teen dating violence and other forms of youth violence by addressing shared risk and protective factors among youth attending four Baltimore City Public High Schools in high-risk urban communities.

The Baltimore City Public Schools (Augusta Fells, Renaissance Academy, and ConneXions) will coordinate the project, work with the Health Department staff to implement the program components, and collect process and outcome data. The period of the agreement is September 1, 2019 through August 31, 2020.

The Agreement is late because of administrative delays.

7. **PAYNE MEMORIAL OUTREACH, INC. FOR** **\$ 16,448.22**
GOLDEN DOVES ADULT DAY CARE

Account: 5000-533320-3254-316200-603051

The Board's approval of this request will allow the Health Department to enter into an agreement with Payne Memorial Outreach, Inc., for Golden Doves Adult Day Care (Payne Memorial Outreach, Inc.) to provide adult medical day care services to ill, frail, or disabled elderly persons who are eligible to receive Office of Health Services grant funding from the City.

The City will pay the Provider the set rate of \$39.73 per day of service provided to an individual recipient, not to exceed 414 days of service provided to recipients per year for all combined. This rate includes transportation services for the recipient.

MINUTESHealth Department - cont'd

Payne Memorial Outreach, Inc., will develop an appropriate care plan for each recipient, in accordance with policies as specified in COMAR 10.12.04, Day Care for the Elderly and Medically Handicapped Adults, and COMAR 10.09.07, Medical Care Program. The period of the agreement is July 1, 2019 through June 30, 2020.

The agreement is late because of administrative delays.

RATIFICATION OF AGREEMENT

8. **BLACK PROFESSIONAL MEN, INC.** **\$ 78,701.00**

Account No. 4000-499019-3023-513200-603051

The organization worked with the Department to incorporate HIV prevention messaging in supported social marketing campaigns and provided adequate space for outreach programs to conduct HIV and STD testing and prevention education.

The organization started an initiative to encourage one million young black males to get tested and practice safe sex through the "Million Safe and Protected" media campaign. The period of the agreement was July 1, 2019 through December 31, 2019.

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

MWBOO GRANTED A WAIVER ON NOVEMBER 5, 2019.

MINUTES

Health Department - cont'd

9. **MARYLAND INSTITUTE COLLEGE OF ART (MICA) \$ 53,350.00**

Account No.: 4000-499019-3023-513200-603051

The MICA Center for Social Design will work directly with the Department to continue past successful collaborative work intended to foster creative, innovative and breakthrough social design solutions to help the Department better understand the perspectives of people in Baltimore who are living with HIV.

MICA will develop design efforts to address and ameliorate those issues and concerns. This work focuses on stigma related to HIV/AIDS and trust related to the healthcare environment in Baltimore City, seeking to engage often overlooked audiences (for example: transgender persons, youth, women, older adults, etc.). The period of the agreement was July 1, 2019 through December 31, 2019.

MICA Center for Social Design utilized funds to provide resources and knowledge in a human-centered collaborative design process to understand and define the problem better, to identify opportunities and generate ideas, and to make tools that support the overall goals and objectives of the design process.

This agreement is late because of administrative delays.

MWBOO GRANTED A WAIVER ON DECEMBER 2, 2019.

MINUTES

Health Department - cont'd

RATIFICATION OF AMENDMENT TO AGREEMENT

10. **STATE'S ATTORNEY OFFICE FOR BALTIMORE CITY** **\$ 3,000.00**

Account No. 4000-483519-3080-294600-603051

On May 15, 2019, the Board approved the original agreement in the amount of \$70,000.00 for the period of October 1, 2018 through September 30, 2019.

The amendment increased the agreement by \$3,000.00 for additional services to be completed. This makes the total agreement amount \$73,000.00.

The amendment is late because budget revisions delayed processing.

11. **HEALTHY TEEN NETWORK, INC.** **\$ 40,350.00**

Account No. 6000-626619-3080-292302-603051

On October 3, 2018, the Board approved the original agreement in the amount of \$150,000.00 for the period July 1, 2018 through June 30, 2019.

The amendment increased the agreement by \$40,350.00 for additional services to be completed. This made the total agreement amount \$190,350.00.

The amendment is late because of administrative delays.

MINUTES

Health Department - cont'd

RATIFICATION OF AGREEMENT

12. **THE JOHNS HOPKINS UNIVERSITY (JHU)** **\$281,767.00**

Account No. 4000-422519-3030-271500-603051

The JHU's mid-level clinicians provided services in the Baltimore City Health Department Sexual Health and Wellness clinics. They were expected to serve as STD providers by testing and treating STDs; and testing for HIV in STD clients. The mid-level clinicians also tested for HIV positive viral loads.

The Medical Directors supported the STD clinics by establishing express STD testing at each clinic location (Druid and Eastern). The period of the Agreement was September 16, 2019 through December 31, 2019.

The agreement is late because budget revisions delayed processing.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing agreements and ratified the Agreements and Amendment to Agreement. The Mayor **ABSTAINED** on item no. 12. The President **ABSTAINED** on item no. 12.

MINUTES

Health Department - Ratification of Grant Award
and No-Cost Time Extension

ACTION REQUESTED OF B/E:

The Board is requested to ratify the Grant Award from the Zanvyl and Isabelle Krieger Fund. The period of grant award was May 1, 2018 through May 4, 2018. The Board is further requested to approve the No-Cost Time Extension from the Zanvyl and Isabelle Krieger Fund. The No-Cost Time Extension will extend the period through June 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$8,598.80 - 7000-713720-3080-288700-407001

BACKGROUND/EXPLANATION:

On March 19, 2018, the Department received the initial grant award to support three members of B'More for Healthy Babies Maternal & Infant Care staff to participate in the "Seventh Baltimore Circle of Security Parenting (COS-P) Learning Collaborative" for the period of May 1, 2018 through May 4, 2018.

Because of an oversight the grant award was not presented for Board of Estimates approval.

On July 30, 2019, the Department received approval of a no-cost time extension of the grant. The grant was extended for the period of July 1, 2019 through June 30, 2020.

This request will allow the Department time to complete all grant requirements and final reports.

MINUTES

Health Department - cont'd

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board ratified the Grant Award from Zanvyl and Isabelle Krieger Fund. The Board further approved the No-Cost Time Extension from Zanvyl and Isabelle Krieger Fund.

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. 008 to Whitman, Requardt & Associates, LLP, under Project No. 1805 (WC 1241), On-Call Project and Construction Management Assistance. The period of the Task Assignment is approximately 18 months.

AMOUNT OF MONEY AND SOURCE:

\$440,394.76 - 9960-905668-9557-900020-703032

BACKGROUND/EXPLANATION:

The Office of Engineering & Construction is requesting Whitman, Requardt & Associates, LLP to provide Construction Management Assistance and Inspection Services on WC 1241, Water Main Replacement at Various Locations. The work requested is within the original scope of the agreement.

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

MBE/WBE PARTICIPATION:

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

MINUTES

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

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

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 008 to Whitman, Requardt & Associates, LLP, under Project No. 1805 (WC 1241), On-Call Project and Construction Management Assistance.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 007 to Hazen & Sawyer PC under Project 1804 (SC 910, SC 953, SC 956, SC 976, SC 977, SC 964), On-Call Project and Construction Management Assistance and Inspection Services. The Task Assignment is approximately 8 months.

AMOUNT OF MONEY AND SOURCE:

\$ 14,666.52	-	9956-905653-9551-900020-705032	-	SC 910
11,556.48	-	9958-905709-9525-900020-705032	-	ER 4021
26,223.00	-	9956-904938-9551-900020-705032	-	SC 953
26,223.00	-	9956-908658-9551-900020-705032	-	SC 956
26,223.00	-	9956-907936-9551-900020-705032	-	SC 976
26,223.00	-	9956-905663-9551-900020-705032	-	SC 977
26,228.00	-	9956-901577-9551-900020-705032	-	SC 964
<u>\$157,343.00</u>				

BACKGROUND/EXPLANATION:

The Department is in need of review of contract claims and scheduling support services for the ongoing work on various wastewater utility projects. The work is requested within the original scope of the agreement.

