

**MINUTES****REGULAR MEETING**

Honorable Nicholas J. Mosby, President  
Honorable Brandon M. Scott, Mayor  
Honorable Bill Henry, Comptroller and Secretary  
Dana P. Moore, Acting City Solicitor  
Matthew W. Garbark, Acting Director of Public Works  
Erika M. McClammy, Deputy Comptroller and Clerk

President: “Good morning. The December 23, 2020 meeting of the Board of Estimates is now called to order. In the interest of promoting health and safety and as we continue to deal with COVID-19 pandemic, the Board of Estimates continues to meet virtually. I would direct uh -- the Board’s attention to memo -- memorandum from my office dated December 21, 2020 identifying matters to be considered as routine agenda items, together with any corrections and additions that have been noted by the Comptroller. I will entertain a Motion to approve all items contained on the routine agenda.”

Acting City Solicitor: “Uh -- good morning. I move approval of all items on the routine agenda.”

Comptroller: “Second.”

Acting Director of Department of Public Works: “Second.”

**MINUTES**

President: "It's been properly moved and seconded, uh -- all those in favor of approving all the items on the routine agenda uh -- please say AYE. All opposed uh -- please say NAY. Okay, the AYES have it. The routine agenda uh -- has been adopted."

\* \* \* \* \*

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

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

BFPE International, Inc.	\$8,000,000.00
Cynergy Electric Company, Inc.	\$8,000,000.00
HMI Insulation, LLC	\$1,500,000.00
KG Sheet Metal Services, LLC	\$1,500,000.00
Union Electric Company, LLC	\$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:

Annapolis Landscape Architects, LLC	Landscape Engineer
APEX LLC	Architect
Cube Root Corporation	Engineer
Duffield Associates, Inc.	Landscape Engineer Engineer
Mahan Rykiel Associates, Inc.	Landscape Architect
RJN Group, Inc.	Engineer
Traffic Planning and Design, Inc.	Engineer

**MINUTES**

**BOARDS AND COMMISSIONS** – cont'd

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

**MINUTES**

Mayor's Office of Immigrant Affairs – Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement with the University of Maryland Foundation, Inc., acting on behalf of the Shriver Peaceworker Program. The period of the agreement is August 10, 2020 and will continue until services are complete, but no later than June 20, 2021.

**AMOUNT OF MONEY AND SOURCE:**

\$17,500.00 – 1001-000000-1250-775700-603026

**BACKGROUND/EXPLANATION:**

The Shriver Peaceworker Program is a two-year graduate fellowship program for Returned Peace Corps Volunteers that focuses on service learning. The program aims “To impact pressing social needs in the Baltimore region through partnerships with community agencies involving direct and significant service of Peaceworker Fellows focused on creative solutions across a range of social concerns.”

The Mayor's Office of Immigrant Affairs has identified the critical need for a more coordinated, navigable ecosystem of support for immigrant small business owners, as one in five entrepreneurs in Baltimore City is an immigrant. The mission of the Shriver Peaceworker Program strongly aligns with MIMA's own commitment to service immigrant communities in Baltimore City, and the Shriver Peaceworker Fellow will join MIMA as a New American Opportunity Coordinator.

The New American Opportunity Coordinator will research existing business supports, create a multilingual guide for business owners, and design and implement a curriculum for business-focused external partners to better services for entrepreneurs.

The agreement is late because of the contract and budget revisions.

**MINUTES**

Office of Immigrant Affairs – cont'd

**MWBOO GRANTED A WAIVER ON NOVEMBER 5, 2020.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with the University of Maryland Foundation, Inc., acting on behalf of the Shriver Peaceworker Program.

**MINUTES**Circuit Court for Baltimore City - Grant Award

The Board is requested to approve and authorize acceptance of a Grant Award with the Maryland Mediation and Conflict Resolution Office (MARCO). The period of the Grant Award is July 1, 2020 through June 30, 2021.

**AMOUNT OF MONEY AND SOURCE:**

\$219,477.00 – 5000-514921-1100-804100-405001

**BACKGROUND/EXPLANATION:**

The Grant amount will cover the salary and fringe cost for the Program Director and Deputy Director, plus additional costs associated with running the program. The MACRO grant will provide funding to support and expand the conflict resolution programs offered through the Circuit Court for Baltimore City.

The grant is late because of the administrative process and receiving the final documents.

**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 with the Maryland Mediation and Conflict Resolution Office.

**MINUTES**

Mayor's Office of Employment Development – Provider Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Provider Agreement with Humanim, Inc. The period of the agreement is October 1, 2020 through September 30, 2021 with an option to renew for one additional one-year term at the City's discretion.

**AMOUNT OF MONEY AND SOURCE:**

\$95,958.39 – 4000-806421-6313-817705-603051

**BACKGROUND/EXPLANATION:**

On October 7, 2020 the Board approved the Department's acceptance of the PY20 Workforce Innovation and Opportunity Act Grant Award from Maryland State Department of Labor, Licensing and Regulation in the amount of \$4,199,869.00. Funds from that grant award will support this agreement.

The purpose of the agreement is to secure the services of Humanim, Inc. to design and deliver innovative programming and comprehensive services resulting in academic achievement and employment success for 16 Baltimore city out-of-school youth ages 18-24 years old. Humanim, Inc. will increase employment and education prospects for participants through skills training, leadership development, and the provision of life and workplace readiness skills.

**MBE/WBE PARTICIPATION:**

N/A

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

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

## MINUTES

Department of Audits – Audit Report

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

1. Baltimore City Health Department Biennial Performance Audit Report Fiscal Years Ended June 30, 2019 and 2018.

President: “Um—um we’re going move –move back actually now to um—we’re going move back to uh—page 7, on the Department of Audits. Uh—Mr. Auditor are you here?”

Baltimore City Auditor: “ I belive so. Can you hear me?”

President: “There we go. Yep perfect all right. This—this virtual age, um—uh—this is Audit Report uh- the –this is uh—the Baltimore City Health Department Biennial Performance Audit from Fiscal Years Ended June 30, uh - 2018, 2019. Um -- we will hear from the City Auditor now. Mr. Auditor the floor is yours.”

Baltimore City Auditor: “Thank you. Good Morning Mr. President, Mr. Mayor, Mr. Comptroller, and the members of the Board of Estimates. My name is Josh Pasch. I am the City Auditor. I am here to present the Biennial Performance Audit for the Department of Health. The objectives of our audit were to determine whether the agency met its performance measure targets and to evaluate whether the agency has adequately designed internal controls related to those selected performance measures. We also

**MINUTES**Department of Audits – Audit Report – cont'd

followed up on prior findings and recommendations included in the previous Biennial Performance Audit Report, dated August 6, 2018. The scope of our audit was Fiscal Years 2018 and 2019. According to the budget books for FYs 2018, 2019, 2020, 2021, for Service 307 – Number of Clients Receiving Mental Health Services through the Public Behavioral Health System and Service 717 – Percent of Mandated Food Service Facility Inspection Completed, the Health Department did not meet performance target measures for either 2018 or 2019. As a result, we did not validate the report -- the measures that were reported. The Health Department stated that it did not meet the targets for 307 due to lack of clear benchmarks to determine who needs mental health services, and the lack of benchmarks makes it difficult to establish a target. For Service 717 the targets were not met due to lack of staffing. According to those budget books mentioned above, Service 718 Percentage of Tobacco Outlets Checked for Compliance with Baltimore City Laws, the Health Department did not meet targets for 2019, but did meet the targets for 2018. However, when we looked their documentation was not maintained for the total number of tobacco retail outlets located within the City of Baltimore, which would be the denominator in that metric. Therefore, we couldn't validate the actual results for 2018. For the Health Department's data target for 2019, was not met

**MINUTES**Department of Audits – Audit Report – cont'd

due to changes in key staff and contractual changes with the vendor. We also looked at the design of internal controls relevant to the audit objectives and these services. Our review indicated a number of process improvements and control improvement opportunities. For Service 307, the Number of Clients Receiving Mental Health Services through Public Behavioral Health System, we noted that the analysis of the performance measure revealed that the Health Department does not have an active role in administering or performing the actions associated with a performance measure. The Health Department supports the measure by granting funds to Behavioral Health Systems Baltimore to help accomplish these objectives related to mental health services. However, the Health Department did not perform any programmatic monitoring of the activities specified in the grant agreements for either Fiscal Year. We noted that the grant agreement does not include performance-- the performance measure, and does not have an impact or a cost from not being a performance measure. Without monitoring, the Health Department cannot verify that the work is performed satisfactorily either by the Health Department or by the vendor. The second is for Service 307 Number of Clients Receiving Mental Health Services through Public Behavioral Health Systems for Fiscal Years 2016

## MINUTES

Department of Audits – Audit Report – cont'd

and 17, actual results were not consistently reported in multiple budget books. According to the Health Department, the measure is based directly on claims data and is not uncommon for annual claims information to be modified from year to year to reflect retroactive decisions on claims. The payer has multiple months to pay a claim and therefore, um -- the event also we have um -- quite a multiple month to submit a claim and so therefore, claims that are submitted after the Fiscal Year are adjusted in the next year. However, the changes were not noted in the budget book leading to an appearance of inconsistency between year to year. The third for Service 717 Percent of Mandated Food Service Facility Inspections Completed, the Health Department targets continue to not be met and are not aligned with State requirements. The State requires 100 percent of required inspections, the agency targets range from 65 percent and to -- 80 percent for those Fiscal years. The Health Department stated that they do not have enough environmental sanitarians to meet State mandated required food service and facility inspections. We also noted that in the State report issued in 2016, the City would need 41 environmental sanitarians to complete all insurance inspections. However, they currently have 14 environmental sanitarians. According to the Health Department, there is no financial penalty for not meeting the number of inspections. We brought it up because it is a regulation that we're not complying with and also the risk to public health.

**MINUTES**Department of Audits – Audit Report – cont'd

The Fourth Service 718 Percentage of Tobacco Outlets Checked for compliance with Baltimore City of Laws, the Health Department does not accurately capture the overarching State requirements, and has not established procedures to align the target with State requirements for the monitoring of tobacco retailers and does not maintain documentation to support the number of tobacco retailers in the city, which I refer to above would be the denominator in the calculation. The performance measure specifies compliance with Baltimore City Laws. However, the Baltimore City Law has nine subtitles and we are addressing in this measure Subtitle 5, which is unlawful distribution, which would be distribution to minors. A number of the subtitles have been halted and are non-enforceable due to um -- court cases which prevent them from being monitored and enforced and then for um – Subtitle 4, that is placement of tobacco products, smoking devices that is not tracked and the agency has informed us that they perform that inspection through education visits. However, it's not part of the compliance checks and and it's not tracked as being reported. There were a total of nine prior findings, five of them related to inventory due to the change, significant changes in inventory process with the new accounting system. We did not evaluate the process of the previous years of

## MINUTES

Department of Audits – Audit Report – cont'd

2018 and 2019 and of the four recommendations that we did follow up on, two recommendations were partially implemented and those were the Health Department did not meet its target for a percentage of mandated food service facility inspections which we also tested and reviewed in this current audit, and the amounts were not were inconsistently reported in the budget books, which was also noted in the current finding. For the non-implemented findings, there was overdose reversal forms were missing key information such as the number of doses administered when the naloxone worked and was reported by the person who administered the naloxone and then in that same category various clerical errors were found where the data had not been correctly reported in the lower column totals from the supporting schedules and we had presented those to the department. That concludes my presentation and I am ready to answer any questions.”

President: “Thank you Mr. Auditor. At this point, ah -- are there any questions from members of the Board? Okay ah -- next we will turn ah -- to the agency. I think I saw Jennifer Warren -- ah -- Jennifer Martin are you available to speak up for Baltimore City Health Department?”

## MINUTES

Department of Audits – Audit Report – cont'd

Ms. Kelly Eastman: “Hi Mr. President. This is Kelly Eastman.”

President: “Oh Kelly, ok perfect. Ok thank you. The floor is yours.”

Ms. Eastman: “Thank you. Um -- I seen to be having problems with my -- oh there I am alright. Thank you -- thank you, and good morning everyone. Ah -- My name is um -- Kelly Eastman. I'm the interim Chief of Staff at the Baltimore City Health Department. Um -- so the Health Department will be implementing the appropriate corrective action plan from the Performance Audit, which I'll be reviewing with you now. So for the first finding um -- related to --- to Behavioral Health System Baltimore Service Area 307 um -- we will be working to-- ah with BHSB to include output measures in the Fiscal Year 22 contract agreement. We will develop and implement formal policies and procedures to monitor the financial programmatic activities of the BHSB supported by City funds by April 30th of 2021, and we will document the monitoring activities performed to demonstrate established policies and procedures are followed. Um -- and while we currently do not have staff in place to monitor the programmatic activities of the BHSB and there are currently no funds allotted to hire an individual to perform this task, BCHD will provide the necessary training to a current staff member by December 2021 to perform programmatic monitoring and we will finally, will also be performing a desk audit to monitor fiscal

**MINUTES**Department of Audits – Audit Report – cont'd

Activities of the BHSB by September 30, 2021. For Finding number two uh -- also Service 307 um -- BCHD will coordinate with BBMR to ensure appropriate note disclosure is made in the City budget book anytime a change to the reported actual is made in the subsequent year's budget book by submitting an explanation with the change. Ah -- regarding Finding number three Environmental Inspection Services Service Area 717, so BCHD does have targets that are established by the Maryland Department of Health and one such goal is this performance measure. The Maryland Department of Health requires that we do three routine inspections per year for high-risk facilities, two per year for moderate risk facilities and one inspection every two years for low-risk facilities and as this performance measure shows we do not have enough staff to achieve this measure. Our environmental inspection services has set a goal of inspecting each moderate and high risk facility one time per year um -- this being a more realistic goal to achieve with our current staffing budget. Excuse me. We will conduct a survey to establish a new baseline of staffing needs required to meet the mandatory routine inspections and we will consult with Department of Health, State Department of Health in the survey of staffing needs. Staffing requirement will likely remain the same unless there is a significant decline

## MINUTES

Department of Audits – Audit Report – cont'd

in licensed food facilities after the COVID pandemic, um -- this will be done in the first six months of 2021. Additionally, we will conduct a salary analysis of our environmental sanitarians in Maryland. Um -- should the salary analysis show that Baltimore City environmental sanitarians' salaries need to be more competitive, it is likely that we do not -- will not be able to increase the base salary due to budgetary restraints. Um - this will also be done within the first six months of 2021, and finally um -- for the Fourth Finding regarding the Tobacco Program Service Area 718, ah -- so we will be changing the performance measure to provide greater clarity as well as um -- implementing documentation to support the measure. BCHD agrees that the performance measure for Service 718 um -- which is Percent of Tobacco Outlets Checked for Compliance with Baltimore City Laws does not accurately capture all of the State requirements. Ah -- the ruling in Altitus versus Prince George's County preempted a number of provisions of the Baltimore City Health Code ostensibly leaving Subtitle 5 as the primary provision remaining that is covered by the measure. Subtitle 4 as mentioned in the Audit is covered during retailer education. With regard to the performance measure being audited, we agree it is set too low based on actual performance as well as State grant requirements to conduct compliance checks in 70 percent of retail licensees. BCHD will change the

## MINUTES

Department of Audits – Audit Report – cont'd

performance measure to make it specific to the Baltimore City Health Code Subtitle 5, and the target will be increased to reflect actual performance, and to set higher targets in keeping with program capacity and resources, as well as to align with any State grant requirements. Um -- we will be implementing this by December 21, 2020. Um -- um second a multi-year target and related goal for this performance measure will be developed by June 30, 2021, and currently the Tobacco Enforcement Program has a standard operating procedure that will be reviewed annually. The SOP will be reviewed by Maryland Department of Health and BCHD grants reviewer annually starting January 2021. Um -- and then number four, Baltimore City Tobacco Retailers are licensed through the State's Comptroller's Office. Licenses are renewed annually each April. However, licenses may be applied for at any point during the year and the State issues them on an ongoing basis. Therefore, the number of existing retail licensees can only be taken as a point-in-time snapshot. To keep abreast of ongoing changes in this number, BCHD requests a current list of licensees on a quarterly basis. Um -- we have no capacity to track licensees independently and must rely on the State. Developing our own data set would be inaccurate because of the ongoing licensing of retailers. Um -- number five currently Tobacco Enforcement has three ways to measure this performance measure; one is counter tools, two monthly data reports and, three educational laws.

**MINUTES**Department of Audits – Audit Report – cont'd

These mechanisms will be used to capture, track, monitor uh -- and monitor the performance measure uh -- that are identified -- that are identifying the roles and responsibilities by June 30, 2021. And lastly on a quarterly basis our Director of Health Promotion and Disease Prevention will request the current list of Baltimore City tobacco retailers, liaison officer will request retain and reconcile the list to determine the actual number of retailers for this performance measure and the list will be retained by fiscal year and requested on the specified date quarterly and this will be implemented by June 30, 2021. Thank you and I'm happy to take any questions."

President: "Thank you Ms. Eastman. At this point are there any questions for members of the Board? Hearing and seeing no questions uh from the Board uh -- this audit report is **NOTED.**"

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

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Housing &amp; Community Development – Condemnations</u>			
1. Chester Tapp, Sr.	1207 Edmondson Avenue	L/H	\$2,486.00
2. Karim Enterprises, Inc.	1209 Edmondson Avenue	L/H	\$2,586.00
Funds are available in Account No. 9904-921053-9127-900000-704040, BGN Harlem Park.			
3. Reservoir Hill Limited Partnership XI	1210 Mosher Street	L/H	\$3,567.00
4. Hortense R. Kerr, Thomas H. Kerr, III and Judith Kerr	1220 Mosher Street	G/R \$65.00	\$ 433.33
5. Reservoir Hill Limited Partnership XI	1222 Mosher Street	L/H	\$3,067.00
<u>Department of Housing &amp; Community Development – Options</u>			
6. Louis Berman	1226 Mosher Street	G/R \$75.00	\$ 500.00
Louis Berman	1228 Mosher Street	G/R \$75.00	<u>500.00</u>
			<b>\$1,000.00</b>

Funds are available in Account No. 9904-919052-9127-900000-704040, BGN Smithson Park.

## MINUTES

**OPTIONS/CONDEMNATION/QUICK-TAKES:**Department of Housing & Community Development – cont'd

In the event that the option agreement/s fail 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 amounts.

Department of Law - Payment of Settlement

- |    |                                 |                    |     |            |
|----|---------------------------------|--------------------|-----|------------|
| 7. | Kaiguang Xu<br>(previous owner) | 1238 Mosher Street | F/S | \$1,850.00 |
|----|---------------------------------|--------------------|-----|------------|

On September 26, 2018, the Board approved the acquisition of the fee simple interest, by condemnation, for the real property located at 1238 Mosher Street. The Board previously approved \$22,150.00 to acquire the Fee Simple interest in the subject property based upon the highest of two independent appraisals. The City had its appraisal report updated to reflect a new fair market value of \$24,000.00. Ms. Kaiguang Xu contested the City's value and provided an appraisal report valuing the property at \$81,500.00. The parties were unable to reach an agreement and the case proceeded to trial where a judge ruled that the fair market value of the property is \$24,000.00.

Therefore, the Board is requested to approve an additional payment amount of \$1,850.00 (\$24,000.00 less the previous approval amount of \$22,150.00) in settlement of this case.

Funds are available in Account No. 9910-908636-9588-900000-704040.

UPON MOTION duly made and seconded, the Board approved the Condemnations, Options, and the Payment of Settlement.

**MINUTES**

**PERSONNEL MATTERS**

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UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following pages:

5063 – 5077

All of the Personnel matters have been approved  
by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved

by the Law Department

as to form and legal sufficiency.

The Mayor **ABSTAINED** on item no. 8.

The President **ABSTAINED** on item no. 8.

The Comptroller **ABSTAINED** on item no. 8.

MINUTES

PERSONNEL

Office of the City Council

1. Classify the following position:

From: New Position  
Job Code: 90000  
Grade: 900 (\$1.00 - \$204,000.00)  
Position No.: 53717

To: Secretary City Council  
Job Code: 10010  
Grade: 086 (\$42,536.00 - \$51,307.00)

Cost: There are no costs associated with this action.

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

Department of Finance

2. Reclassify the following vacant position:

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

To: HR Generalist II  
Job Code: 33677  
Grade: 923 (\$63,725.00 - \$102,202.00)

Cost: \$59,051.00 - 1001-000000-1401-159700-601001

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

**MINUTES****PERSONNEL****Fire Department**3. **Reclassify the following filled position:**

Classification: Fire Lieutenant Inv. &amp; Prevention Services

Job Code: 41221

Grade: 340 (\$57,742.00 - \$70,455.00)

To: Fire Lieutenant Inv. &amp; Prevention Services ALS

Job Code: 41222

Grade: 373 (\$59,417.00 - \$72,174.00)

Cost: There are no costs associated with this action.

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

**Mayor's Office of Emergency Management**

	<u>Hourly Rate</u>	<u>Amount</u>
4. <b>SHERI LUCK</b>	\$38.46	<b>\$87,689.00</b>

Account: 1001-000000-2131-228200-601001

Ms. Luck, retiree, will continue to work as a Contract Services Specialist I. She will be responsible for supervising the Duty Officer Program at MOEM for the purpose of dealing with natural and man-made disasters such as blizzards, hurricanes, wild fires, car/truck/tanker accidents, explosions, building collapses, industrial accidents, shipwrecks, and terrorist attacks that involve chemical, biological, radiological, nuclear, and explosive materials. She will ensure full staff is available for the Duty Officer Program for each on-call shift, maintain a smooth transition between shifts and ensure staff maintains professional demeanor and discipline. Ms. Luck will train MOEM and other staff in hazardous materials identification, handling, abatement, disposal protocols, emergency management response techniques and procedures, responding to major manmade or natural incidents involving mass disasters or hazardous materials. Ms. Luck will further assist fire emergency medical staff with triage of patients and victims to area hospitals, develop and maintain effective working relationships with fire suppression,

**MINUTES****PERSONNEL****MOEM** – cont'd

emergency medical, and other public and private City and neighboring local jurisdiction responders at accident and disaster sites. The Agreement is effective upon Board approval for one year.

**THE DEPARTMENT OF FINANCE IS REQUESTING A WAIVER OF THE HOURLY RATE PORTION OF THE AM 212-1, PART 1.**

**Department of General Services**

	<u>Hourly Rate</u>	<u>Amount</u>
5. <b>OLUFUNSO ADEWUMI</b>	\$32.21	<b>\$61,202.00</b>

Account: 1001-000000-1981-718100-601009

Mr. Adewumi will continue to work as a Contract Services Specialist II. His duties will include but are not limited to maintaining the databases by entering data for asset inventory and facilities data, working closely with the Energy Division to implement the energy module via Archibus software, recommending changes based on user needs, meeting with information system groups to determine users requirements through either customizations or out-of-the-box systems; customizing software packages for users; maintaining software and hardware information via Archibus System Asset Management tracking; performing intake and label all IT-related assets as they enter the inventory. He will also be responsible for keeping detailed records of all IT-related assets, installing hardware/software for the Department staff on prescribed schedule or as needed based on wear-and-tear. This is a 2% increase in the hourly rate from the previous contract period. The period of the agreement is effective upon Board approval for one year.

**Health Department**

6. <b>ANGELA BURDEN</b>	\$44.14	<b>\$14,345.50</b>
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Ms. Burden, retiree, will continue to work as a Contract Services Specialist I. Her duties will include but are not limited to collecting data from medical records related to fetal and infant deaths housed at area delivery hospitals and prenatal care

**MINUTES****PERSONNEL**

providers; preparing this data for review and analysis by the Fetal-Infant Mortality Review team to better understand fetal and infant death in Baltimore City and making recommendations for change. This hourly rate is 1% less than in the previous contract period and is in compliance with the AM 212-1, Part I. The period of the agreement is effective upon Board approval for one year.

**Department of Human Resources****7. Adjust the salary of the following salary ranges**

Grade 801	FROM: \$11.00	TO: \$11.75
Grade 851	FROM: \$11.00	TO: \$11.75
Grade 901	FROM: \$11.00 - \$13.73	TO: \$11.75 - \$14.93
Grade 905	FROM: \$11.00 - \$38.58	TO: \$11.75 - \$39.78
Grade 910	FROM: \$11.00 - \$12.18	TO: \$11.75 - \$13.38
Grade 972	FROM: \$11.00 - \$20.20	TO: \$11.75 - \$21.40
Grade 974	FROM: \$11.00 - \$11.45	TO: \$11.75 - \$12.65
Grade 975	FROM: \$11.00 - \$11.55	TO: \$11.75 - \$12.75
Grade 976	FROM: \$11.00 - \$12.45	TO: \$11.75 - \$13.65
Grade 977	FROM: \$11.00 - \$20.20	TO: \$11.75 - \$21.40
Grade 979	FROM: \$11.00 - \$16.38	TO: \$11.75 - \$17.58
Grade 980	FROM: \$11.00 - \$16.30	TO: \$11.75 - \$17.50
Grade 981	FROM: \$11.00 - \$19.70	TO: \$11.75 - \$20.90
Grade 982	FROM: \$11.00 - \$52.20	TO: \$11.75 - \$53.40
Grade 983	FROM: \$11.00 - \$92.20	TO: \$11.75 - \$93.40
Grade 984	FROM: \$11.00 - \$12.20	TO: \$11.75 - \$13.40
Grade 985	FROM: \$11.00 - \$22.20	TO: \$11.75 - \$23.40
Grade 986	FROM: \$11.00 - \$32.20	TO: \$11.75 - \$33.40
Grade 405	FROM: \$11.00 - \$11.11	TO: \$11.75 - \$12.31
Grade 407	FROM: \$11.00 - \$11.45	TO: \$11.75 - \$12.65
Grade 802	FROM: \$11.00 - FLAT	TO: \$11.75 - FLAT
Grade 812	FROM: \$11.00 - FLAT	TO: \$11.75 - FLAT
Grade 852	FROM: \$11.00 - FLAT	TO: \$11.75 - FLAT
Grade 853	FROM: \$11.00 - FLAT	TO: \$11.75 - FLAT
Grade 854	FROM: \$11.00 - FLAT	TO: \$11.75 - FLAT
Grade 92D	FROM: \$11.00 - \$100.00	TO: \$11.75 - \$100.00
Grade 987	FROM: \$11.00 - \$16.95	TO: \$11.75 - \$18.15

**MINUTES****PERSONNEL****AMOUNT OF MONEY AND SOURCE:**

The Bureau of Budget and Management Research will establish the costs following Board of Estimates Approval.

**BACKGROUND/EXPLANATION:**

Maryland State Legislation mandated an increase to the minimum wage, which increases the minimum wage from \$11.00 per hour to \$11.75 per hour effective January 1, 2021.

At this time, the Department of Human Resources (DHR) has reviewed the Class File and has identified the above salary ranges that were approved by BOE on December 18, 2019, which require adjustments in order to be in full compliance with the Minimum Wage Legislation. Some of the ranges listed above have had salary range maximums increased as well as minimums in order to preserve the existing span of the range.

In recommending the above adjustment of the minimum of the salary range for the class of Work Study Student (10112) from a Grade 981 (\$11.75 - \$20.05) to (\$11.75 – \$20.90), the Department of Human Resources is not only complying with the Minimum Wage Legislation, but is also adjusting the salary structure within the range to allow the agencies greater flexibility to recruit and compensate students. The revisions to the internal salary structure are as follows:

<u>Educational Category</u>	<u>Present Plan</u>	<u>Proposed Plan</u>
(1) High School Student	\$11.00 – \$13.10	\$11.75 - \$14.30
(2) First Year of College	\$12.00 – \$14.85	\$13.20 - \$16.05
(3) Second Year of College	\$13.00 – \$15.70	\$14.20 - \$16.90
(4) Third Year of College	\$14.00 – \$17.20	\$15.20 - \$18.40
(5) Fourth Year of College	\$15.00 – \$18.85	\$16.20 - \$20.05
(6) Graduate School	\$17.00 – \$19.70	\$18.20 - \$20.90

MINUTES

PERSONNEL

Department of Human Resources – cont'd

8. Adjust the salary of the following classifications, effective January 1, 2021:

Classification: Mayor

Job Code: 00100

From Grade: 88E (\$189,453.00)

To Grade: 88E (\$194,189.00)

Classification: President City Council

Job Code: 01165

From Grade: 87E (\$125,447.00)

To Grade: 87E (\$128,583.00)

Classification: Comptroller

Job Code: 00740

From Grade: 87E (\$125,447.00)

To Grade: 87E (\$128,583.00)

Classification: Vice President City Council

Job Code: 01167

From Grade: 83E (\$80,646.00)

To Grade: 83E (\$82,662.00)

Classification: Council Member

Job Code: 01166

From Grade: 81E (\$72,966.00)

To Grade: 81E (\$74,790.00)

Classification: Commissioner Liquor Board

Job Code: 00286

From Grade: 88A (\$32,245.00)

To Grade: 88A (\$33,051.00)

Classification: Chairman Liquor Board

Job Code: 00290

From Grade: 89A (\$32,811.00)

To Grade: 89A (\$33,631.00)

**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 Notes the salary adjustments.

**BACKGROUND/EXPLANATION:**

Council Bill 04-0007, Senate Bill 846 and House Bill 831 established the Compensation Commission for Elected Officials and Appointed Commissioners and the Chairman of the Liquor Board. The Commission's recommendation concerning the compensation of elected officials and the Liquor Board Chairman and Commissioners was codified in Council Bill 07-0612, Senate Bill 846, and House Bill 831. These bills passed the Baltimore City Council in December 2007, and the Senate and House authorized pay increases for the Mayor, Comptroller, President City Council, Vice President City Council, Council Members, Appointed Liquor Board Commissioner, and the Chairman of the Liquor Board.