MBE/WBE PARTICIPATION:

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

MINUTES

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

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

APPROVED FOR FUNDS BY FINANCE

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

TRANSFERS OF FUNDS

	<u>AMOUNT</u>	<u>FROM ACCOUNT</u>	<u>TO ACCOUNT</u>
1.	\$14,444.00	9956-903569-9549	
	Revenue Bonds	Sanitary Sewer	
		Replace/Rehab	
	63,877.00	9956-903569-9549	
	Federal	Sanitary Sewer	
	Infrastructure	Replace/Rehab	
	<u>WIFIA</u>		
	\$78,321.00	-----	9956-907936-9551-5
			Inspection

The transfer will cover costs for Project 1804, (SC 976 only), On-Call Project and Construction Management Assistance and Inspection Services Task No. 7.

2.	\$78,321.00	9956-904620-9549	9956-904938-9551-5
	Federal	High Level Sewer	Inspection
	Infrastructure	System Rehab	
	WIFIA		

MINUTES

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

The transfer will cover costs for SC 953 of Project 1804 (SC 953 only), On-Call Project and Construction Management Assistance and Inspection Services Task No. 7.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 007 to Hazen & Sawyer PC under Project 1804 (SC 910, SC 953, SC 956, SC 976, SC 977, SC 964), On-Call Project and Construction Management Assistance and Inspection Services. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 005 to Rummel, Klepper & Kahl, LLP under Project 1801 (WC 1386) (formerly Project 1279), On-Call Project and Construction Management Assistance. The Task Assignment is approximately 12 months.

AMOUNT OF MONEY AND SOURCE:

\$101,457.08 - 9960-926986-9557-900020-703032

BACKGROUND/EXPLANATION:

The Department is in need of engineering services for the ongoing work on WC 1386, Urgent Need Infrastructure Rehabilitation & Improvement-Phase II.

On July 8, 2019, there was a 12-inch water main break near the CSX tunnel at the intersection of W. Pratt Street and S. Howard Street. The Consultant was tasked to provide engineering review and modifications to the contractor's support of excavation submittal, to meet structural requirements from CSX and MTA and to provide onsite construction management and quality assurance/quality control assistance.

MBE/WBE PARTICIPATION:

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

MINUTES

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

MWBOO APPROVED THE EAR ON NOVEMBER 19, 2019.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 005 to Rummel, Klepper & Kahl, LLP under Project 1801 (WC 1386) (formerly Project 1279), On-Call Project and Construction Management Assistance.

MINUTES

Department of Public Works/ - Agreement for Project Number
Office of Asset Management 1290 On-Call Stormwater
 Asset Management Engineering
Services

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Agreement with AECOM Technical Services, Inc. under Project 1290, On-Call Stormwater Asset Management Engineering Services. The period of the agreement is effective upon Board approval for two-years or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

\$3,100,000.00 - 2072-000000-5181-752200-603026
 530,000.00 - 2072-000000-5181-752500-603026
 370,000.00 - 2072-000000-5181-752400-603026
\$4,000,000.00

BACKGROUND/EXPLANATION:

The Office of Asset Management is requesting \$4,000,000.00 to procure the service of a consultant for On-Call Stormwater Asset Management Design and Engineering Services.

The scope of the original agreement includes the following services, but is not limited to all On-Call Stormwater Asset Management Design and Engineering Services necessary to conduct an inspection, performing condition assessments, repairing and rehabilitating various types of stormwater assets, maintenance to extend the life cycle of stormwater assets, developing inventories and Geographical Information System (GIS), implementing risk models based on condition and criticality, performing hydraulic modeling, developing contract documents, and managing contract teams, including Minority Business Enterprise and Women Business Enterprise.

MINUTES

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

MBE/WBE PARTICIPATION:

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

MWBOO SET GOALS OF 29% FOR MBE AND 10% FOR WBE.

MBE: C.C. Johnson & Malhotra, P.C.	\$ 360,000.00	9%
Tech International Corp.	200,000.00	5%
Savin Engineers, P.C.	360,000.00	9%
AB Consultants, Inc.	240,000.00	6%
Total	\$1,160,000.00	29%
 WBE: Chesapeake Environmental Management, Inc.	 \$ 400,000.00	 10%

MWBOO FOUND CONSULTANT IN COMPLIANCE ON DECEMBER 9, 2019.

APPROVED FOR FUNDS BY FINANCE

AUDITS NOTED THIS ON-CALL AGREEMENT AND WILL REVIEW TASK ASSIGNMENTS.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with AECOM Technical Services, Inc. under Project 1290, On-Call Stormwater Asset Management Engineering Services.

MINUTES

Department of Public Works/Office - Amendment No. 1 to
of Engineering and Construction Post Award Services for
 Sanitary Contract No. 892R
 Structural Rehabilitation of
 Chlorine Contact Chambers at
 Patapsco Wastewater Treatment
 Plant

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Amendment No. 1 with EBA Engineering, Inc. under SC 892R, Structural Rehabilitation of Chlorine Contact Chambers at Patapsco Wastewater Treatment Plant (Amendment No. 1). The Amendment No. 1 will extend the period of the agreement through February 7, 2022.

AMOUNT OF MONEY AND SOURCE:

\$ 47,345.42 - Water Revenue Bond (32%)
 100,609.03 - County Grants (68%)
\$147,954.45 - 9956-907542-9551-900020-703032

BACKGROUND/EXPLANATION:

The Department is requesting a time extension and upset limit increase on the Post Award Services for SC 892R, so that sufficient punch list and project closeout services will be available to the City. Due to weather related high flow conditions, the contractor was required to put the channel back in service; therefore, requiring more time.

MINUTES

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

MBE/WBE PARTICIPATION:

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

MBE: 27%

WBE: 10%

THE EAR WAS APPROVED BY MWBOO ON NOVEMBER 12, 2019.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment No. 1 with EBA Engineering, Inc. under SC 892R, Structural Rehabilitation of Chlorine Contact Chambers at Patapsco Wastewater Treatment Plant.

MINUTES

Department of Public Works/Office - Amendment No. 3 to Agreement of Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 3 to Agreement (Amendment No. 3) with Hazen & Sawyer, PC under SC 941. This Amendment No. 3 will extend the period of the agreement through May 27, 2020.

AMOUNT OF MONEY AND SOURCE:

\$77,141.93 - 9956-905648-9551-900020-703032

BACKGROUND/EXPLANATION:

The Office of Engineering & Construction, the Department of Public Works and Hazen & Sawyer, PC continue to negotiate Post Award Services for SC 941. Contractor bids for this project were received on February 6, 2019.

This amendment for supplemental engineering and time extension will provide time and budget (remaining budget, as well as some minor additional budget being requested under this amendment) for Hazen & Sawyer, PC to initiate a Post Award Services Contract that Hazen & Sawyer, PC and the Department of Public Works will enter into to provide services during the construction period. The remaining \$80,000.00, in addition to the additional funds requested by this amendment will be utilized to provide additional engineering services associated with, but not limited to, technical consultation, constructability guidance, and data review. These additional engineering services, which were originally not anticipated, are required to initiate construction of SC 941. The period of the agreement ended on November 27, 2019. This Amendment No. 3 extends the agreement for six months through May 27, 2020.