The terms of the legislation stipulate that elected officials are entitled to receive an annual salary increase equal to 2.5% of their respective salaries only if at least one of the following employee groups, i.e. AFSCME, CUB, FOP, IAFF, or MAPS receive an increase in compensation during the fiscal year that began the preceding July. AFSCME received 2%, CUB received 2%, and MAPs received 2.5% cost of living adjustments, effective July 1, 2020. The Senate Bill 846 and House Bill 831, stipulate adjustments to the above classes' salaries based on cost of living increases available to the members of the City Council.

Therefore, the Honorable Board of Estimates is requested to **NOTE** that the adjustments of the above classes are in compliance with the law and are effective January 1, 2021. Although not required by Council Bill 07-0612, the Department of Human Resources, in an effort to be fully transparent, has presented the salary increases to the Board of Estimates.

**Mayor's Office of Criminal Justice**

	<u>Hourly Rate</u>	<u>Amount</u>
9. <b>ANN TINDALL</b>	\$30.00	<b>\$12,000.00</b>

Account: 4000-401418-2254-785400-601009

**MINUTES****PERSONNEL****Mayor's Office of Criminal Justice** – cont'dHourly RateAmount

Ms. Tindall will continue to work as a Contract Services Specialist II. Her duties will include but are not limited to overseeing the coordination of operations including the supervision of the Visitation Center and Exchange Monitors, ensuring the completion of the safety assessment at the Visitation Center before services are rendered each day, knowing the daily schedule of families served and pertinent information regarding visitation and exchange circumstances for that day, preparing the monitors for the daily visitations and exchanges by providing them with all information regarding the specific services that day, facilitating the arrival and departures of all clients, and ensuring proper coverage at entrances, waiting areas, and visitation areas. She will also be responsible for communicating clearly and consistently with on-site police monitors and volunteers, providing guidance to staff to assist them in properly and effectively providing services, keeping accurate and complete records of any safety concerns or potential problems arising during a visitation session and acting as a Custodian of Records while at the Visitation Center. The period of the agreement is effective upon Board approval for one year.

10. **CHERYLE FRALING** \$20.00 **\$ 4,800.00**

Account: 4000-401418-2254-785400-601009

Ms. Fraling will continue to work as a Contract Services Specialist II. She will be responsible for observing visitation sessions between visiting parents and children for several families simultaneously, intervening as necessary during visits or exchanges to address any concerns that arise with parents and/or children, keeping accurate and complete records of any safety concerns or potential problems that come up during a visitation session, meeting with parents and/or children before and after visits to check in with them and refer them to needed services or programs. She will also be responsible for maintaining clear and consistent communication with the on-site supervisor, on-site police, other monitors and volunteers whether by phone, email or in person, coordinating the safety of visits by being available to accompany individuals wherever needed in and around the building, maintaining client files and maintaining personal timesheets and invoices. This is the same hourly rate as in the previous contract period. The period of the agreement is effective upon Board approval for one year.

**MINUTES****PERSONNEL****Mayor's Office of Criminal Justice – cont'd**

	<u>Hourly Rate</u>	<u>Amount</u>
11. <b>DARNELL PENN</b>	\$20.00	<b>\$4,800.00</b>
12. <b>JASMYNE FORD</b>	\$20.00	<b>\$4,000.00</b>
13. <b>WANDA CARTER</b>	\$20.00	<b>\$9,500.00</b>
14. <b>WANDA ASHLEY</b>	\$20.00	<b>\$4,000.00</b>

Account: 4000-401418-2254-785400-601009

The above-listed individuals will each continue to work as a Contract Services Specialist II. They will be responsible for observing visitation sessions between visiting parents and children for several families simultaneously; intervening as necessary during visits or exchanges to address any concerns that arise with parents and/or children; keeping accurate and complete records of any safety concerns or potential problems that come up during a visitation session; ,meeting with parents and/or children before and after visits to check in with them and referring them to needed services or programs; maintains clear and consistent communication with the on-site supervisor, on-site police, other monitors, and volunteers whether by phone, email or in person; coordinating the safety of visits by being available to accompany individuals wherever needed in and around the building; maintaining client files; maintaining personal timesheets and invoices; discussing case progress and concerns with supervisors as well as attending occasional meetings about case status and other center operational issues; complying with all Visitation Center policies and procedures, including confidentiality, safety, mandated reporting procedures, administrative and operational duties as needed. The period of the agreement is effective upon Board approval for one year.

## MINUTES

PERSONNELMayor's Office of Criminal Justice – cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
15. <b>ERIN CUNNINGHAM</b>	\$30.00	<b>\$9,000.00</b>

Account: 4000-401418-2254-785400-601009

Ms. Cunningham will continue to work as Contract Services Specialist II. She will be responsible for overseeing the coordination of operations including the supervision of the Visitation Center and Exchange Monitors; ensuring the completion of the safety assessment at the Visitation Center before services are rendered each day; knowing the daily schedule of families served and pertinent information regarding visitation and exchange circumstances for that day; preparing the monitors for the daily visitations and exchanges by providing them with all information regarding the specific services that day; facilitating the arrival and departures of all clients, and ensuring proper coverage at entrances, waiting areas, and visitation areas; communicating clearly and consistently with on-site police, monitors, and volunteers; providing guidance to staff to assist them in properly and effectively providing services; making decisions regarding any concerns about or changes in the provision of services as they arise; keeping accurate and complete records of any safety concerns or potential problems arising during a visitation session; acting as the Custodian of Records while at the Visitation Center, facilitating supervision of monitors outside of service hours; preparing spaces for use by Center, and then restoring spaces for use by others; attending preliminary trainings once hired, as well as some continued trainings as they arise; maintaining any records or documents pertaining to work covered under this Agreement in her possession and solely retain and store them at the Visitation Center and complying with the Visitation Center's policies and procedures. The period of the agreement is effective upon Board approval for one year.

Mayor's Office of Homeless Services

16. Reclassify the following vacant Position:

Position No.: To be determined

From: Grant Services Specialist III  
 Job Code: 10217  
 Grade: 941 (\$58,370.00 -\$100,344.00)

**MINUTES****PERSONNEL****Mayor's Office of Homeless Services – cont'd**

To: Public Relations Officer  
 Job Code: 01961  
 Grade: 923 (\$63,725.00 - \$102,202.00)

Cost: \$8,185.00 – 1001-000000-3574-327200-601001

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

**Baltimore Police Department**

17. **KENNETH HURST** \$20.19 **\$42,000.00**

Account: 1001-000000-2041-716700-601009

Mr. Hurst, retiree, will continue to work as a Contract Services Specialist I. This position is responsible for receiving, logging, assigning and tracking all incoming Maryland Public Information Act requests, including body worn camera requests and subpoenas; providing responsive data using Records Management Systems In Pursuit, Lotus Notes, BPD Navigator, Criminal Justice Information Systems, MD Judiciary Case Search and Computer Aided Dispatch; communicating with various BPD custodians, Assistant State's Attorney's , Law enforcement agencies and insurance companies; managing MPIA databases and dedicated email account and handling incoming calls for Document Compliance Unit. This is the same hourly rate as in the previous contract period. The period of the contract is one year, effective upon Board approval.

18. **LISA G. FINK** \$42.22 **\$80,513.00**

Account: 1001-000000-8070-820100-601009

Ms. Fink will continue to work as a Contract Services Specialist II. This position is responsible for researching, writing, editing and collaborating to develop departmental policies and procedures related to handling sexual assault investigations, misconduct investigations and discipline, first amendment protected activity, fair and impartial policing and stops, searches and arrests;

## MINUTES

PERSONNELBaltimore Police Department – cont'd

developing E-learning modules and in person training curriculums; drafting communications for departmental members on consent decree and policy requirements; proofreading written guidance, informational materials, PowerPoint presentations and other materials created and distributed by the Consent decree Implementation Unit; supporting and troubleshooting problems for the departmental Qualified Bilingual Member program; monitoring and evaluating departmental contracts with language access related contracts and providing technical writing, assistance and expertise in associated policy areas. This is the same hourly rate as in the previous contract period. The period of the contract is one year, effective upon Board approval or January 6,2020, whichever is later.

19. Reclassify the following two filled positions:

From: Office Supervisor  
Job Code: 33215  
Grade: 084 (\$39,651.00 - \$47,323.00)  
Position Nos.: 18745 and 18549

To: Operations Officer II  
Job Code: 31112  
Grade: 927 (\$67,771.00 - \$108,433.00)

Cost: \$70,941.00 – 1001-000000-2041-195700-601001

20. Reclassify the following vacant position:

From: Data Entry Operator III  
Job Code: 33113  
Grade: 081 (\$35,761.00 - \$42,368.00)  
Position No.: 19265

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

Cost Savings: (\$2,828.00) – 1001-000000-2041-813000-601001

MINUTES

PERSONNEL

Baltimore Police Department – cont'd

21. Reclassify the following vacant position:

From: Office Support Specialist II  
Job Code: 33312  
Grade: 075 (\$31,138.00 - \$35,394.00)  
Position No.: 33519

To: Crime Records Technician  
Job Code: 34133  
Grade: 084 (\$39,651.00 - \$47,323.00)  
Cost: \$227.00 – 1001-000000-2041-813000-601001

22. Reclassify the following filled position:

From: Police Information Technician Supervisor  
Job Code: 33385  
Grade: 086 (\$42,536.00 - \$51,307.00)  
Position No.: 19245

To: Operations Officer I  
Job Code: 33109  
Grade: 923 (\$63,725.00 - \$102,202.00)  
Cost Savings: (\$2,494.00) – 1001-000000-2044-219600-601001

Enoch Pratt Free Library

23. Reclassify the following filled position:

From: Computer Analyst  
Job Code: 01959  
Grade: 095 (\$61,880.00 - \$75,472.00)  
Position No.: 44293

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

To: Agency IT Specialist II  
 Job Code: 10259  
 Grade: 927 (\$67,771.00 - \$108,433.00)

Cost: \$8,900.00 – 5000-575421-4501-594100-601001

**Department of Recreation and Parks**24. **Reclassify the following vacant positions:**

**Position Nos.: 47816 and 47817**

Classification: PC Support Specialist II  
 Job Code: 33128  
 Grade: 087 (\$44,263.00 - \$53,504.00)

To: Agency IT Associate  
 Job Code: 33146  
 Grade: 908 (\$59,245.00 - \$94,879.00)

Cost: \$33,094.00 – 1001-000000-4711-618200-601063

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

25. **Reclassify the following vacant position:**

Classification: Chief of Fiscal Services II  
 Job Code: 34427  
 Grade: 936 (\$84,822.00 - \$135,651.00)

To: Procurement Officer II  
 Job Code: 33586  
 Grade: 923 (\$63,725.00 - \$102,202.00)  
 Cost savings: (\$28,935.00) – 1001-000000-4711-361900-601001

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

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

26. **Reclassify the following filled position:****Position No.: 33630**

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

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

There is no cost associated with this action.

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

	<u>Rate of Pay</u>	<u>Amount</u>
27. <b>MATTHEW RESCOTT</b>	\$40.66	<b>\$77,500.00</b>

Account: 1001-000000-4783-583800-601009

Mr. Rescott will continue to work as a Contract Services Specialist II. He will be responsible for coordinating and reviewing infrastructure design and construction; notifying Forestry Specialists of input and recommendations; ensuring all discovered technical specification discrepancies are collected and forwarded to the assigned project managers. The period of the agreement is effective upon Board approval for one year.

**MINUTES**

Environmental Control Board – Transfer of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a transfer of funds to the Baltimore Civic Fund for BMORE Beautiful's Love Your Block Program.

**AMOUNT OF MONEY AND SOURCE:**

\$10,000.00 – 1001-000000-1170-769300-607001

**BACKGROUND/EXPLANATION:**

The Baltimore City Foundation BMORE Beautiful's Love Your Block Program provides beautification grants. These grants will be awarded to Baltimore neighborhoods participating in BMORE Beautiful. The funds will be utilized for maintaining their communities through beautification projects and cleanliness challenges, and for educating their residents through literature, outreach materials and other resources.

**MBE/WBE PARTICIPATION:**

This is a transfer in order to provide funding to communities that are beautifying lots in their own neighborhood. This is not a contract.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the transfer of funds to the Baltimore Civic Fund for BMORE Beautiful's Love Your Block Program.

**MINUTES**

Environmental Control Board – Transfer of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a transfer of funds to the Baltimore Civic Fund for the BMORE Beautiful's Care-A-Lot Youth Program.

**AMOUNT OF MONEY AND SOURCE:**

\$90,000.00 – 1001-000000-1170-769300-603050

**BACKGROUND/EXPLANATION:**

The Baltimore Civic Fund's Spring session of the BMORE Beautiful Care-A-Lot Say YES! (Youth Environmental Stewards) program will provide grants to Baltimore neighborhoods that are mentoring and working with youth participants. The participants will help to maintain the vacant lots within their community. These funds will be dispersed to participating community organizations and youth participants based on invoices indicating work completed.

**MBE/WBE PARTICIPATION:**

This is a transfer in order to provide funding to communities and youth participants that are beautifying lots in their own neighborhood. This is not a contract.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the transfer of funds to the Baltimore Civic Fund for the BMORE Beautiful's Care-A-Lot Youth Program.

**MINUTES**

Environmental Control Board – Transfer of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a transfer of funds to the Baltimore Civic Fund for BMORE Beautiful's Care-A-Lot Youth Program.

**AMOUNT OF MONEY AND SOURCE:**

\$128,770.00 – 10001-000000-1170-769300-607001

**BACKGROUND/EXPLANATION:**

The Baltimore Civic Funds will provide grants to Baltimore neighborhoods working to maintain identified vacant lots within their community. The funds will be dispersed to participating community organizations based on invoiced maintenance visits and work completed.

**MBE/WBE PARTICIPATION:**

This is a transfer in order to provide funding to communities that are beautifying lots in their own neighborhood. This is not a contract.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the transfer of funds to the Baltimore Civic Fund for BMORE Beautiful's Care-A-Lot Youth Program.