MINUTES

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

The scope of the original agreement included engineering services necessary to develop contract documents for the rehabilitation of the collection system in the Jones Falls Sewershed. Specific rehabilitation projects and/or other corrective actions were identified previously (Jones Falls Sewershed Study and Plan) to address deficiencies noted during past Sewershed contracts, including SC 895, SC 897R, and SC 899. The limits and required rehabilitation work assigned to Hazen & Sawyer, PC consists of approximately 65,000 Linear Feet (LF) of Cured In Place Piping (CIPP) lining and approximately 500 manholes to be rehabilitated or replaced. The assigned project areas include areas within the Charles Street Corridor, the Maryland Avenue Subsewershed area, and the Reisterstown/Park Heights Area. Engineering services also include design associated with the elimination of the City's two largest sanitary sewer overflows, sanitary sewers overflow 67 and 72. These improvements will be completed concurrently with the Back River Wastewater Treatment Plant Headworks and Flow Equalization project (SC 918), which is currently under construction. The combination of these projects will help to reduce the hydraulic frageline such that overflows will be eliminated under select design storm events. Change Order No. 1 covered additional engineering services for tasks associated with pressure sewer upsizing, grinder pump design, additional manhole sealing, and additional Post Award Services that were over and above those outlined in the base agreement. Amendment No. 3 is associated with a time extension and additional budget requested.

MINUTES

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

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

MBE/WBE PARTICIPATION:

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

MBE: 27%

WBE: 10%

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 3 to Agreement with Hazen & Sawyer, PC under SC 941.

MINUTES

Bureau of the Budget and
Management Research (BBMR)

- Grant Award Agreement and
 Appropriation Adjustment
Order (AAO) No. 15

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Grant Award Agreement from the United States Department of Justice (DOJ) titled FY19 Crime Gun Intelligence Center (CGIC) Program Grant, Award No. 2019-DG -BX-0008. The period of the award is October 1, 2019 through September 30, 2022.

The Board is further requested to approve the AAO No. 15 to transfer unallocated State funds within the Police Department from Service 621: Administration and Technology to Service 624: Target Violent Criminals.

AMOUNT OF MONEY AND SOURCE:

\$750,000.00 - From: 5000-500020-2041-667600-607004
 Unallocated State funds
 Administration and Technology (Service 621)

To: 4000-437620-2013-804700-607004
 Target Violent Criminals (Service 624)

BACKGROUND/EXPLANATION:

The DOJ awarded the Baltimore Police Department (BPD) a grant in the amount of \$750,000.00 to initiate the Baltimore CGIC. The goal of CGIC is to reduce violent crime and the use of crime guns. This will be done through collaboration with the Bureau of Alcohol, Tobacco, and Firearms (ATF), the United States Attorney's Office, the State's Attorney's Office, and the Department of Probation and Parole. The CGIC will engage in a seven-step process that follows

MINUTES

BBMR - cont'd

the ATF workflow from a comprehensive collection of shell casings and crime guns to feedback to CGIC partners. In the BPD, the Eastern District will serve as the pilot for this program. Once the program is viable, the entire City will be involved.

Initially, funding was appropriated within an unallocated account in the Fiscal 2020 Ordinance of Estimates. With this AAO, funding will be moved from the unallocated grant source, in accordance with the actual grant award.

This request is late because of administrative delays.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Grant Award Agreement from the United States Department of Justice titled FY19 Crime Gun Intelligence Center Program Grant, Award No. 2019-DG-BX-0008.

MINUTES

BBMR - cont'd

The Board further approved the Appropriation Adjustment Order No. 15 to transfer unallocated State funds within the Police Department from Service 621: Administration and Technology to Service 624: Target Violent Criminals.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
1. KIDSMART SOFTWARE COMPANY	\$ 38,460.00	Non-Compliance Procurement/Sole Source/Renewal
Contract No. 08000 - Kidsmart Software Upgrade, Support and Hosting Service - Mayor's Office of Employment Development - Req. No.: R838214		

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

On December 7, 2016, the Board approved the initial award in the amount of \$62,414.35. The award contained four 1-year renewal options. Two renewal options have been exercised. Kidsmart Software Company is the sole provider of the proprietary software, license, upgrade and support services that is used by case managers for various programs throughout the Mayor's Office of Employment Development. This third renewal in the amount of \$38,460.00 is necessary to continue annual licensing and software support for authorized users of the vendor's software. This third renewal is for the period December 1, 2019 through November 30, 2020, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. This is a sole source renewal for software and support that is only available from the Vendor.

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

2. <u>GRANICUS, INC.</u>	<u>\$ 33,623.38</u>	Non-Competitive Procurement/Sole Source/Renewal
Contract No. 08000 - Legistar Matrix Disaster Recovery System, Support and Maintenance - Office of the City Council President - P.O. No.: P527503		

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

On October 29, 2013, the City Purchasing Agent approved the initial award in the amount of \$15,656.04. The award contained annual renewal options. Since 1999, the Office of the City Council President has utilized Legistar as its legislation workflow application. The Boards and Commissions module for the Office of the Mayor was terminated effective September 30, 2018. This contract may be renewed annually subject to agreement of the parties. This sixth renewal in the amount of \$33,623.38 is for the period January 1, 2020 through December 31, 2020 with annual 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

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

MBE/WBE PARTICIPATION:

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

3. NO OPPORTUNITY WASTED,
 LLC \$1,272,000.00 Renewal
 Contract No. B50004606 - Janitorial Services for Service Area
 D - Department of General Services - P.O. No.: P537826

On November 2, 2016, the Board approved the initial award in the amount of \$739,980.00. The award contained one 2-year renewal option. Subsequent actions have been approved. This sole renewal in the amount of \$1,272,000.00 is for the period December 1, 2019 through November 30, 2021. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

MWBOO set goals of 20% MBE and 10% WBE. On December 16, 2019, MWBOO found the vendor in compliance.

Kim A. Trueheart

January 14, 2020

Board of Estimates

Attn: Clerk

City Hall, Room 204

100 N. Holliday Street,

Baltimore, Maryland 21202

Dear Ms. Taylor:

Herein is my written protest on behalf of the underserved and disparately treated citizens of the Baltimore City who appear to be victims of a lack of vision, poor fiscal planning and management and failure to capitalize on strategic investment opportunities in our youth by the Mayor of Baltimore City and the various Departments and Agencies under the mayor's leadership and direction.

The following details are provided to initiate this action as required by the Board of Estimates:

1. Whom you represent: Self as Director of the Liberty Village Project of Baltimore City.
2. What the issues are:
 - a. Page 87, Item 3. Contract No. B50004606 – Janitorial Services for Service Area
 - b. D – Department of General Services – P.O. No.: P537826, if approved:
 - i. Fails to meet Baltimore City MWBOO MBE and WBE goals;
 - ii. Fails to provide youth workforce development opportunities for Squeegee Kids, YouthWorks participants, disengaged youth and/or returning citizens;
 - iii. Fails to acknowledge and facilitate taxpayer funded, low-skill level jobs that can and should be targeted to employ persistently and chronically unemployed and underemployed city residents, when feasible;
 - iv. Fails to allow BMore Clean and Green Team the opportunity to submit a bid.
3. How the protestant will be harmed by the proposed Board of Estimates' action: The expenditures approved by this board if strategically organized, could lead the City in transforming our workforce. Specifically, by reducing the taxpayer burden of unemployed and underemployed residents, which are at their highest levels in decades. Retarding these burdens could be of significant savings to taxpayers like myself.
4. The remedy I seek and respectfully request is that this action be delayed until:
 - a. The contract is NOT awarded and the work is set aside for Youth Workforce Development that continues to fund a pilot workforce development program that allows low-skilled youth (ages 18 to 24) to perform select functions outlined in this procurement;
 - b. The Mayor and City Council immediately enact legislation to establish a pilot workforce development program for low-skilled city residents that provides training, equipment, uniforms and salaries for Janitorial, Mowing, Maintenance and Landscaping of City-owned properties.

I look forward to the opportunity to address this matter in person at your upcoming meeting of the Board of Estimates on January 15, 2020.

5519 Belleville Ave
Baltimore, MD 21207

If you have any questions regarding this request, please telephone me at (443) 255-9413.

Sincerely,
Kim Trueheart, Citizen & Resident

*5519 Belleville Ave
Baltimore, MD 21207*

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

President: "The fourth item on the non-routine agenda can be found on pages 85 through 86 item 3, Informal Awards, Renewals, Increases to Contracts, and Extensions. Contract B50004606, Janitorial Services for Service Area-D. We received the protest on this item. Will the parties please come forward?"

Ms. Erin Sher-Smyth: "Good morning, Honorable members of the Board. Erin Sher-Smyth, City Purchasing Agent for the Department of Finance. Ah -- we are requesting a renewal of the contract reference B50004606 for Janitorial Services for Area D. Ah -- that contract is currently with No Opportunity Wasted. We're requesting the sole renewal on that contract. So I would like to point out that Ms. Truehart's protest does have several inaccuracies. Ah -- the first is that this action is a renewal. No Opportunity Wasted submitted a competitive bid in response to the solicitation, was

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

determined to be the lowest responsive and responsible bidder, in 2016 was awarded the contract for three years with one renewal option. If we do not renew this contract, the buildings will go uncleaned and the employees of No Opportunity Wasted will be unemployed immediately. Another inaccuracy in the protest is the action fails to allow Ms. Trueheart's group to submit a bid, but that is also not true. Ms. Trueheart had every opportunity to submit a competitive bid on this solicitation for Area-D and also all the other areas. We have split up the janitorial contracts into several smaller contracts in order to maximize ah -- participation. Ah -- historically at four areas, Areas A, B, C, and D. Ah -- currently the only one that is ah -- still alive is Area D. We um -- issued additional solicitations for Area A, B, and C and we revised it to Areas one through six, so that we could get additional vendors on ah -- we restricted those areas to no

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Bureau of Procurement - cont'd

more than two ah -- areas per vendor. So we now have four additional vendors in those original three areas. So we also have a lot of smaller sites under different contractors. So we try not to when ah -- a new smaller site comes on, we try to make sure that they're - they're always kept out of the large ah -- like the downtown core buildings -- the areas -- so that we have ah -- maximize opportunity for all the different ah -- vendors who would like to bid. We currently have 11 different janitorial contractors on various contracts. Um -- some smaller companies do have one or two small contracts but it's eleven different janitorial contracts. All of them competitively bid and all of them, Ms. Trueheart did have the opportunity to -- to submit a bid. So additionally, Ms. Trueheart makes the statement that No Opportunity Wasted is non-compliant ah -- with MWBOO, but that is also not true and we determined that they were compliant with the goals and finally and

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

most pertinent, I'm sure, to Ms. Trueheart and the Honorable members of the Board is that Ms. Bryant will tell about how involved No Opportunity Wasted is in the Baltimore City community with a special focus on those that Ms. Trueheart wants to assist. In fact, I recommend that the renewal of No Opportunity Wasted's contract is the best way for Ms. Trueheart to see her goals realized. Ah -- and I would like Ms. Bryant to introduce herself."

Ms. Sherrie Bryant: "Good morning Board. My name is Sherrie Bryant. I'm the CEO of NOW, No Opportunity Wasted. Our company --"

President: "Ms. Bryant, can you pull the mic up some?"

Ms. Bryant: "Sure. Our company was founded to work with um -- specific, underserved populations. Um -- I did bring the incorporation documents and I'll read it very briefly. We have a for-profit and the nonprofit -- our for-profit um -- was registered

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

with the State of Maryland to provide mentoring, education and training to underserved populations. Specifically children youth and adults. We have a non-profit arm that um -- that is also incorporated with the state of Maryland and we provide training, vocational rehabilitation to at-risk youth, people with disabilities, veterans and returning citizens or ex-offenders. Ah -- currently um -- we have this contract with the City of Baltimore um -- Amtrak and other contracts and we work specifically to employ ex-offenders. Um -- when we first got this contract um -- we met with the ah -- Mondawmin Employment Center the One-Stop Employment Center there. They provided us um -- an opportunity to do a job fair. We -- they bought all their ex-offenders in, we did an overview of our company, what we stand for, what we plan to do. They gave us breakout rooms. We did interviewing there. Our original group of employees that we hired came from the employment

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

center. We meet with them on a quarterly basis to get new referrals to continue to hire and employ. Ah -- currently we have seven um -- 17 employees working on this contract. Seven of our original workers will continue to work with us on this contract. So, 42 percent of our current staff have worked on this contract since its award in 2017. Additionally, two members of our staff have purchased homes. Um -- we have a holistic approach to employment. We don't just employ you, we provide other services as well. So we have um -- for those two employees that were original folks that purchased homes, we gave them information on down payment assistance programs, specifically the first-time homebuyers program and the grants that are available in the City of Baltimore that allow you to live where you work and you can get down payment assistance for that. Um -- some of our original staff, when they

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Bureau of Procurement - cont'd

first started with us in our connection with the employment center, were homeless. Since that time, they've obtained permanent housing, driver's license, car insurance, and auto. We have a vehicle assistance program that we offer through NOW and we started this in 2018 -- so for the last two years -- and we'll do it again in 2020 -- um -- through a lottery. We select two employees -- we've done a connection with um -- Baltimore City resident who buys vehicles. So our employees -- two again -- two each year are able to purchase a new vehicle and we pay for the vehicle. We do all our paperwork and we do employment, payroll deductions so they repay for that vehicle in a 12-month period, the same year that they bought it um -- so they are able to purchase vehicles. So we'll do our lottery again um -- we do that in February of each year. Ah -- we have partnered ah -- with a company - it's a nonprofit it's called the Center for Holistic Awareness and Training.

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

Ah - that's a non-profit, my mother is actually the founder of that nonprofit and she's a Hospice Chaplain. So she provides free counseling services to our employees. They're able sign up for these free services. There are a lot of employment barriers for city residents, life crisis, ah -- just two specific examples this past Sunday two staff members um -- called out. One had her son tragically killed two years ago and she was with her grandson and that day on Sunday the grandson's mother was shot along with two other women in a vehicle. Um -- on that following day she received counseling. Um -- on that same day another staff member her life partner died in her home, he died right there in front of her she received counseling yesterday. So um -- we looked to not only deal with employment issues, but a holistic approach to employment. Last year, 2019, NOW staffed 32 employees, 31 of those we've resided in the City of Baltimore. So 97% of our staff last year resided in the City of Baltimore. Ah-- that would mean that the

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

City residents that are working under this contract for NOW earned over \$300,000.00 last year as a result of our contract that we have with the City of Baltimore. Currently, we have 17 employees working on our contract. Um -- 14 of those 17 are ex-offenders, so 82 percent of our current staff are ex-offenders. In 2019, of the 32 staff that worked with us 22 -- 22 of those were ex-offenders or 69 percent of our staff last year were ex-offenders. So we are the company that ex-offenders are referred to, 90 percent of the staff that is working for us was referred by someone because they know that if I have two candidates in front of me one an ex-offender and one that is not, if you don't have the three prohibited areas I am going to look to staff you. Ah -- we had one employee and I -- I smile thinking of him he worked with us after returning home for six months, he was an electrician and after six months of gainful employment he was able to re-apply and get

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

recertified as a Master Electrician. So when he left me, I celebrated him leaving because he was able to return to the profession that he was trained to do. Although, I am not or was not personally born and raised in the City of Baltimore, my husband was and he has worked for NASA for the last 18 years. He also mentors 12 children in the City of Baltimore. My youngest daughter got her master's degree from the University of Maryland, Baltimore campus. She got that Masters in Social Work with a specific emphasis on homelessness. During school and currently, she resides in the City of Baltimore. So I am personally vested, both personally and professionally, in working in the City of Baltimore. My in-laws live in the City of Baltimore, so this is more than just a contract. This is an opportunity for me to make a difference and I welcome any company that wants to partner with me to continue to make a difference in the life of ex-offenders and returning citizens. Thank you for your time."