**MINUTES**Mayor's Office of Homeless Services - Provider Agreements and the Non-Construction Consultant Agreement

The Board is requested to approve and authorize execution of the various Provider Agreements and the Non-Construction Consultant Agreement.

1. **ASSOCIATED CATHOLIC CHARITIES, INC.** **\$ 75,000.00**

Account: 4000-407121-3572-766300-603051

The City has received a U.S. Department of Housing and Urban Development Grant to undertake the Emergency Solutions Grant Program. As a Provider, Associated Catholic Charities, Inc., will operate an emergency homeless shelter with 275 beds for individuals experiencing homelessness in the City of Baltimore. The Provider will offer services through their Weinberg Housing Resource Center. The period of the agreement is July 1, 2020 through June 30, 2022.

**MWBOO GRANTED A WAIVER ON NOVEMBER 9, 2020.**

2. **HOUSE OF RUTH MARYLAND, INC.** **\$347,372.00**

Account: 4000-438320-3572-755700-603051

The City has received a U.S. Department of Housing and Urban Development Coronavirus Aid, Relief and Economic Security Act (CARES Act) grant to undertake the Emergency Solutions Grant Program. As a Provider, House of Ruth Maryland, Inc. will provide eviction prevention services to 10 individuals and/or families at risk of experiencing homelessness in the City of Baltimore. The Provider will use funds to prevent, prepare for, and respond to the coronavirus pandemic. The Provider will offer services under their Homelessness Prevention Project. The period of the agreement is March 13, 2020 through March 12, 2022.

**MWBOO GRANTED A WAIVER ON NOVEMBER 9, 2020.**

## MINUTES

MOHS – cont'd

4. **MANNA HOUSE, INCORPORATED** **\$ 64,086.00**

Account: 4000-438320-3572-778700-603051

The City has received a U.S. Department of Housing and Urban Development Coronavirus Aid, Relief, and Economic Security Act grant (CARES Act) grant to undertake the Emergency Solutions Grant Program. As a Provider, Manna House, Incorporated will operate a day center and provide supportive services to 200 individuals and/or families experiencing homelessness in the City of Baltimore. The Provider will use funds to prevent, prepare for, and respond to the coronavirus pandemic. The Provider will offer services under their Day Resource Center/Meal Program. The period of the agreement is March 13, 2020 through January 31, 2022.

**MWBOO GRANTED A WAIVER ON NOVEMBER 9, 2020.**

4. **ST. VINCENT DE PAUL OF BALTIMORE, INC.** **\$ 34,424.00**

Account: 5000-529121-3572-807600-603051

The City has received a Maryland Department of Housing and Community Development grant undertake the Homeless Solutions Program. As a sub-recipient, St. Vincent de Paul of Baltimore, Inc. will provide supportive services to 60 individuals and/or families experiencing homelessness in the City of Baltimore. The Provider will offer service(s) under its Home Connections Program. The period of the agreement is July 1, 2020 through June 30, 2021.

**MWBOO GRANTED A WAIVER ON NOVEMBER 9, 2020.**

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

**MINUTES**

MOHS – cont'd

5. **D GORE CONSULTING LLC** **\$ 36,000.00**

Account: 4000-438320-3572-327200-603026

The City has received a U.S. Department of Housing and Urban Development Coronavirus Aid, Relief, and Economic Security Act grant (CARES Act) grant to undertake the Emergency Solutions Grant Program. As a Consultant, D Gore Consulting LLC will provide technical assistance and system administration for the ClientTrack™ – Homeless Management Information System (HIMS) utilized by the Mayor's Office of Homeless Services. The period of the Non-Construction Consultant Agreement is January's 2021 through June 30, 2021.

**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 Provider Agreements and the Non-Construction Consultant Agreement.

**MINUTES**

Baltimore Police Department - Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of a Grant Award from the United States Department of Justice, Office of Justice Programs. The period of the award is October 1, 2020 through September 30, 2022.

**AMOUNT OF MONEY AND SOURCE:**

\$389,256.00 - 4000-469821-2024-212600-404001

**BACKGROUND/EXPLANATION:**

The CEBR program will support the Baltimore Police Department's Crime Laboratory to reduce the backlog and improve turnaround time through increased sample processing. Funds will be used to support the salaries of three forensic scientists and six TrueAllele software processors through this program. Grant funds will be used for personnel and equipment.

This Grant Award is late because of the administrative process.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE****AUDITS REVIEWED THE SUBMITTED DOCUMENTATION AND FOUND THAT IT CONFIRMED THE GRANT AWARD.**

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Grant Award from the United States Department of Justice, Office of Justice Programs.

**MINUTES**

Baltimore Police Department - Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of a Grant Award from the Governor's Office of Crime Control and Prevention for the Sexual Assault Response Team and Human Trafficking project. The period of the award is October 1, 2020 through September 30, 2021.

**AMOUNT OF MONEY AND SOURCE:**

\$1,168,013.00 - 4000-412721-2021-212800-404001 Grant Funds  
292,501.00 - 1001-000000-2021-213000-601062 Cash Match  
**\$1,460,514.00**

**BACKGROUND/EXPLANATION:**

The Baltimore Police Department's SART (Sexual Assault Response Team) and Human Trafficking program assists in developing and implementing strategies and services specifically intended to provide assistance to victims of crime in Baltimore City. This program is in partnership with the State's Attorney Office, Mercy Medical Center, and Mayor's Office of Criminal Justice in a collaborative effort to curb domestic violence, human trafficking, and sexual assault.

This Grant Award is late because of the late receipt of the award documents and the administrative process.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

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

**MINUTES**

Baltimore Police Department – cont'd

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Grant Award from the Governor's Office of Crime Control and Prevention for the Sexual Assault Response Team and Human Trafficking project.

**MINUTES**

Baltimore Development Corporation – Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a renewal of a Lease Agreement with the Baltimore City Health Department, Tenant, for 1,088 square feet of flex/storage space located at 2901 Druid Hill Park Drive, Suite B-107. The period of the agreement is August 1, 2020 through July 31, 2025.

**AMOUNT OF MONEY AND SOURCE:**

\$7,343.10 – Annual Rent

The annual base rent will be increased annually by an amount equal to 4% from the prior lease year.

**BACKGROUND/EXPLANATION:**

The term of the lease agreement commencing on December 1, 2017, by the City (Lessor) and the Baltimore City Health Department (Lessee), for rental of 1,088 square feet of flex floor area at The Business Center at Park Circle, 2901 Druid Park Drive, Suite B-107 expired on July 31, 2020. The Health Department has exercised the five-year renewal option term outlined in Section 1.01a of the lease agreement.

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board approved the renewal of the Lease Agreement with the Baltimore City Health Department, Tenant, for 1,088 square feet of flex/storage space located at 2901 Druid Hill Park Drive, Suite B-107.

**MINUTES**

Department of Real Estate/ - Lease Agreement Renewal  
 Department of Public Works

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the renewal option for the Lease Agreement with Precision Pipeline Solutions, LLC, Tenant, for the rental of the property known as ES S. Hanover Street 113'2 S W Wells Street Block 1036, Lot 9/11, containing 0.294 acres. The period of the renewal is January 1, 2021 through December 31, 2021 with the option to renew for two one-year terms.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Monthly Installments</u>
\$16,882.63	\$1,406.88.

**BACKGROUND/EXPLANATION:**

On March 14, 2018, the Board approved the Lease Agreement for one year, commencing January 1, 2018 and terminating December 31, 2018, with the right to renew for one one-year term. On February 5, 2020, the Board approved an Amendment to the Lease Agreement for one additional year commencing January 1, 2020 and terminating December 31, 2020, with the right to renew for three – one year terms. Precision Pipeline Solutions, LLC, has exercised their renewal option. The annual rental shall be as stated above.

All other rentals, conditions and provisions of the Lease Agreement dated March 14, 2018 and the Amendment to Lease Agreement dated February 5, 2020, will remain in full force and effect.

**MINUTES**

Department of Real Estate/ - cont'd  
Department of Public Works

UPON MOTION duly made and seconded, the Board approved the renewal option for the Lease Agreement with Precision Pipeline Solutions, LLC, Tenant, for the rental of the property known as ES S. Hanover Street 113'2 S W Wells Street Block 1036, Lot 9/11, containing 0.294 acres.

**MINUTES**

Space Utilization Committee – Amendment to Lease Agreement

**ACTION REQUESTED OF BOARD OF ESTIMATES:**

The Board is requested to approve and authorize execution of an Amendment to Lease Agreement with Washingtonville Limited Partnership, Tenant, for the rental of the properties known as Lots 4, 5/7 & 8 of Block 4660 located in Baltimore, north of Smith Avenue and Forge Avenue, just east of I-83, consisting of 13,095 sq. ft. The period of the agreement is January 2021 through December 31, 2030 with a renewal option for a ten-year period.

**AMOUNT OF MONEY AND SOURCE OF FUNDS:**

\$3,090.00 per year - 1/1/2021 thru 12/31/2025 - payable on the first day of each year  
\$3,182.70 per year - 1/1/2026 thru 12/31/2030 - payable on the first day of each year  
\$3,278.18 per year - 1/1/2031 thru 12/31/2035 - payable on the first day of each year  
\$3,376.53 per year - 1/1/2036 thru 12/31/2040 - payable on the first day of each year

**BACKGROUND/EXPLANATION:**

The Board is requested to approve the amended description of the properties to be known as 1407 Forge Avenue; SS Forge Avenue 94-6 ft. W of Oliver Street; NS Forge Avenue NEC Jones Falls Expressway (block 4660 Lots 4, 5/7 & 8). The Board is also requested to Amend the Option Term Rent commencing year 2021 through 2040, at the rent indicated above.

All other terms and conditions in the Amended and Restated Lease Agreement dated December 19, 2007, shall remain the same and in force.

The Space Utilization Committee approved the Amendment to Lease Agreement on November 24, 2020.

**MINUTES**

Space Utilization Committee – cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment to Lease Agreement with Washingtonville Limited Partnership, Tenant, for the rental of the properties known as Lots 4, 5/7 & 8 of Block 4660 located in Baltimore, north of Smith Avenue and Forge Avenue, just east of I-83, consisting of 13,095 sq. ft.

**MINUTES**

Space Utilization Committee - Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Lease Agreement with The St. Helena Community Association, Inc., Tenant, for the rental of the property known as 6509 Colgate Avenue, consisting of 34,375 sq. ft., the building containing 11,400 sq. ft. The period of the agreement is July 1, 2020 through June 20, 2025 with the option to renew for two additional five year terms.

**AMOUNT OF MONEY AND SOURCE:**

\$1.00 - Annual Rent if demanded.

\$1.00 - Rent for renewal term if demanded.

**BACKGROUND/EXPLANATION:**

The use will be for a community Center. The Tenant accepts "as is" condition. The tenant will correct and bear the expense of maintaining the interior and exterior of the building, including the roof, walls, gutters, downspouts, ventilating and heating systems and all exterior water, electrical and plumbing supply lines except damage caused by Landlord.

The Tenant will furnish and pay for all utilities, including telephone services, sewer and water and any other utilities servicing the property and will keep entry and interior doors, windows and glass in good order and free of trash and obstructions. They will keep entrance along the sidewalk outside the front entrance clear of ice, snow and debris. The Tenant will pay operational expenses, security, trash removal, janitorial, pest control and liability insurance, and maintain licenses required to operate a nonprofit. They will provide any minor improvements at their sole cost and expense.

**MINUTES**Space Utilization Committee – cont'd

The Landlord will pay up to \$5,000.00 annually toward gas & electric utility fee on behalf of the Tenant and any gas & electric consumption costs over that amount must be paid by the Tenant. Landlord will provide annual statement with breakdown of gas & electric and any overages above the \$5,000.00 allowance must be paid by the Tenant before the end of subsequent lease year. The Landlord is responsible for any building structural repairs.

The agreement is late because of the administrative process.

The Space Utilization Committee approved the Lease Agreement on October 6, 2020.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with The St. Helena Community Association, Inc., Tenant, for the rental of the property known as 6509 Colgate Avenue, consisting of 34,375 sq. ft., the building containing 11,400 sq. ft.

**MINUTES**

Department of Real Estate/ Mayor's - Third Amendment to Lease Agreement  
Office of Employment Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Third Amendment to Lease Agreement with Mondawmin LLC, Tenant, for the rental of a portion of the building known as Mondawmin Mall Office Center, located in the shopping center generally known as Mondawmin Mall, 1200 Mondawmin Mall Concourse, 2401 Liberty Heights Avenue, Baltimore, Maryland, being on the 3<sup>rd</sup> floor, consisting of approximately 10,283 square feet. The amendment extends the period of the lease agreement from July 1, 2020 through June 30, 2022 with the option to renew for an additional two-year term.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Monthly Installments</u>
--------------------	-----------------------------

\$234,910.97	\$19,575.91
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Account Nos. - 5000-504821-6312-816905-603013 - \$ 79,870.00  
 4000-807521-6312-816905-603013 - \$155,040.97

**BACKGROUND/EXPLANATION:**

The Leased Premises will be used by the Mayor's Office of Employment Development. The Original Term of the Lease Agreement dated April 1, 2009 was for a five-year period, commencing July 1, 2008 and terminating June 30, 2013.

A 1<sup>st</sup> Amendment to Lease Agreement dated June 26, 2013 extended the lease term for an additional five-year period, commencing July 1, 2013 and terminating June 30, 2018.

A 2<sup>nd</sup> Amendment to Lease Agreement dated July 25, 2018 extended the lease term for an additional two years, commencing July 1, 2018 and terminating June 30, 2020.

**MINUTES**Department of Real Estate – cont'd

During the term of this 3<sup>rd</sup> Amendment, the Landlord will carpet and paint the leased premises. All other rentals, provisions, conditions and terms of the original Lease Agreement dated April 1, 2009, amended June 26, 2013, and amended July 25, 2018 will remain in full force and effect.

The Space Utilization Committee approved this 3<sup>rd</sup> Amendment to Lease Agreement by E-Poll on November 24, 2020.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Third Amendment to Lease Agreement with Mondawmin LLC, Tenant, for the rental of a portion of the building known as Mondawmin Mall Office Center, located in the shopping center generally known as Mondawmin Mall, 1200 Mondawmin Mall Concourse, 2401 Liberty Heights Avenue, Baltimore, Maryland, being on the 3<sup>rd</sup> floor, consisting of approximately 10,283 square feet.

**MINUTES**Health Department - Agreements

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

1. **INDEPENDENT LIVING FOUNDATION, INC.** **\$ 12,500.00**

Account: 5000-569721-3023-273367-603051

Under the terms of the agreement, the organization will provide non-emergency transportation services that will enable eligible clients to access/ retain core medical or support services.