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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

President: "Thank you. Ms. Trueheart. Oh -- oh Sir sorry Ms. Trueheart one second."

Mr. Terrell Chestnut: "So, I'm Terrell Chestnut and I'm the Chief of Facilities for ah -- DGS. So I just want to add one thing. The programming for the buildings that this contract services are critical programs, um - health ah -- community action centers, training centers, um -- all the most critical public facing ah -- programming for the City are housed in these buildings and we want to make sure that these locations are safe, clean for citizens, employees that they can visit every day, have productive work environments ah - that's conducive to their work enjoyment -- whether they're because -- they're more than their home. So, we want to make sure that those facilities are clean - they're safe -- and we don't want to disrupt that. And I understand that there's a process but I think we've made a case, I just want to make sure

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Bureau of Procurement - cont'd

we keep that in mind that we want to make sure that this is not disrupted, if possible."

President: "Thank you. Ms. Trueheart."

Ms. Trueheart: "Good morning. Ah -- my name is Kim Trueheart and I filed this protest because, I really appreciate the level of transparency that comes with these discussions. Your name again?"

Ms. Bryant: "Sherrie Bryant."

Ms. Trueheart: "Ms. Bryant, um -- revealed information that I had no prior knowledge to this morning. Knowledge and information that the public needs to hear -- should know -- right. My attempt to bring that to light -- okay -- um -- in this document was no offense to you. It was about a need in this City a -- a dire need in this City to employ the underemployed and unemployed young adults in this City who are maligned quite often um -- because they are returning citizens in many instances or because they may have um -- prior records and they automatically um -- get X-ed out in terms of opportunities and what you're doing I applaud, I

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

appreciate um -- immensely and so do those returning citizens I know that you're helping. Um -- where I indicated inaccuracies, it was based on the fact that on the Internet, there's another company with this name um -- which was the only one I found. Um -- out in Iowa um -- yeah the other um -- item which I appeared to be inaccurate on is the minority business goals. Um -- and I'd like to see if somebody can explain that as well because it does appear that the 20% minority goal was not achieved, and I assumed you met that okay."

President: "Ms. Trueheart uh -- do you want me -- we can -- I can have them follow up with you as soon as the meeting is over."

Ms. Trueheart: "Oh, that would be excellent."

President: "Yes Ma'am."

Ms. Trueheart: "Again, just to restate my purpose here is that I need to employ the young men and women that I have been engaging with. And, I am going to continue to seek every opportunity that

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

I believe is available to employ young people in this City and again, no harm intended, but I appreciate what just was revealed this morning by you. Thank you Sister."

Ms. Bryant: "And can I add one comment? Sherri Bryant, again and that is the reason that we have the name No Opportunity Wasted. Because we don't want an opportunity to go by where we don't let the information be known."

President: "Thank you, Ms. Trueheart. Thank you for your advocacy. Ah -- does that mean you're going withdraw?"

Ms. Trueheart: "Withdrawn? Do that mean -- Yea, I -- I will withdraw."

President: "Thank you -- thank you. I will entertain a Motion to approve this item."

Mr. Davis: "Ah -- I so move the protests having been withdrawn, Mr. President."

Comptroller: "Second."

President: "All those in favor, say AYE. All opposed, say NAY. The Motion carries."

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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. INNOVYZE, INC.	\$ 41,819.05	Renewal
Contract No. 08000 - InfoWorks Software License Agreement - Department of Public Works - Bureau of Water and Wastewater - P.O. No.: P539542		

On April 26, 2017, the Board approved the initial award in the amount of \$30,150.00. The award contained four 1-year renewal options. Two renewal options have been exercised. This third renewal in the amount of \$41,819.05 is necessary to continue providing the required continuation of modeling and mapping of the sewerage system. This renewal is for the period January 15, 2020 through January 14, 2021, with one 1-year renewal option remaining.

MBE/WBE PARTICIPATION:

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

5. AMERICAN OFFICE EQUIPMENT CO. (548849) DOURON, INCORP. (P535372) GLOVER FURNITURE AND DESIGN GROUP, INC. (P535405) MDM OFFICE SYSTEMS, INC. d/b/a STANDARD OFFICE SUPPLY (P535414) AMERICAN DESIGN (P535365) RUDOLPH'S OFFICE AND COMPUTER SUPPLY, INC. (P535410)	\$2,000,000.00	Renewal
Contract No. 2015-42 Furniture (Office, School, Library, etc.) and Equipment - Agency Various - P.O. Nos.: See above		

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

On April 27, 2016, the Board approved the initial award in the amount of \$4,000,000.00. The award contained seven 1-year renewal options. Subsequent actions have been approved. Studio Q Furniture is no longer in business. Therefore, no renewal will be made to this firm's contract. This second renewal in the amount of \$2,000,000.00 is for the period January 1, 2020 through December 31, 2020, with five 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On April 23, 2015, MWBOO originally set goals at 5% MBE and 0% WBE. On July 28, 2019, MWBOO found the goals established for the contract are voluntary as there is no binding language in the Howard County contract with establishing MBE/WBE goals. Therefore, MWBOO cannot determine compliance.

MBE: Affordable Delivery Services, LLC \$10,550.00 5%

WBE: N/A

This is a Howard County contract that Baltimore City is "piggybacking". The City awarded the contract on April 27, 2016. At the time of award, this vendor was not compliant with Baltimore City MBE/WBE requirements and was not added to the original list of "highest discount" furniture providers for

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

the City. The Convention Center has asked to now add the vendor to fulfill pre-existing requirements. The goals established for the contract are voluntary as there is no binding language in the Howard County contract with established M/WBE goals.

The City has not established guidelines for MBE/WBE goals when joining a cooperative agreement from another jurisdiction. At this time, the vendor is not legally bound to comply with Article 5, subtitle 28, therefore, MWBOO cannot determine compliance.

- 6. CORE & MAIN LP
 FERGUSON ENTERPRISES, INC.
 d/b/a FERGUSON WATERWORKS
 L/B WATER SERVICE, INC.

\$1,350,000.00	Increase
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Contract No. B50004958 - Fire Hydrants and Replacement Parts
 - Department of Public Works, Bureau of Water and Wastewater
 - P.O. Nos.: P539633, P539634 and P539635

On May 17, 2017, the Board approved the initial award in the amount of \$3,000,000.00. The award contained two 1-year renewal options. Subsequent actions have been approved. This increase in the amount of \$1,350,000.00 is necessary in order to have a supply of hydrants and parts for repairs by the Department of Public Works. This increase will make the award amount \$5,900,000.00.

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

The contract expires on May 17, 2020, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On March 13, 2017, it was determined that no goals would be set because of no opportunity to segment the contract. This contract is for the purchase of commodities. No services are being provided under the contract.

MWBOO GRANTED A WAIVER ON MARCH 13, 2017.

7. CORE & MAIN LP f/k/a
 HD SUPPLY WATERWORKS,
 LIMITED PARTNERSHIP
 FERGUSON ENTERPRISES, LLC
 t/a FERGUSON WATERWORKS

\$ 350,000.00

Increase

Contract No. B50004153 - Waterworks Repair Parts - Department of Public Works - P.O. Nos.: P532496 and P532429

On August 26, 2015, the Board approved the initial award in the amount of \$300,000.00. The award contained one renewal option. Subsequent actions have been approved. This increase in the amount of \$350,000.00 is necessary to continue to purchase waterworks repair parts and will make the total contract value \$1,150,000.00. The contract expires on August 31, 2020, with no renewal options remaining. The above amount is the City's estimated requirement.

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

MBE/WBE PARTICIPATION:

On June 11, 2015, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON JUNE 11, 2015.