2. **PARK WEST HEALTH SYSTEMS, INC.** **\$279,890.00**

Account: 5000-569721-3023-273318-603051

Under the terms of the agreement, the organization will provide Outpatient Ambulatory Health Services, as well as diagnostic and therapeutic services provided directly by a licensed health care provider with experience in treatment of patients with HIV disease.

**MWBOO GRANTED A WAIVER ON OCTOBER 26, 2020.**

3. **PARK WEST HEALTH SYSTEMS, INC.** **\$157,494.00**

Account: 5000-569721-3023-273315-603051

Under the terms of the agreement, the organization will provide a range of client-centered Medical Case Management activities focused on improving health outcomes in support of HIV care, which includes initial assessment, support services, and ensuring re-evaluation of the care plans.

**MWBOO GRANTED A WAIVER ON OCTOBER 26, 2020.**

**MINUTES**Health Department – cont'd

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

4. **LIGHT HEALTH AND WELLNESS** **\$ 73,000.00**  
**COMPREHENSIVE SERVICES, INC.**

Account: 5000-569721-3023-273303-603051

The incidence of HIV/AIDS continues to increase for Baltimore City's Eligible Metropolitan Area (EMA). As a result, families continue to have greater challenges that require psychosocial support services.

Under the terms of the agreement, the organization will utilize the funds to enhance collaborative relationships with HIV primary care agencies, medical case management agencies, HIV support service organizations, and other community faith-based organizations in order to coordinate a network of comprehensive services for HIV infected/affected individuals.

**MWBOO GRANTED A WAIVER ON NOVEMBER 3, 2020.**

5. **LIGHT HEALTH AND WELLNESS** **\$ 60,000.00**  
**COMPREHENSIVE SERVICES, INC.**

Account: 5000-569721-3023-273350-603051

Under the terms of the agreement, the organization will work with individuals to maximize health outcomes specifically to communities most Impacted by disparities. The organization will provide emergency rental assistance for up to 25 clients in need of assistance with paying the first month's rent, eviction prevention, and transitional housing assistance.

**MWBOO GRANTED A WAIVER ON NOVEMBER 3, 2020.**

## MINUTES

Health Department – cont'd

6. **LIGHT HEALTH AND WELLNESS** **\$ 72,950.00**  
**COMPREHENSIVE SERVICES, INC.**

Account: 5000-569721-3023-273309-603051

The incidence of HIV/AIDS continues to increase for Baltimore City's Eligible Metropolitan Area. As a result, there is a number of people who still are not aware of their HIV status or are not actively in care. Providing traditional outreach can provide additional testing and counseling and linkage to care, ultimately suppressing the viral load and lowering the chances of transmission.

Under the terms of the agreement, the organization will develop a system that will directly focus on how to deliver Traditional Outreach services through education, collaboration, and ensuring that the proper staff is involved in the services.

**MWBOO GRANTED A WAIVER ON NOVEMBER 3, 2020.**

7. **LIGHT HEALTH AND WELLNESS** **\$ 6,000.00**  
**COMPREHENSIVE SERVICES, INC.**

Account: 5000-569721-3023-273367-603051

Under the terms of the agreement, the organization will provide medical transportation services through Uber Health for eligible clients who need to attend support groups and or individual counseling sessions.

8. **CHASE BREXTON HEALTH SERVICES, INC.** **\$ 45,725.00**

Account: 5000-569721-3023-273304-603051

Under the terms of the agreement, the organization will use the funds to provide substance abuse treatment and group counseling sessions for Ryan White eligible patients.

**MINUTES**Health Department – cont'd

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

- |    |                                                      |           |                  |
|----|------------------------------------------------------|-----------|------------------|
| 9. | <b>BRIGHT FUTURE MENTORING SCHOOL SERVICES, INC.</b> | <b>\$</b> | <b>22,000.00</b> |
|----|------------------------------------------------------|-----------|------------------|

Account: 4000-431121-3080-292300-603051

The organization will implement an abstinence—focused program using the “Adapted Making A Difference” curriculum. The curriculum includes six one-hour modules to be implemented and will be offered to youth 9-13 years of age during the summer, and fall after-school programming.

The agreement is late because of administrative delays.

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

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

**MINUTES**

Health Department – Non-Construction Consultant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Non-Construction Consultant Agreement with Ms. Tamira Dunn. The period of the Agreement is effective upon Board approval through June 30, 2021.

**AMOUNT OF MONEY AND SOURCE:**

\$ 3,255.00 - 4000-499921-3080-294200-603018
500.00 - 7000-726321-3080-294200-603018
<u>8,751.00 - 5000-505421-3070-286400-603018</u>
<b>\$12,506.00</b>

**BACKGROUND/EXPLANATION:**

The Baltimore City Fetal and Infant Mortality Review (FIMR) and Overdose Fatality Review (OFR) Programs, operated by the Baltimore City Health Department (BCHD), enhance the health and well-being of families by improving the community resources and service delivery systems available to them in Baltimore City.

Ms. Dunn will obtain family interviews for cases that meet the FIMR and OFR Case Review Team (CRT) criteria, and provide resources to families who have experienced a fetal, infant, or drug overdose loss, and assist in building capacity of the FIMR CRT on the subject of pregnancy loss.

The BCHD's FIMR and OFR CRT will use this process to improve outreach and utilization of bereavement support and home visiting services.

The agreement is late because of administrative delays.

**MINUTES**

Health Department – cont'd

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Non-Construction Consultant Agreement with Ms. Tamira Dunn.

**MINUTES**

Health Department – Revised Notices

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of the first, second, and third revised Notices of Award (NoA) from the Department of Health and Human Services Centers for Disease Control and Prevention. The revised NoAs will extend the period of the original NoA through December 29, 2020.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On March 4, 2020 the Board approved the initial NoA for the project titled, "To reduce new HIV infections in the United States by ensuring that everyone with HIV are aware of their status, are linked to and retain in HIV medical care, and maintain their viral suppression," in the amount of \$375,000.00 for the period of September 30, 2019 through September 29, 2020.

On October 7, 2019 the Department received the first revised NoA, which provided an administrative correction to the document number on the NoA dated September 13, 2019. On December 11, 2019 the Department received the second revised NoA which approved the department's revised budget it submitted on November 12, 2019. On June 8, 2020 the Department received the third revised NoA, which approved a 90-day No-Cost extension of the budget period through December 29, 2020. Approval of the revised NoAs will allow the Department to continue program services through December 29, 2020.

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

**MBE/WBE PARTICIPATION:**

N/A

**MINUTES**

Health Department – cont'd

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the first, second, and third revised Notices of Award from the Department of Health and Human Services Centers for Disease Control and Prevention.

**MINUTES**

Health Department – Ratification of Amendment to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to ratify the Amendment to Agreement with Family League of Baltimore City, Inc. The period of the agreement was July 1, 2019 through June 30, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$61,058.00 – 5000-530020-3080-595800-603051

**BACKGROUND/EXPLANATION:**

On March 25, 2020 the Board approved the original Agreement in the amount of \$665,000.00 for the period July 1, 2019 through June 30, 2020. The Department increased the agreement by \$61,058.00 for additional services. This makes the total agreement amount \$726,058.00.

The amendment to agreement is late because of administrative delays.

**MBE/WBE PARTICIPATION:**

N/A

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

UPON MOTION duly made and seconded, the Board ratified the Amendment to Agreement with Family League of Baltimore City, Inc.

**MINUTES**Health Department – Ratification of Invoices**ACTION REQUESTED OF B/E:**

The Board is requested to ratify payment of invoices from Progressus Therapy, LLC and authorize their payment for coverage on CO# 39387 for additional services.

**AMOUNT OF MONEY AND SOURCE:**

AMOUNT	INVOICE # AND DATE:	SERVICE PERIOD:
\$ 500.00	No. 23740 - January 13, 2020	December 1, 2019 to December 31, 2019
\$12,875.00	No. 23742 - January 13, 2020	December 1, 2019 to December 31, 2019
\$ 4,862.50	No. 23743 - January 13, 2020	December 1, 2019 to December 31, 2019
\$ 4,000.00	No. 26224 - April 21, 2020	February 1, 2020 to February 29, 2020
\$ 1,625.00	No. 26226 - April 21, 2020	March 1, 2020 to March 31, 2020
\$ 3,500.00	No. 26227 - April 21, 2020	March 1, 2020 to March 31, 2020
\$ 5,862.50	No. 26228 - April 21, 2020	March 1, 2020 to March 31, 2020
\$10,075.00	No. 26229 - April 21, 2020	March 1, 2020 to March 31, 2020
\$ 1,375.00	No. 27206 - May 26, 2020	April 1, 2020 to April 30, 2020
\$ 8,250.00	No. 27207 - May 26, 2020	April 1, 2020 to April 30, 2020
\$ 9,750.00	No. 27208 - May 26, 2020	April 1, 2020 to April 30, 2020
\$ 2,875.00	No. 28295 - June 17, 2020	May 1, 2020 to May 31, 2020
\$ 9,500.00	No. 28296 - June 17, 2020	May 17, 2020 to May 30, 2020
\$10,875.00	No. 28297 - June 22, 2020	May 1, 2020 — May 31, 2020
\$ 1,375.00	No. 28298 - June 17, 2020	May 1, 2020 — May 31, 2020
<b>\$87,300.00</b>		

\$ 33,325.00 – 1001-000000-3080-288700-603051 City General Fund

53,975.00 – 4000-427119-3080-294300-603051 Federal

**\$ 87,300.00**

**MINUTES**

Health Department – cont'd

**BACKGROUND/EXPLANATION:**

On March 18, 2020, the Board approved the agreement in the amount of \$417,200.00 for the period of July 1, 2019 through June 30, 2020. Because of an increase in clients, additional therapy services were provided by Progressus Therapy for the Baltimore Infants & Toddlers Program.

This request is late because of administrative delays in receipt and processing of invoices.

**MBE/WBE PARTICIPATION:**

**MWBOO GRANTED A WAIVER ON JANUARY 24, 2020.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board ratified the payment of invoices from Progressus Therapy, LLC and authorized its payment for coverage on CO# 39387 for additional services.

**MINUTES**Health Department - Expenditures of Funds**ACTION REQUESTED OF B/E:**

The Board is requested to approve the expenditures of funds and to authorize the purchase of incentive gift cards.

	<u>Vendor</u>	<u>No. of Cards/Denomination</u>	<u>Amount</u>
1.	<b>BURGER KING</b>	500 @ \$10.00 each	<b>\$ 5,000.00</b>
	Account: 1001-000000-3023-271800-604051		
2.	<b>CVS</b>	2,000 @ \$5.00 each	<b>\$10,000.00</b>
	Account: 1001-000000-3023-271800-604051		
3.	<b>SUBWAY</b>	500 @ \$10.00 each	<b>\$ 5,000.00</b>
	Account: 1001-000000-3023-271800-604051		
4.	<b>WALGREENS</b>	1,998 @ \$5.00 each	\$ 9,990.00
		Shipping	<u>15.00</u>
			<b>\$10,005.00</b>
	Account: 1001-000000-3023-271800-604051		

The incentive cards will be distributed to help reduce the number of new HIV infections and improve the health of persons living with HIV AIDS. Also, to enhance staff ability to attract those encountered to receive counseling and testing on the STD/HIV testing van. The STD/HIV Prevention Program adheres to all policies associated with the usage of incentives and has sufficient procedures in place to address the safeguarding and accountability of the incentives purchased.

The Department has a consolidated policy account for the purchase, distribution, and documentation of all incentive cards. The central tenets of this policy account for 1) A

**MINUTES**Health Department – cont'd

single means of procuring all incentive cards through the Board of Estimates; 2) The documentation of each incentive card and its recipient; 3) A monthly reconciliation for all purchases that account for all distributed and non-distributed cards, and; 4) Periodic internal review of programs' activity vis-à-vis the internal policy (which are to be shared with the Department of Audits).

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

**MBE/WBE PARTICIPATION:**

N/A

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

UPON MOTION duly made and seconded, the Board approved the expenditures of funds and authorized the purchase of incentive gift cards from the foregoing vendors.

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

The Board is requested to approve and authorize acceptance of the various Grant Agreements. The period of the agreements is effective upon Board approval and will expire upon the first anniversary of the Effective Date.

- |    |                                            |                  |
|----|--------------------------------------------|------------------|
| 1. | <b>MUSLIM SOCIAL SERVICES AGENCY, INC.</b> | <b>26,400.00</b> |
| 2. | <b>BTST CARES, INC.</b>                    | <b>50,000.00</b> |
| 3. | <b>ARAMINTA FREEDOM INITIATIVE, INC.</b>   | <b>50,000.00</b> |

Account: 1001-000000-2254-786000-603051

The Baltimore City Human Trafficking Grant Program was created to provide funding to victim service organizations for victims of Human Trafficking in Baltimore City. Funding under this program will support trauma informed comprehensive services for all victims of human trafficking, including sex trafficking, labor trafficking, foreign national/U.S. citizen/legal permanent resident (LPR), adult/minor, male/female, and LGBTQ victims of trafficking. Funding will also support efforts to increase the capacity of local communities to respond to human trafficking victims through the development of interagency partnerships, professional training, and public awareness activities.

The grant agreements are late because of the administrative process.

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the above-listed Grant Agreements.

**MINUTES**

Mayor's Office of Criminal Justice – First Amendment to Provider Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to ratify, approve and authorize execution of the First Amendment to Provider Agreement with Sinai Hospital of Baltimore Inc. The period of the agreement is July 1, 2019 through June 30, 2021.

**AMOUNT OF MONEY AND SOURCE:**

Account: 5000- 511019-2255-702300-603051 - \$400,000.00 - Prior Approval  
50,000.00 - Amended

Total **\$450,000.00**

**BACKGROUND/EXPLANATION:**

On March 4, 2020, the Board approved an Agreement with Sinai Hospital of Baltimore, Inc. for workforce readiness programming through the Kujichagulia Center, a hospital based violence intervention program housed in Sinai Hospital of Baltimore. The prior agreement time period July 1, 2019 – June 30, 2020 expired resulting in ratifying the contract. The First Amendment to Agreement will provide additional funding, in the amount of \$50,000.00 and extend the project period end date from June 30, 2020 to June 30, 2021.

The Agreement is late because of the administrative process.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the First Amendment to Provider Agreement with Sinai Hospital of Baltimore Inc.

**MINUTES**

Department of Housing and - Sixth Amendment to the Upfront Grant Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Sixth Amendment to the Upfront Grant Agreement (Sixth Amendment) with the Department of Housing and Urban Development (HUD) for the Uplands project. The Sixth Amendment will extend the period of the Agreement through December 31, 2022.

**AMOUNT AND MONEY AND SOURCE:**

No funds are required.

**BACKGROUND/EXPLANATION:**

In January 2004, the Board approved two Grant Agreements between HUD and the Mayor and City Council of Baltimore for the development of the rental and homeownership project known as Uplands.

One Agreement identified as Grant A, was for \$18,360,000.00 and the Second Agreement identified as Grant B, was for \$17,640,000.00. There are five Amendments to this Agreement. The First Amendment, which was approved on July 11, 2011, increased the amount of Grant A funds to \$22,469,920.00, reallocated the amount of Grant A funds to be spent on Infrastructure improvements and construction of dwelling units, and amended the date for performance completion.

The Second Amendment, which was approved on July 23, 2012, revised the total number of Affordable and Market Rate Units and revised the Area Medium Income restrictions in Grant A. The Third Amendment, which was approved on December 2, 2014, extended the period of Grant A and Grant B. The Fourth Amendment, which was approved on June 8, 2016, revised the number of Affordable and Market Rate Units to be constructed and revised the Area Medium Income restrictions in Grant B.

**MINUTES**

Department of Housing and - cont'd  
Community Development

On December 1, 2017, the Board approved the Fifth Amendment extending the period of Grant B and the period of Grant A, which will expire on December 31, 2020. Upon Board approval, the Sixth Amendment will extend the period of Grant A through December 31, 2022.

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Sixth Amendment to the Upfront Grant Agreement with the Department of Housing and Urban Development for the Uplands project.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Side Yard Land Disposition Agreement for the sale of the City-owned property located at 2305 Madison Street to Ms. Jacqueline Williams, Purchaser.

**AMOUNT OF MONEY AND SOURCE:**

The lot will be sold for \$929.00, of which \$400.00 will be held in escrow by the City for the benefit of the Purchaser to be applied at settlement for closing costs, including transfer taxes, recordation fees, taxes, and associated title services.

**BACKGROUND/EXPLANATION:**

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

The City has agreed to convey the property known as 2305 Madison Street to the adjacent property owner, Ms. Williams. As a condition of the conveyance, Ms. Williams has agreed to the terms of the Side Yard Land Disposition Agreement, which prohibits development of the parcel for a minimum of ten years. The Purchaser will be using private funds to pay for the acquisition and maintenance of the property.

The City may dispose of the property by virtue of the following legal authorities: Article 28, Subtitle 8 of the Baltimore City Code. The aforementioned property was journalized and approved for sale on December 22, 2010.

**MINUTES**

DHCD – cont'd

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

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The property is being sold for \$929.00, as the Purchaser holds title on the adjacent property as owner-occupied. The rationale for the conveyance is:

- the sale will serve a specific benefit to the immediate community,
- the sale will eliminate blight, and
- the sale will return the property to the Baltimore City tax rolls.

**MBE/WBE PARTICIPATION:**

The Ms. Williams 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 participation is not applicable.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Side Yard Land Disposition Agreement for the sale of the City-owned property located at 2305 Madison Street to Ms. Jacqueline Williams, Purchaser.

**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 a Land Disposition Agreement with Row Homes, LLC, Developer, for the sale of the City-owned properties located at 613 N. Carrollton Avenue and 2031 E. Preston Street.

**AMOUNT OF MONEY AND SOURCE:**

\$3,500.00 – 613 N. Carrollton Avenue  
2,000.00 – 2031 E. Preston Street  
**\$5,500.00** – Purchase price

**BACKGROUND/EXPLANATION:**

The City will convey all its rights, title, and interest in the properties located at 613 N. Carrollton Avenue and 2031 E. Preston Street to Row Homes, LLC, for \$5,500.00, which will be paid to the City of Baltimore at the time of settlement.

The project will involve the rehabilitation of single-family homes with the goal of providing affordable homeownership. The Developer will be using private funds for this project.

The authority to sell the properties located at 613 N. Carrollton Avenue and 2031 E. Preston Street comes from Article 13, §2-7 (h) (2) (ii) (C) of the Baltimore City Code.

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

In accordance with the appraisal policy of Baltimore City, the DHCD has determined the property located at 613 N. Carrollton Avenue to be priced at \$4,800.00 and will be sold for \$3,500.00. The property located at 2031 E. Preston Street is priced at \$4,300.00 through the waiver valuation process and will be sold for \$2,000.00.

The properties are being sold at a price below the waiver valuation price for the following reasons:

**MINUTES**DHCD – cont'd

- the sale of the properties will be a specific benefit to the immediate community,
- the sale of the properties will eliminate blight,
- the sale of the properties will return the properties to the tax rolls, and
- the sale of the properties will provide economic development.

**MBE/WBE PARTICIPATION:**

The properties are being purchased by the Developer for rehabilitation for a price that is less than \$50,000.00. The Developer will receive no City funds or incentives for the purchase or rehabilitation, therefore MBE/WBE participation is not applicable.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with Row Homes, LLC, Developer, for the sale of the City-owned properties located at 613 N. Carrollton Avenue and 2031 E. Preston 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 a Land Disposition Agreement with O'Hara Development Partners CDC, Inc., Developer, for the sale of the City-owned properties (vacant lots) located at 2101, 2103, 2105, 2107, 2109, and 2111 Boone Street.

**AMOUNT OF MONEY AND SOURCE:**

\$ 500.00 - 2101 Boone Street  
500.00 - 2103 Boone Street  
500.00 - 2105 Boone Street  
500.00 - 2107 Boone Street  
500.00 - 2109 Boone Street  
500.00 - 2111 Boone Street  
**\$3,000.00** - Purchase price

**BACKGROUND/EXPLANATION:**

The City will convey all its rights, title, and interest in the properties located at 2101, 2103, 2105, 2107, 2109, and 2111 Boone Street to O'Hara Development Partners CDC, Inc. for \$3,000.00, which will be paid to the City of Baltimore at the time of settlement.

The purchase price and improvements to the site will be financed through private sources.

The provisions of Article II, Section 15 of the Baltimore City Charter, Article 13 of the Baltimore City Code, which established the Department of Housing and Community Development, and Article 28, Section 8-3 of the Baltimore City Code, and Article 13, Section 2-7 (h) (2) (ii) (C) of the Baltimore City Code authorize the City to sell these properties.

**MINUTES**

DHCD – cont'd

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

In accordance with the City's appraisal policy, unimproved real property with an assessed value or \$2,500.00 or less does not require an appraisal. Each of the six vacant lots is assessed at \$1,000.00 and will be sold for \$500.00 each. The sale and rehabilitation will eliminate blight and will be a specific benefit to the immediate community.

**MBE/WBE PARTICIPATION:**

The properties are being purchased by the Developer for rehabilitation for a price that is less than \$50,000.00. The Developer will receive no City funds or incentives for the purchase or rehabilitation, therefore MBE/WBE participation is not applicable.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with O'Hara Development Partners CDC, Inc., Developer, for the sale of the City-owned properties (vacant lots) located at 2101, 2103, 2105, 2107, 2109, and 2111 Boone 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 a Land Disposition Agreement with Break the Cycle, Inc., Developer, for the sale of the City-owned property located at 3534 Virginia Avenue.

**AMOUNT OF MONEY AND SOURCE:**

\$3,000.00 - Purchase price

**BACKGROUND/EXPLANATION:**

The City will convey all its rights, title, and interest in the property located at 3534 Virginia Avenue to Break the Cycle, Inc. for \$3,000.00, which will be paid to the City of Baltimore at the time of settlement.

The developer wants to purchase the vacant building located at 3534 Virginia Avenue for rehabilitation as a single-family rental unit. Once rehabbed, it will then be rented to a low income family. The purchase and improvements to the site will be financed through private sources.

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

The property will be sold pursuant to the Appraisal Policy of Baltimore City. The property was priced using Waiver Valuation for \$5,000.00 and will be sold for \$3,000.00, which is less than the Waiver Valuation Price, because of the following reasons:

- the sale and rehabilitation of the property will help to promote a specific benefit to the immediate community
- the sale and rehabilitation of the property will help to eliminate blight from the neighborhood, and

**MINUTES**

DHCD – cont'd

- the sale and rehabilitation of the property will promote economic development through the placement of the subject property on the City's tax rolls.

**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 participation is not applicable.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with Break the Cycle, Inc., Developer, for the sale of the City-owned property located at 3534 Virginia Avenue.

**MINUTES**

Department of Housing and – Community Development Block Grant Deferred Loan  
Community Development

**ACTION REQUESTED OF B/E**

The Board is requested to approve and authorize execution of a Community Development Block Grant Deferred Loan in the amount of \$800,000.00 (the “City CDBG Deferred Loan”) to St. Francis Neighborhood Center Corporation (“Borrower”).

The Board is also requested to authorize the Commissioner of the Department of Housing and Community Development to execute all legal documents to effectuate this transaction after legal review and authorized sign off by the Department of Law.

**AMOUNT OF MONEY AND SOURCE:**

<b><u>SOURCES</u></b>		<b><u>USES</u></b>	
City CDBG Loan*	\$ 800,000.00	Construction	\$3,772,472.00
BRNI	500,000.00	Construction- Related fees	613,547.00
State Bond Bills	655,000.00	Financing Fees	34,000.00
Other Private Fund- Raising	2,923,617.00	Acquisitions Costs	4,250.00
		Development Fee	200,000.00
		Construction Contingency	<u>254,348.00</u>
<b>Total Sources</b>	<b>\$4,878,617.00</b>	<b>Total Uses</b>	<b>\$4,878,617.00</b>

**BACKGROUND EXPLANATION:**

The St. Francis Neighborhood Center Corporation (“St. Francis”) is a nonprofit corporation founded in 1963 to serve children and stabilize families in and around the Reservoir Hill and Penn North communities. St Francis offers programming in youth development, including Science, Technology, Engineering and Mathematics (“STEM”) and computer lab mentoring. Family stability programming includes job readiness, personal finance, and health and nutrition classes. St Francis sponsors community

**MINUTES**DHCD – cont'd

greening projects and community clean ups and the Center (defined herein) provides space for yoga classes, community potlucks and meetings, and partner programs including Narcotic Anonymous, CASA, Corpus Christi Grocery Program, and more.

The St Francis Neighborhood Center project includes life-safety upgrades to the existing 3,000 square foot building (the “Center”) at 2405 Linden Avenue (the “Property”) and the construction of a 6,670 square foot addition. The property will be owned by St. Francis. The expansion of the Center will allow the programs currently offered by St. Francis to serve up to triple the current population.

In order to fund the full construction costs for the project of approximately \$4,878,613.00, the Borrower has obtained commitments from various funding sources to acquire the land and renovate the properties, as more fully described below.

The City has agreed to make available a deferred loan in a principal amount of \$800,000.00 funded from the City’s Community Development Block Grant funds (the “City CDBG Deferred Loan”). The proceeds of the City CDBG Deferred Loan will be used solely to finance a portion of the hard construction costs of the development.

The Department is comfortable recommending the City CDBG Deferred Loan under these circumstances.

**A. Developer/Owner**

St. Francis, the borrower, will own the property.

**B. General Contractor/Architect**

Whiting Turner Contracting Company will act as the general contractor and post a 100% Payment and Performance Bond. Architectural services will be provided by RM Sovich Architecture.

**C. Participating Lender (s) City CDBG Loan- 1<sup>st</sup> Lien Construction/Permanent Loan**

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**MINUTES**DHCD – cont'd

The City CDBG Deferred Loan will be the first-lien loan in an amount of \$800,000.00 and funded from the City's allocation of federal Community Development Block Grant funds from the Department of Housing and Urban Development ("HUD"). The City CDBG Deferred Loan will have a 20-year term after construction completion, during which interest will accrue at 1% annually. No regular payments are required during the 20-year loan term as long as the use as a neighborhood center is maintained. At the end of the 20-year loan term, the principal and accrued interest will be forgiven, except in the case of sale, refinance, default, or change in use.

**D. Grants and other Donations**

St Francis has obtained grant funding and other corporate and individual donations for the balance of the funds. These funds include:

- Two awards from the Baltimore Regional Neighborhood Initiative Program in the aggregate amount of \$500,000.00;
- Three State "bond bill" awards (grants authorized in a "bond initiative" enacted by the General Assembly and signed by Governor) in the aggregate amount of \$655,000.00;
- A grant from the Weinberg Foundation in the amount of \$1,200,000.00; and
- Other grants or gifts from a variety of individuals, corporations, and foundations, including (but not limited to) Under Armour, Royal Farms, the France-Merrick Foundation, the Marion I. & Henry J. Knott Foundation, T. Rowe Price Foundation, the Abell Foundation, and The Whiting-Turner Contracting Company, in the approximate aggregate amount of \$2,923,617.00 for all private grants including the Weinberg Foundation grant highlighted above.

**MBE/WBE PARTICIPATION:**

Article 5, Subtitle 28 of the Baltimore City Code Minority and Women's Business Program is fully applicable and no request for waiver or exception has been made.

**MINUTES**DHCD – cont'd**TRANSFER OF FUNDS**

	<b><u>AMOUNT</u></b>	<b><u>FROM ACCOUNT/S</u></b>	<b><u>TO ACCOUNT/S</u></b>
1.	<b>\$400,000.00</b> CDBG-41	9996-908985-9587 Housing Development Reserve	9996-912610-9593 St. Francis Neighborhood Ctr 41
2.	<b>400,000.00</b> CDBG-42	9997-909985-9587 Housing Development Reserve	9997-914612-9593 St Francis Neighborhood Ctr 42

These transfers will fund the hard construction costs associated with the renovations of the existing St. Francis Neighborhood Center at 2405 Linden Avenue and the construction of a 9,800 square foot addition.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Community Development Block Grant Deferred Loan in the amount of \$800,000.00 to St. Francis Neighborhood Center Corporation.