8. AIRBUS HELICOPTERS, INC.	\$1,200,000.00	Non-Competitive Procurement/Sole Source/Agreement
Contract No. 08000 - Helicopter Parts and Service - Baltimore Police Department - Req. No. R843235		

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

The Board is requested to approve and authorize execution of an Agreement with Airbus Helicopters, Inc. The period of the Agreement is January 15, 2020 through January 14, 2023, with two 1-year renewal options.

The Vendor is the manufacturer's sole authorized source of these products, which must be compatible with currently used Airbus Helicopters in the police fleet.

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

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

MBE/WBE PARTICIPATION:

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

9. AVOLVE SOFTWARE CORP.	\$ 150,000.00	Non-Competitive/ Procurement/Sole Source/Renewal
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Contract No. 08000 - ProjectDox Maintenance - Department of Housing and Community Development - P.O. No.: P550005

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

The Board is requested to approve and authorize execution of the ProjectDox® Contract Renewal Agreement. The period of the ProjectDox Contract Renewal Agreement is October 1, 2019 through June 1, 2022.

Execution of this agreement will provide for the continuation of ProjectDox software maintenance subscription, which provides the ability to review electronic plans, and is integrated with the using agency's current permitting system (Accela). The above amount is the City's estimated requirement.

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

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

MBE/WBE PARTICIPATION:

Not applicable. The Vendor is the sole proprietor of the software.

10. DYNTEK SERVICES, INC.	\$ 800,000.00	Non-Competitive/ Procurement/Selected Source/Agreement
Contract No. 06000 - Microsoft 365 Deployment Services - BCIT - Req. No.: R834253		

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

The Board is requested to approve and authorize execution of an Agreement with DynTek Services, Inc. The period of the Agreement is effective upon Board approval and terminates 18 months thereafter, unless terminated earlier in accordance with the terms of the Agreement.

Execution of this Agreement will provide the support for the deployment of Microsoft 365 and Windows 10 to all eligible users, upgrade to Exchange 2016, and migration from On-Premise SharePoint to SharePoint Online. The above amount is the City's estimated requirement.

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

MBE/WBE PARTICIPATION:

On November 14, 2019, MWBOO determined that no goals would be set because of no opportunity to segment the contract. Support for software deployment can only be performed by an authorized Microsoft partner. However, pursuant to the Contract §J (5) and City Code Art. 5, §28-54 the Vendor has made a good faith effort to utilize a certified MBE/WBE to provide support in the deployment.

MBE: Bith Group Technologies, LLC.

MWBOO GRANTED A WAIVER ON NOVEMBER 14, 2019.

11. SKILLSOFT CORPORATION	Non-Competitive/ Procurement/Selected Agreement
\$130,000.00	
<hr/>	
Contract No. 06000 - Skillsoft Licenses Agreement - Department of Human Resources - P.O. No.: To be determined.	

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

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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 Board is requested to ratify and authorize execution of a License Agreement with Skillsoft Corporation. The period of the License Agreement is November 11, 2019 through November 10, 2022.

Execution of this Agreement will provide for the continuation of the Skillsoft subscription licenses, which is courseware software that provides access to a plethora of online classes, including IT skills, Professional Development, Leadership and Management, Environmental Safety, Health and Transportation, Compliance and professional certification prep courses for City of Baltimore employees. This function is a vital component to the Department of Human Resource's Learning and Development Division for City of Baltimore employees.

MBE/WBE PARTICIPATION:

Not applicable. The Vendor is the sole proprietor of the software.

12. CUMMINS, INC.	\$1,000,000.00	Non-Competitive Procurement/Cooperative Agreement
<u>Board of Education of Baltimore County Contract #MBU-501-19-007 Vehicle Service and Repairs - Department of General Services, Fleet Management - Req. No.: R838821</u>		

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

The Board is requested to approve and authorize execution of a Cooperative Agreement with Cummins, Inc. d/b/a Cummins Power Systems at 500 Jackson Street, Columbus, IN 47201. The period of the Agreement is January 15, 2020 through December 31, 2023, with available renewals.

The Department of General Services, Fleet Management will be procuring OEM Engines and Transmission Parts and Repair Services to repair Orion buses currently owned by the City. The repairs are essential for getting the Charm City Circulator buses operational for the citizens. This contract was competitively bid by the Board of Education of Baltimore County.

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

MBE/WBE PARTICIPATION:

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

13. WHC BAL ASSOCIATION		Non-Competitive
LLC d/b/a ZTRIP	\$40,000.00	Procurement/ Selected Source
Contract No. 06000 - Transportation for Special Election - Baltimore City Board of Elections - Req. No.: 841635		

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

This vendor, previously known as the Yellow Cab Company, has provided the transportation services to all Citywide precincts at the same time for Special Election, Early Voting and Primary Elections. Rates are set by the State of Maryland Public Service Commission. The services provided are for the transportation needs of commuting the election judges, staff and evaluators to polling precincts. The period is January 15, 2020 through April 30, 2020. The above amount is the City's estimated requirement.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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

MBE/WBE PARTICIPATION:

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

14. MEDWAY AIR AMBULANCE, LLC	\$200,000.00	Non-Competitive Procurement/ Selected Source
<u>Contract Number 06000 – Non Emergent Medical Air Transportation Services – Health Department – Req. No.: R838286</u>		

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

The Baltimore City Health Department (BCHD) receives an annual grant from the Maryland Department of Health (MDH), Medical Assistance Non-Emergency Transportation Program. As part of this grant, the BCHD is tasked to review air medical transportation for compliance with State and Federal Medical Assistance (Medicaid) regulations, and on behalf of MDH, retroactively approve grant-funded payments for air

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

transportation provided to Medicaid recipients who are Maryland residents. All funding for these expenditures is provided by MDH. The City pays the medical claims and the State reimburses the City at 100% pass through rate for performing this service on their behalf. Provision for payment in the event of shortfall is the responsibility of MDH. No Baltimore City funds are involved. The period is November 7, 2019 through November 6, 2020 with two one-year renewal options.

It is hereby certified that the above procurement is of such a nature either 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 December 20, 20129, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON DECEMBER 20, 2019.

15. CPR SAVERS AND FIRST AID

SUPPLY, LLC	\$45,090.00	Award
Solicitation Number B50005968, IFAK Kits - Baltimore Police Department - Req. No.: R838441		

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

Vendors were solicited by posting on CitiBuy. The nine bids were received and opened on November 29, 2019. Award is recommended to be made to the lowest responsive, responsible bidder meeting specifications. The period is January 15, 2020 through January 14, 2022 with two one-year renewal options. The above amount is the City's estimated requirement.

16. CITIROOF CORP.

SIMPSON OF MARYLAND,
INC.

Non-Competitive

AUTUMN CONTRACTING,
INC.

Procurement/

\$1,900,000.00

Extension

Contract Number B50003575 - On-Call Roofing - Department of General Services - P.O. No.: P529221, P529222 and P529224

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

On October 8, 2014, the Board approved an initial award in the amount of \$2,000,000.00. Subsequent actions followed. An extension is being requested to continue this service while a new solicitation is prepared. The period is October 8, 2019 through June 30, 2020. This request meets the condition that there is no advantage in seeking competitive responses. The above amount is the City's estimated requirement.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

It is hereby certified that the 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€(i) of the City Charter, the procurement of the goods, equipment and/or service is recommended.

MBE/WBE PARTICIPATION:

On April 29, 2014 it was determined that no goals would be set to encourage small business to bid as prime contractors.

17. REPUBLIC PARKING		Non-Competitive
SYSTEM, LLC	\$360,000.00	Procurement/ Extension
Contract Number B50001251 - Parking Meter Coin Collection Services - Department of Finance - P.O. No.: P535444		

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

On December 9, 2009, the Board approved the initial award in the amount \$705,600.00 with subsequent actions approved. An

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

extension is being requested to continue this service while a new solicitation is prepared. The period is February 1, 2020 through January 31, 2021 with no renewals options remaining.

The requested action is an extension of a competitively bid requirements contract. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On October 8, 2009, it was determined that no goals would be set because there is no opportunity to segment the contract due to the handling of substantial amounts of City funds. The security and liability issues leave no items to be segmented.

MWBOO GRANTED A WAIVER ON OCTOBER 8, 2009.

18. OLD TOWN HOTEL GROUP,
 LLC d/b/a HOLIDAY
 INN EXPRESS BALTIMORE
 DOWNTOWN
 BALTIMORE HOTEL INVESTMENT,
 LLC. d/b/a SLEEP INN &
 SUITES DOWNTOWN INNER
 HARBOR
 OHIB HOTEL, LLC. d/b/a
 HOLIDAY INN INNER
 HARBOR

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

	\$75,000.00	Non-Competitive/ Procurement Extension
Contract No. 06000 - Lodging for Housing Renovations - Housing and Community Development - P.O. Nos.: P535563, P535572 and P535574		

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

On May 18, 2016, the Board approved the initial award in the amount of \$150,000.00. The award contained two renewal options. Subsequent actions have been approved and two renewals have been exercised. An extension is necessary to continue providing lodging for residents who are receiving assistance such as lead abatement services and repairs to housing. The period of the extension is December 10, 2019 through May 31, 2020. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On July 8, 2015, it was determined that no goals would be set because there is no opportunity to segment the contract due to the handling of substantial amounts of City funds. The security and liability issues leave no items to be segmented.

MWBOO GRANTED A WAIVER ON JULY 8, 2015.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

UPON MOTION duly made and seconded, the Board approved the Informal Awards, Renewals, Increases to Contracts, and Extensions. UPON FURTHER MOTION, the Board approved and authorized execution of the Non-Competitive Procurement/Sole Source Agreement with Airbus Helicopters, Inc. (item no. 8), the Non-Competitive Procurement/Sole Source Renewal with Avolve Software Corp. (item no. 9), the Non-Competitive Procurement/Selected Source Agreement with Dyntek Services, Inc. (item no. 10), the Non-Competitive Procurement/Selected Source Agreement with Skillsoft Corporation (item no. 11), and the Non-Competitive Procurement/Selected Source Agreement with Cummins, Inc. d/b/a Cummins Power Systems (item no. 12). The Mayor **ABSTAINED** on item no. 2.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Mayor's Office</u>			
1. Bernard C. "Jack" Young Lester Davis	The United States Conference of Mayors 88 th Winter Meeting Washington, District of Columbia Jan. 22 - 24, 2020 (Reg. Fee \$750.00 ea.)	Elected Official Expense Account	\$3,126.12

The subsistence rate for this location is \$260.00 per night. The hotel cost is \$319.00 per night, plus hotel taxes of \$47.53 per night. The Department is requesting additional subsistence of \$59.00 per day to cover the hotel costs and \$40.00 per day for meals and incidentals. The hotel cost of \$638.00, and registration fee of \$750.00 for each attendee were prepaid on a City-issued procurement card assigned to Mr. Hosea Chew. Transportation is being provided by the Mayor's Executive Protection Unit, therefore, no transportation cost is being requested. Therefore, the disbursement to Mr. Bernard C. "Jack" Young and Mr. Lester Davis is \$80.00 ea.

RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENTHealth Department

2. Amber Braswell	CDC Passport to Partner Services: Track D Newark, NJ Sept. 15-20, 2019 (Reg. Fee \$0.00)	Compre- hensive STD Pre- vention Project	\$1,388.64
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MINUTES

RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Health Department</u> - cont'd			

On September 15, 2019, Ms. Braswell traveled to Newark, New Jersey to attend the Passport to Partner Services: Track D training. The subsistence rate for this location was \$202.00 per day.

The cost of the hotel was \$141.00 per night, plus total hotel tax of \$21.38 per night. The cost of the hotel and Amtrak ticket were prepaid on a City-issued procurement card assigned to Mr. Malcolm Green-Haynes. Ms. Braswell requests reimbursement of \$86.33.

This request is late because after receiving pre-approval Ms. Braswell did not complete her final arrangements in time to be submitted to the Board of Estimates before leaving and in accordance to the BHCD travel policy. The requested travel reimbursement is as follows:

TRAVEL REIMBURSEMENT

\$73.92 - Meals
12.41 - Uber (Paid for out of subsistence)
\$86.33

3. Tanya Bobo-Lenoci	2019 CSTE Annual Conference Raleigh, NC June 2 - 5, 2019 (Reg. Fee \$0.00)	Maryland Department of Health Hepatitis C Surveillance	\$858.81
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On June 1 - 5, 2019, Ms. Bobo-Lenoci traveled to Raleigh, NC to attend the 2019 CSTE Annual Conference. The allowed subsistence rate for this location is \$173.00 per day. The hotel rate was \$89.99 for the nights of June 1 - 2, 2019 and \$80.99 for the nights was June 3 - 4, 2019. The state tax was \$6.52, the county tax was \$5.40, the safe tax was \$1.50 and

MINUTES**RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Health Department - cont'd</u>			

miscellaneous tax was \$0.10 for the nights of June 1 - 2, 2019. The state tax was \$5.87, the county tax was \$4.86, the safe tax was \$1.50 and miscellaneous tax was \$0.10 for the nights of June 3 - 4, 2019.

The airfare cost was \$263.01 was prepaid using a City-issued credit card assigned to Malcolm Green-Hayes.

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

TRAVEL REIMBURSEMENT

\$341.96 - Hotel
45.30 - Hotel Tax
123.50 - Meals
45.04 - Local Transportation (Paid for out of Subsistence)
40.00 - Parking (Paid for out of Subsistence)
<u>\$595.80</u>

4. D'Paul Nibber	Maryland Association of Counties Convention Ocean City, MD Aug. 14 - 17, 2019 (Reg. Fee \$325.00)	General Fund	\$1,490.94
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Mr. Nibber traveled to Ocean City, Maryland on August 14 - 17, 2019 to represent the Health Department at the Maryland Association of Counties Convention.

The subsistence rate for this location was \$311.00 per day. The hotel rate was \$312.33 per night, plus \$14.06 per night for hotel taxes.

MINUTES**RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT**

The hotel costs and the registration fee were prepaid on a City issued credit card assigned to Mr. Malcolm Green-Haynes. Mr. Nibber personally incurred the costs of mileage. Therefore, Mr. Nibber requests reimbursement in the amount of \$186.76.

TRAVEL REIMBURSEMENT

\$186.76 - Mileage (322 miles x 0.58)

The request is late because after receiving pre-approval, a week out from his trip, Mr. Nibber could not complete his final arrangements to travel in time to submit the request to the Board for approval before leaving for the trip.

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

UPON MOTION duly made and seconded, the Board approved the foregoing Travel Requests, the Retroactive Travel Approvals, and the Travel Reimbursements. The Mayor **ABSTAINED** on item no. 1.