The Board also authorized the Commissioner of the Department of Housing and Community Development to execute all legal documents to effectuate this transaction after legal review and approval by the Department of Law. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

## MINUTES

Department of Housing and - Land Disposition Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the following additions to the Schedule A to the Johnston Square Land Disposition Agreement previously approved on October 10, 2019:

Block	Lot	Vacant Building	Vacant Lot	Addresses
1152	010	X		408 E. Biddle St
1152	011	X		410 E. Biddle St
1152	013	X		414 E. Biddle St
1152	017		X	422 E. Biddle St
1152	018		X	424 E. Biddle St
1152	019		X	426 E. Biddle St
1152	020		X	428 E. Biddle St
1152	021	X		430 E. Biddle St
1152	022	X		432 E. Biddle St
1152	023	X		434 E. Biddle St
1152	024	X		436 E. Biddle St
1152	025	X		438 E. Biddle St
1154	021	X		600 E. Biddle St
1154	022	X		602 E. Biddle St
1154	023	X		604 E. Biddle St
1154	024	X		606 E. Biddle St
1154	025	X		608 E. Biddle St
1154	026	X		610 E. Biddle St
1154	027	X		612 E. Biddle St
1154	028	X		614 E. Biddle St
1154	029	X		616 E. Biddle St
1154	031	X		620 E. Biddle St
1152	026	X		1200 Brentwood Ave
1152	027	X		1202 Brentwood Ave
1152	029	X		1206 Brentwood Ave
1152	030	X		1208 Brentwood Ave
1152	031	X		1210 Brentwood Ave
1152	032	X		1212 Brentwood Ave
1152	033	X		1214 Brentwood Ave
1152	034	X		1216 Brentwood Ave

**MINUTES**

DHCD – cont'd

**AMOUNT OF MONEY AND SOURCE:**

The City will convey all of its right, title, and interest in certain properties in the Johnston Square neighborhood to Rebuild Johnston Square Partners, LLC. Each vacant lot will be sold for \$2,000.00 and each vacant building will be sold for \$6,000.00, which will be paid to the City at the time of settlement under the terms of the Johnston Square Land Disposition Agreement approved by the Board on October 19, 2019, which includes a seller take-back mortgage component. Settlements will occur incrementally in five phases over a ten-year period. If the current buildings remain standing, the purchase price should be \$164,000.00.

**BACKGROUND/EXPLANATION:**

On October 10, 2019 the Board approved a multi-phased Land Disposition Agreement to Rebuild Johnston Square Partners, LLC, which included a seller take-back mortgage component with a forgivable element for end-use owner occupants. The total aggregate amount of the seller take-back mortgage could potentially be \$1,446,000.00 over the anticipated ten-year length of this agreement. Section 1:05 of that Agreement allowed for properties to be added or removed from the Schedule A with a Board letter, thus eliminating the need for a full Amendment.

The Rebuild Johnston Square Partners, LLC was formed to revitalize and rebuild the Johnston Square community. The Developer will renovate and redevelop the vacant buildings and lots for both residential and commercial uses including home ownership. The purchase price and improvements to the sites will be funded through public and private funds. The City will acquire privately owned property in this transaction subject to funding availability.

On March 20, 2019 the Board approved a Land Disposition Agreement to ReBuild Metro Holdings, LLC for these same 31 City owned properties included herein. ReBuild Metro Holdings, LLC is a subsidiary of the managing member of Rebuild Johnston Square Partners, LLC, and wishes to consolidate the properties from the March 20, 2019 LDA into the October 10, 2019 phased LDA in order to further the development of the entire neighborhood. Therefore, the March 20, 2019 LDA will be terminated upon the adoption of this amendment. The addition of these properties could potentially raise the total aggregate amount of the seller take-back mortgage to \$1,610,000.00, over the anticipated ten-year length of the agreement.

**MINUTES**

DHCD – cont'd

The authority to sell these properties is within Article 13, § 2-7(f) and (h) and Article 28, § 8 of the Baltimore City Code; and the Johnston Square Urban Renewal Plan.

**STATEMENT OF PURPOSE AND RATIONALE FOR SALE:**

The properties listed in the LDA are primarily comprised of either residential vacant lots or residential vacant buildings and were priced pursuant to the appraisal policy of Baltimore City via the representative waiver valuation process at \$8,300.00 per three-story vacant building; \$8,000.00 per two-story vacant building; and \$4,500.00 per vacant lot. The properties will be sold to the developer for \$6,000.00 per two- and three-story vacant building and \$2,000.00 per vacant lot.

This provides a comprehensive approach to prevent or eliminate blight by coordinating the revitalization of the Johnston Square community through a combination of rehabilitation and/or redevelopment for the benefit of low and moderate income individuals and families.

The properties are being sold to Rebuild Johnston Square Partners, LLC for a reduced negotiated price because of the following reasons:

1. The renovations will be to the specific benefit to the immediate community.
2. This transaction will eliminate blight from the blocks, and thus eliminate blight from the neighborhood
3. These sales and renovations will return currently vacant buildings and lots to the tax rolls.
4. The properties are being sold for a negotiated price due to their condition, which will require extensive remediation.

**MBE/WBE PARTICIPATION:**

The Developer will continue to comply with all MBE/WBE requirements.

UPON MOTION duly made and seconded, the Board approved the foregoing additions to the Schedule A of the Johnston Square Land Disposition Agreement previously approved on October 10, 2019.

**MINUTES**

Department of Transportation - Developer's Agreement No. 1714

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Developer's Agreement No. 1714 between the Department of Transportation and 417 N. Howard Properties, LLC. The period of the agreement is effective upon Board approval.

**AMOUNT OF MONEY AND SOURCE:**

\$22,509.59 – Performance Bond

**BACKGROUND/EXPLANATION:**

417 N. Howard Properties, LLC, would like to install a new water service and other utilities and services to improve their building at 417 North Howard Street. This agreement will allow the organization to do its own installation in accordance with Baltimore City standards.

A Performance Bond in the amount of \$22,509.59 has been issued to 417 N. Howard Properties, 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. 1714 between the Department of Transportation and 417 N. Howard Properties, LLC.

**MINUTES**

Department of Transportation – Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 54 to Johnson, Mirmiran & Thompson, Inc., under project No. 1217, On-Call Construction Project Management Services. The period of the task assignment is approximately six months.

**AMOUNT OF MONEY AND SOURCE:**

\$324,510.38 – 9950-902315-9506-900010-705032

**BACKGROUND/EXPLANATION:**

This task will provide for the continued services of TR01041 Construction Project Engineer and Senior Construction Inspector services for the Edmondson Avenue Bridge Project.

**MBE/WBE PARTICIPATION:**

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

**MBE:** 27%

**WBE:** 10%

The Consultant has achieved a MBE goal of 23% at this time and there remains enough capacity to meet the remaining goal. The Consultant has achieved a WBE goal of 9% and there remains enough capacity to meet the goal.

**THE EAR WAS APPROVED BY MWBOO ON NOVEMBER 27, 2020.**

**APPROVED FOR FUNDS BY FINANCE**

**MINUTES**

Department of Transportation – cont'd

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 54 to Johnson, Mirmiran & Thompson, Inc., under project No. 1217, On-Call Construction Project Management Services.

**MINUTES**

Department of Transportation – Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 41 to STV/PB Construction Managers JV, under project No. 1217, On-Call Construction Project Management Services. The period of the task assignment is approximately twelve months.

**AMOUNT OF MONEY AND SOURCE:**

\$382, 892.00 – 9962-906072-900000-705032

**BACKGROUND/EXPLANATION:**

This task will provide the Conduit Division with two Public Works Inspector's III field services of the observation and monitoring of Conduit Capital Maintenance Contracts.

**MBE/WBE PARTICIPATION:**

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

**MBE:** 27%

**WBE:** 10%

The Consultant has not met the MBE goal of 27%, they achieved a goal of 19% and there remains enough capacity to meet the goal. The Consultant has achieved the WBE goal of 10%.

**THE EAR WAS APPROVED BY MWBOO ON NOVEMBER 27, 2020.**

**APPROVED FOR FUNDS BY FINANCE**

**MINUTES**

Department of Transportation – cont'd

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 41 to STV/PB Construction Managers JV, under project No. 1217, On-Call Construction Project Management Services.

**MINUTES**

Baltimore City Fire Department – Grant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of a Grant Agreement from the U.S. Department of Health and Human Services CARES Provider Relief Fund. The period of the Grant Agreement is from March 1, 2020 through June 30, 2021.

**AMOUNT OF MONEY AND SOURCE**

\$614,500.51 – 4000-445221-3191-308700-404001

**BACKGROUND/EXPLANATION:**

The grant will only be used to prevent, prepare for and respond to coronavirus, and the Payment will reimburse the Recipient only for healthcare-related expenses or lost revenues that are attributable to coronavirus.

The agreement is late because of administrative delays.

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Grant Agreement from the U.S. Department of Health and Human Services CARES Provider Relief Fund.

**MINUTES**

**TRANSFERS OF FUNDS**

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

5135 - 5138

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**

	<b><u>AMOUNT</u></b>	<b><u>FROM ACCOUNT/S</u></b>	<b><u>TO ACCOUNT/S</u></b>
<u>Department of Planning</u>			
1.	<b>\$500,000.00</b> 2 <sup>nd</sup> Community and Economic Development Loan	9904-909047-90129 Broadband Infrastructure (Reserve)	9904-914047-9127 BCIT Broadband Infrastructure

Baltimore City Information Technology (BCIT) will work to establish a parallel fiber network for public facing broadband projects and implement two broadband pilot projects in accordance with the City's broadband strategy. BCIT commissioned a study for a set of recommendations to inform a Broadband Strategic Plan to guide the City's future broadband planning and investments and set as a priority the need to improve access to broad band planning and investments and set as a priority the need to improve access to broadband to low-income city residents with the greatest need. This initial investment will establish the infrastructure foundation needed to implement broadband pilot projects by the end of FY21.

2.	<b>\$50,000.00</b> 3 <sup>rd</sup> Community and Economic Development Loan	9904-910072-9129 Port Discovery Phase II Renovation	9904-904778-9127 Port Discovery Phase II Improvement
----	----------------------------------------------------------------------------------------	--------------------------------------------------------------	---------------------------------------------------------------

Port Discovery's Phase II capital renovations will renovate portions of the exteriors of the building and atrium, activate the atrium into an indoor park-like setting, and upgrade the aging Adventure Expeditions exhibit. These projects include but are not limited to: design, fabrication, and installation of new exhibit spaces; improvement to public spaces; exterior renovation and building system improvements.

**MINUTES****TRANSFERS OF FUNDS**

	<b><u>AMOUNT</u></b>	<b><u>FROM ACCOUNT/S</u></b>	<b><u>TO ACCOUNT/S</u></b>
<u>Department of Transportation</u>			
3.	<b>\$ 50,000.00</b>	9950-956002-9515 Construction Reserve - Resurfacing JOC - Urgent Needs	9950-904006-9514 Urgent Needs TR20014

The transfer will cover the costs of advertisement, printing and other related costs for Project TR 20014, "Urgent Needs."

Department of Housing & Community Development

4.	<b>\$1,500,000.00</b>	9910-923006-9609 Home Program Reserve	9910-911585-9610 Aisquith/Somerset Phase II
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The transfer will support a portion of hard costs for Aisquith/Somerset Phase II for new construction of 99 rental units (the "Affordable Units") within a large 127 mixed-income, rental development with retail space on the first floor.

Baltimore City Office of Information Technology

5.	<b>\$ 350,000.00</b>	9903-919029-9117 Upgrade City Firewall Reserve	9903-921029-9116 Upgrade City Firewall Active
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This project will upgrade ASA firewalls providing Virtual Private Network(VPN) secure City network access for City employees from external environments. Funds should also provide enhancements to ASA firewalls that involve VPN secure City network access.

MINUTES

TRANSFERS OF FUNDS

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Baltimore City Office of Information Technology – cont'd</u>			
6.	\$350,000.00	9903-927030-9117	9903-929030-9116
	Other - BCIT	Upgrade Broadband	Upgrade Broadband
	Master Lease	Reserve	
	\$100,000.00	"	"
	General Fund		
	<u>Reserve</u>		
	<b>\$450,000.00</b>		

The purpose of the project is to address the City's enterprise broadband width limitations presented by the current systems. The current broadband width does not meet current standards.

7.	\$ 350,000.00	9903-919029-9117	
	Other - BCIT	Upgrade City Firewall	
	Master Lease	Reserve	
	550,000.00	9903-907059-9117	
	Other - BCIT	Security Info/Event	
	Master Lease	Management	
	150,000.00	"	"
	3 <sup>rd</sup> Parks &		
	Public Facilities		
	<u>Bond</u>		
	<b>\$1,050,000.00</b>		

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Baltimore City Office of Information Technology – cont'd</u>		
\$ 150,000.00 3 <sup>rd</sup> Parks & Public Facilities Bond	-----	9903-921059-9116 Security Info/Event Management
900,000.00 Other – BCIT <u>Master Lease</u> <b>\$1,050,000.00</b>	-----	9903-921059-9116 Security Info/Event Management

The Department is moving funds from “City Wide Cybersecurity Systems Upgrades,” to “Security Information and Event Management (SIEM)” to support procurement of the SIEM platform for a 3-year period. This SIEM Project will implement a City-owned SIEM system. Cyber warfare can be detected by SIEM with accuracy; discovering both attackers and victims, and provide risk mitigation options.

**MINUTES**

Mayor's Office of Children – Maryland Community Development Block Grant  
and Family Success      Program COVID – Round 2 Grant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Maryland Community Development Block Grant (MD CDBG) Program COVID – Round 2 Grant Agreement with the Maryland Department of Housing and Community Development. The period of the MD CDBG Program COVID – Round 2 Grant Agreement is effective upon Board approval through December 31, 2021.

**AMOUNT OF MONEY AND SOURCE:**

\$2,000,000.00 – 5000-518521-1191-594700-405001

**BACKGROUND/EXPLANATION:**

The United States Department of Housing and Urban Development (HUD) has authorized the State of Maryland to distribute and administer supplemental federal MD CDBG funds. The City of Baltimore applied to the State for CDBG funds and has been selected for the MD CDBG Program in the amount of \$2,000,000.00.

The CDBG funds will be used to provide up to six months of rental assistance to those whose income has been negatively impacted by the loss of employment or reduction in hours as a result of the COVID 19 crisis. Assistance can only be provided to people in danger of losing their housing and whose total household income is at or below 80% of area median income using HUD's income limits provided for each county.

The grant funds must be expended on or before December 31, 2021.

**MWBOO GRANTED A WAIVER ON DECEMBER 17, 2020.**

**APPROVED FOR FUNDS BY FINANCE**

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

**MINUTES**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Maryland Community Development Block Grant Program COVID – Round 2 Grant Agreement with the Maryland Department of Housing and Community Development.

**MINUTES**

Department of Public Works – Amendment No. 1 to Agreement  
for Contract No. BWW – 004

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 1 to Agreement (Amendment No. 1) for Contract No. BWW – 004, Emergency Staff Augmentation Services with Hazen and Sawyer. The period of Amendment No. 1 is effective upon Board approval through 15 days after the Executive Order declaring a State of Emergency related to COVID-19 issued by the Mayor of Baltimore City has been lifted or until the upset limit is reached, whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

No funds are required.

**BACKGROUND/EXPLANATION:**

On July 29, 2020, the Board approved the original agreement, in the amount of \$200,000.00, with Hazen and Sawyer to assist in operating and maintaining water filtration plants, wastewater treatment plants, and respective pumping stations.

The DPW is requesting a no cost time extension to extend the expiration date of the agreement until 15 days after the Executive Order declaring a State of Emergency related to COVID- 19, issued by the Mayor of Baltimore City has been lifted. This extension will allow Hazen and Sawyer to continue to operate the water and wastewater plants in response to any emergency related to COVID-19 pandemic.