MINUTES

PERSONNEL MATTERS

* * * * *

UPON MOTION duly made and seconded,

the Board **DEFERRED**

all of the Personnel matters

listed on the following pages:

0000 - 0000

until January 29, 2020:

DEFERRED

MINUTES

PERSONNELDepartment of Human Resources1. Adjust the following salary range:

FROM:		TO:	
Classification:	CDL Driver I		Same
Job Code:	54516		Same
Grade:	99D (\$36,739.00 - \$41,089.00)	447	(\$38,044.00 - \$41,623.00)

Upgrade the following classifications:

FROM:		TO:	
Classification:	Laborer		Same
Job Code:	52941		Same
Grade:	423 (\$31,623.00 - \$33,342.00)	426	(\$33,240.00 - \$35,615.00)

FROM:		TO:	
Classification:	Laborer (Hrly)		Laborer
Job Code:	52931		52941
Grade:	482 (\$32,198.00 - \$33,259.00)	426	(\$33,240.00 - \$35,615.00)

FROM:		TO:	
Classification:	Laborer Crew Leader I		Same
Job Code:	52942		52942
Grade:	426 (\$33,240.00 - \$35,615.00)	431	(\$37,389.00 - \$41,512.00)

FROM:		TO:	
Classification:	Laborer Crew Leader I (Hrly)		Laborer Crew Leader I
Job Code:	52932		52942
Grade:	486 (\$33,426.00 - \$34,944.00)	431	(\$37,389.00 - \$41,512.00)

FROM:		TO:	
Classification:	Laborer Crew Leader II		CDL Driver II
Job Code:	52943		54517
Grade:	429 (\$35,102.00 - \$38,669.00)	448	(\$41,772.00 - \$47,871.00)

MINUTES

PERSONNELDepartment of Human Resources - cont'd

FROM:	TO:
Classification: Motor Vehicle Driver I	CDL Driver I
Job Code: 54421	54516
Grade: 427 (\$33,645.00 - \$36,323.00)	447 (\$38,044.00 - \$41,623.00)
FROM:	TO:
Classification: Motor Vehicle Driver I (Hrly)	CDL Driver I
Job Code: 54411	54516
Grade: 487 (\$34,133.00 - \$35,672.00)	447 (\$38,044.00 - \$41,623.00)
FROM:	TO:
Classification: Motor Vehicle Driver II	CDL Driver II
Job Code: 54422	54517
Grade: 430 (\$36,043.00 - \$40,059.00)	448 (\$41,772.00 - \$47,871.00)
FROM:	TO:
Classification: Motor Vehicle Driver II (Hrly)	CDL Driver II
Job Code: 54412	54517
Grade: 490 (\$36,442.00 - \$38,854.00)	448 (\$41,772.00 - \$47,871.00)
FROM:	TO:
Classification: Automotive Maintenance Worker	Same
Job Code: 52193	Same
Grade: 426 (\$33,240.00 - \$35,615.00)	428 (\$34,411.00 - \$37,427.00)
FROM:	TO:
Classification: Automotive Mechanic	Same
Job Code: 52110	Same
Grade: 434 (\$40,823.00 - \$46,107.00)	435 (\$41,952.00 - \$47,907.00)
FROM:	TO:
Classification: Automotive Lead Mechanic	Same
Job Code: 52114	Same
Grade: 437 (\$45,030.00 - \$51,836.00)	439 (\$48,411.00 - \$56,232.00)

MINUTES

PERSONNELDepartment of Human Resources - cont'd**FROM:**

Classification: Heavy Equipment Operator I
 Job Code: 54431
 Grade: 429 (\$35,102.00 - \$38,669.00)

TO:

CDL Driver I
 54516
 447 (\$38,044.00 - \$41,623.00)

FROM:

Classification: Heavy Equipment Operator II
 Job Code: 54432
 Grade: 433 (\$39,489.00 - \$44,381.00)

TO:

CDL Driver II
 54517
 448 (\$41,772.00 - \$47,871.00)

FROM:

Classification: Tow Truck Operator
 Job Code: 54461
 Grade: 427 (\$33,645.00 - \$36,323.00)

TO:

CDL Driver I
 54516
 447 (\$38,044.00 - \$41,623.00)

FROM:

Classification: Tractor Trailer Driver
 Job Code: 54440
 Grade: 433 (\$39,489.00 - \$44,381.00)

TO:

CDL Driver III
 54518
 449 (\$48,322.00 - \$56,312.00)

FROM:

Classification: Solid Waste Driver
 Job Code: 53812
 Grade: 490 (\$36,442.00 - \$38,854.00)

TO:

CDL Driver I
 54516
 447 (\$38,044.00 - \$41,623.00)

FROM:

Classification: Solid Waste Worker
 Job Code: 53811
 Grade: 485 (\$33,197.00 - \$34,445.00)

TO:

Same
 Same
 428 (\$34,411.00 - \$37,427.00)

FROM:

Classification: WW Operations Tech II Pump
 Job Code: 54332
 Grade: 433 (\$39,489.00 - \$44,381.00)

TO:

Same
 Same
 434 (\$40,823.00 - \$46,107.00)

MINUTES

PERSONNELDepartment of Human Resources - cont'd**FROM:**

Classification: WW Operations Tech II Sanitary
 Job Code: 54333
 Grade: 433 (\$39,489.00 - \$44,381.00)

TO:

Same
 Same
 434 (\$40,823.00 - \$46,107.00)

FROM:

Classification: Water Treatment Tech II
 Job Code: 54312
 Grade: 433 (\$39,489.00 - \$44,381.00)

TO:

Same
 Same
 434 (\$40,823.00 - \$46,107.00)

FROM:

Classification: Water Treatment Tech III
 Job Code: 54313
 Grade: 436 (\$43,455.00 - \$49,802.00)

TO:

Same
 Same
 437 (\$45,030.00 - \$51,836.00)

FROM:

Classification: Mechanical Sweeper Operator
 Job Code: 53813
 Grade: 491 (\$37,482.00 - \$40,186.00)

TO:

CDL Driver I
 54516
 447 (\$38,044.00 - \$41,623.00)

FROM:

Classification: Electrical Mech. St. Light II
 Job Code: 53422
 Grade: 432 (\$38,223.00 - \$42,745.00)

TO:

CDL Driver II
 54517
 448 (\$41,772.00 - \$47,871.00)

FROM:

Classification: Hydraulic Mechanic
 Job Code: 52134
 Grade: 437 (\$45,030.00 - \$51,836.00)

TO:

CDL Driver III
 54518
 449 (\$48,322.00 - \$56,312.00)

MINUTES**PERSONNEL**

Department of Human Resources - cont'd

AMOUNT OF MONEY AND SOURCE:

The Bureau of Budget and Management Research will establish the costs after the Board of Estimates Noted.

BACKGROUND/EXPLANATION:

The Department of Human Resources (DHR) conducted a competitive market analysis for classifications in response to an agreement between the City of Baltimore and AFSCME Local 44. The DHR was tasked with reviewing classifications for salary competitiveness and to identify any positions out-of-line with the external marketplace. DHR confirmed that the salary planning for these classifications lagged the market, i.e., other Maryland jurisdictions.

As a result of the study, the DHR recommended upgrading some of the classifications and consolidating classes that require a Commercial Driver's License to operate heavy equipment essential to the delivery of services to Baltimore City residents. The recommended changes will allow Baltimore City to competitively attract and retain talent.

Therefore, the DHR respectfully requests Board's approval of the above-listed position actions. These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

MINUTES

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

* * * * *

MINUTES

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

* * * * *

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 **THERE WERE NO ADDENDA RECEIVED** extending the dates for receipt and opening of bids. There were no objections.

MINUTES

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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 Transportation - TR 20004, Inspire Schools Sidewalk Reconstruction

Jones Enterprise II, LLC
Santos Construction Co., Inc.
J. Villa Construction, Inc.
E&R Services Inc.
ECM Corporation

Department of Public Works - SDC 7778, Drainage Repairs and Improvements at Various Locations

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

Bureau of Procurement - B50005983, Provide Inspections, Service and Repairs for Fire Extinguishers

CINTAS Corporation No. 2
Multicorp Fire Protection Services, LLC
Complete Fire Protection, LLC
Emergency 911 Security, Inc.
Fireline Corporation

MINUTES

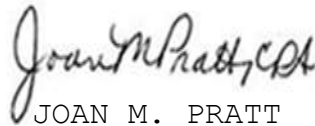
Bureau of Procurement

- B50005986, 1-Ton 4x4 Pickup Truck
with Closed Utility Body

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

* * * * *

There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, January 22, 2020.



JOAN M. PRATT
Secretary