The DPW operates and maintains Baltimore's water filtration plants, wastewater treatment plants, and respective pumping stations and it is essential to continue the operations amidst the ongoing and rapidly evolving COVID- 19 pandemic. If staffing is reduced to levels that threaten ongoing operations, support from the Consultant will be utilized to run the facilities by their staff with requisite operational or maintenance knowledge.

**MINUTES**

Department of Public Works – cont'd

**MWBOO GRANTED A WAIVER ON APRIL 7, 2020.**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment No. 1 to Agreement for Contract No. BWW – 004, Emergency Staff Augmentation Services with Hazen and Sawyer.

**MINUTES**

Parking Authority for Baltimore City (PABC) – Sixth Amendment to Parking Facility Operations and Management Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Sixth Amendment to Parking Facility Operations and Management Agreement with Impark/Danas LLC for the Penn Station Garage. The sixth amendment extends the agreement through October 31, 2021.

**AMOUNT OF MONEY AND SOURCE:**

<u>6<sup>th</sup> Amendment</u>	<u>Original + 5 Amendments</u>	<u>Account Number</u>
\$ 523,749.00	\$3,072,732.00	2075-000000-2321-407600-603016 Maint. and Repair
\$ 3,600.00	\$ 22,500.00	2075-000000-2321-407600-603026 Mgmt. and Incentive
\$ 77,280.00	\$ 482,880.00	2075-000000-2321-407600-603038 Security
<b>\$ 604,629.00</b>	<b>\$3,578,112.00</b>	<b>Total</b>

**BACKGROUND/EXPLANATION:**

The Original Agreement was approved for a one-year term (August 1, 2013 to July 31, 2014) with a one-year renewal option that was properly exercised, and has been amended five times previously to extend the term for one year each time, with approval from the Board on November 4, 2015, July 27, 2016, July 26, 2017, August 8, 2018 and July 31, 2019. The Fourth Amendment removed the Marriott and Redwood Garages from the Original Agreement so they could be leased to MEDCO. The Fifth Amendment recognized the removal of the Arena Garage.

Under the Original Agreement, compensation to Impark was based on a monthly base management fee with reimbursement for approved operating expenses at the parking facilities. This Sixth Amendment requires additional funding to pay for anticipated operating expenses and to compensate Impark during the extended term upon the original compensation structure.

**MINUTES**Parking Authority for Baltimore City - cont'd

The Parking Authority requests this Sixth Amendment to extend the term for the Penn Station Garage for twelve months to allow the Parking Authority to procure an operator for a group of facilities that will include Penn Station.

Impark has provided adequate management services.

**MBE/WBE PARTICIPATION:**

**MWBOO FOUND THE VENDOR IN COMPLIANCE ON JULY 28, 2020.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Sixth Amendment to Parking Facility Operations and Management Agreement with Impark/Danas LLC for the Penn Station Garage.

**MINUTES**

Mayor's Office – Employment Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Employment Agreement between City Administrator designate Christopher J. Shorter and the Mayor and City Council of Baltimore City for the latter of (a) coterminous with the term of Mayor Brandon Scott. or (b) beyond the term of the Mayor until a qualified successor is appointed and confirmed for the City Administrator according to Section 136 of Article VII of the Charter. The expected period of the agreement is January 11, 2021 through December 9, 2024.

**AMOUNT OF MONEY AND SOURCE:**

\$250,000.00 – Base Salary per annum, less withholdings

1001-000000-1250-795500-601001

**BACKGROUND/EXPLANATION:**

On December 8, 2020, Mayor Brandon Scott introduced Austin, Texas Assistant City Manager Christopher J. Shorter as his choice to serve as City Administrator for the City of Baltimore. Mr. Shorter will serve as Acting City Administrator beginning Monday, January 11, 2021, until his nomination is approved by the Baltimore City Council.

Mr. Shorter has served as one of four Assistant City Managers for the City of Austin, Texas, since February 2019. In that role, he has focused on matters related to culture, environmental services, and health. Prior to his service on behalf of the City of Austin, Texas, Mr. Shorter served as Director of the Washington, DC, Department of Public Works, Chief Operation Officer for the Washington, DC Department of Health, and as Chief of Staff for the Washington, DC Department of Youth Rehabilitation Services.

Mr. Shorter is a graduate of Florida Agricultural and Mechanical University, one of our nation's renowned HBCUs. He holds a Master's degree from the University of Pittsburgh.

**MINUTES**

Mayor's Office – cont'd

Mayor Scott wishes to employ Mr. Shorter as the City Administrator for the City of Baltimore, subject to City Council confirmation. Mr. Shorter agrees to enter into an agreement with the City to serve in this role. The agreement details the benefits to which Mr. Shorter is entitled, including potential severance payments in the event he is not confirmed by the City Council or in case of a “termination without cause.”

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Employment Agreement between City Administrator designate Christopher J. Shorter and the Mayor and City Council of Baltimore City for the latter of (a) coterminous with the term of Mayor Brandon Scott. or (b) beyond the term of the Mayor until a qualified successor is appointed and confirmed for the City Administrator according to Section 136 of Article VII of the Charter.

**MINUTES**

Mayor's Office – Reimbursement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the reimbursement for moving expenses related to the City Administrator nominee's relocation from Austin, TX to Baltimore.

**AMOUNT OF MONEY AND SOURCE:**

\$9,556.78 – 1001-000000-1250-775200-603033

**BACKGROUND/EXPLANATION:**

On December 8, 2020, Mayor Brandon Scott introduced Austin, Texas Assistant City Manager Christopher J. Shorter as his choice to serve as City Administrator for the City of Baltimore. Mr. Shorter will serve as Interim City Administrator beginning Monday, January 11, 2021, until his nomination is approved by the Baltimore City Council.

AM 200-3 establishes the requirements for providing financial assistance to new employees who have been approved for monies to minimize the costs of their move to start their new job. More specifically, the Policy establishes responsibility for certain moving expenses when an individual is moving personal belongings and/or family to assume a position with the City. Under no circumstances will the City consider or approve reimbursement of moving expenses unless the charges are approved by the Board in advance.

The Policy further requires the new employee to submit two (2) estimates of the move costs. Such cost estimates must detail the scope of the estimate, i.e., move is limited to the costs of personal belongings. The Board, shall, at its own discretion, stipulate the amount of moving expenses to be covered in its approval.

**MINUTES**

Mayor's Office – cont'd

**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 the reimbursement for moving expenses related to the City Administrator nominee's relocation from Austin, TX to Baltimore.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement with O'Brien & Gere Engineers, Inc. for the assignment of S.C 955P-PAS Gwynns Falls Sewershed Powder Mill Interceptor Improvements and Stream Restoration. The period of the agreement is for three years or until upset limit is reached.

**AMOUNT OF MONEY AND SOURCE:**

\$ 402,892.28 – 9956-906659-9551-900020-703032  
738,445.61 – 9958-905994-9525-900020-703032  
**\$1,141,337.89 – TOTAL**

**BACKGROUND/EXPLANATION:**

The Department is in need of the Consultant to provide engineering services in assistance to the City during construction of the S.C 955 to oversee that the work performed by the contractor is completed in conformance with the design and as specified in the contract documents. The S.C. 955 work is within the Gwynns Falls Sewershed Area. Engineering services will include reviewing submittal, Request for Information, attending monthly progress meetings, closed circuit television inspection, reviewing redlines, change orders, stream inspections, conditional and final inspections, updating drawings and Geographic Information Systems.

The Scope of the Agreement includes O'Brien & Gere Engineers, Inc. providing the City with post award services necessary during construction of S.C. 955 to oversee that the work performed by the contractor is completed in accordance with the design and as specified in the contract documents. The project consists of three phases which includes powdermill interceptor improvements, powdermill stream restoration and construction of Dead Run access road.

**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.

**MINUTES**

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

**MBE:** 30%

**WBE** 15%

**MWBOO SET THE MBE GOAL AT 30% AND THE WBE GOAL AT 28%.**

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

**TRANSFERS OF FUNDS**

	<b><u>AMOUNT</u></b>	<b><u>FROM ACCOUNT/S</u></b>	<b><u>TO ACCOUNT/S</u></b>
1.	<b>\$875,000.00</b> Stormwater Restoration	9958-906405-9526 Citywide Stream	9958-905994-9525-3 Design Revenue Bonds

The transfer will cover costs for S.C. 955P PAS Gwynns Falls Sewershed Powder Mill Interceptor Improvements and Stream Restoration.

2.	<b>\$435,124.00</b> Federal Infrastructure WIFIA	9956-907622-9549 Sewer System Rehab Gwynns Falls	9956-906659-9551-3 Design
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The transfer will cover costs for S.C. 955P PAS Gwynns Falls Sewershed Powder Mill Interceptor Improvements and Stream Restoration.

**MINUTES**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with O'Brien & Gere Engineers, Inc. for the assignment of S.C 955P-PAS Gwynns Falls Sewershed Powder Mill Interceptor Improvements and Stream Restoration. The Transfers of Funds were approved, SUBJECT to the receipt of favorable reports 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. 011, to Rummel, Klepper & Kahl, LLP under Project 1801 On-Call Project and Construction Management.

**AMOUNT OF MONEY AND SOURCE:**

(\$10,115.18) - 9956-910533-9551-90020-705032  
( 10,115.18) - 9956-905527-9557-90020-705032  
**(\$20,230.36)**

**BACKGROUND/EXPLANATION:**

The Department was in need of Construction Management Assistant services for various projects. However, the project did not utilize all of the funds and is requesting a credit.

The Scope of the Original Agreement includes Assisting Construction Management Section with construction monitoring and inspection, preparation of daily reports, maintenance of project records and documentation, review of contractor's application for payment, attendance at progress meetings, preparation of record drawings, review of contract claims and supports, estimating, scheduling, project engineering, constructability reviews, submittal reviews and responses, Request for Information reviews and responses, and construction contract administrative support.

**MBE/WBE PARTICIPATION:**

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

**MBE:** 33%

**WBE** 20%

**MINUTES**

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

**MWBOO APPROVED THE EAR ON JULY 21, 2020.**

**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. 011, to Rummel, Klepper & Kahl, LLP under Project 1801 On-Call Project and Construction Management.

**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. 012, to Rummel, Klepper & Kahl, LLP under Project 1801 On-Call Project and Construction Management Assistance. The period of the task is 17 months.

**AMOUNT OF MONEY AND SOURCE:**

\$603,903.40 – 9958-905912-9520-900020-703032

**BACKGROUND/EXPLANATION:**

The Department is in need of engineering services for the ongoing work on SDC 7778- Drainage Repairs and Improvement at Various Locations. The work is within the original scope of the agreement.

The Scope of the Original Agreement includes Assisting Construction Management Section with construction monitoring and inspection, preparation of daily reports, maintenance of project records and documentation, review of contractor's application for payment, attendance at progress meetings, preparation of record drawings, review of contract claims and supports, estimating, scheduling, project engineering, constructability reviews, submittal reviews and responses, Request for Information reviews and responses, and construction contract administrative support.

The Scope of Construction Project includes Closed Circuit television inspection including videotaping before and after improvements. Construction of storm drain manholes and inlets; brick and cast-in-place or precast concrete, and any other storm drain appurtenance; cleaning storm drain pipes. Repairing and cleaning damaged storm drain structures; construction of sidewalks, curb and gutter, and asphalt and concrete paving associated with the storm drain systems. Installations of cured in place concrete pipe lining; stream channel and stream bank repair.

**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 goal of 29% and WBE goal of 10% assigned to the original agreement. Current goals are:

**MBE:** 33%

**WBE** 21%

**MWBOO APPROVED THE EAR ON AUGUST 20, 2020.**

**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. 012, to Rummel, Klepper & Kahl, LLP under Project 1801 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. 013, to Rummel, Klepper & Kahl, LLP under Project 1801 On-Call Project and Construction Management Assistance. The period of the task is 15 months.

**AMOUNT OF MONEY AND SOURCE:**

\$216,358.86 – 9960-905721-9557-900020-703032

**BACKGROUND/EXPLANATION:**

The Department is in need of project engineering services for the ongoing work on W.C. 187-Water Main Replacement and Rehabilitation in Westgate, Hunting Ridge, and Uplands. The work requested is 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 goal of 29% and WBE goal of 10% assigned to the original agreement. Current goals are:

**MBE:** 33%

**WBE** 20%

**MWBOO APPROVED THE EAR ON OCTOBER 29, 2020.**

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

**MINUTES**

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 013, to Rummel, Klepper & Kahl, LLP under Project 1801 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. 015, to Whitman, Requardt & Associates, LLP under Project 1805 On-Call Project and Construction Management Assistance. The period of the task is 18 months.

**AMOUNT OF MONEY AND SOURCE:**

\$482,103.06 – 9960-904971-9557-900020-703032

**BACKGROUND/EXPLANATION:**

The Department is requesting Whitman, Requardt & Associates, LLP to provide construction management assistance and inspection services on W.C. 1404-Urgent Need Water Infrastructure Rehabilitation and Improvement-Phase III-FY20. The work is within the original scope of the agreement.

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

The Scope of Construction Project includes: Urgent needs water main repairs and replacement as necessary, including but not limited to, replacement/installation of various size new ductile iron pipe, valves, fittings, and appurtenances; replacement /installation of fire hydrants, small meter settings and meter vaults.

**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 goal of 29% and WBE goal of 10% assigned to the original agreement. Current goals are:

**MBE:** 42%

**WBE** 19%

**MWBOO APPROVED THE EAR ON OCTOBER 29, 2020.**

**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. 015, to Whitman, Requardt & Associates, LLP under Project 1805 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. 016, to Whitman, Requardt & Associates, LLP under Project 1805 On-Call Project and Construction Management Assistance. The duration of this task is 0 months. The original contract will expire on September 25, 2022.

**AMOUNT OF MONEY AND SOURCE:**

(\$107,912.87) – 9960-902950-9557-900020-705032

**BACKGROUND/EXPLANATION:**

The Department was in need of inspection services work on W.C. 1370R-AMI/R Metering Infrastructure Repair & Replacement, Various Locations (3" & Larger Water Services). However, the project was completed early. This request is to credit the unused amount to the contract so it can be used for future projects.

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

**MBE/WBE PARTICIPATION:**

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

**MBE:** 42%

**MINUTES**

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

**WBE 19%**

**MWBOO APPROVED THE EAR ON NOVEMBER 10, 2020.**

**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. 016, to Whitman, Requardt & Associates, LLP under Project 1805 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. 010, to AECOM Technical Services Inc., under Project 1803 On-Call Project and Construction Management. The period of the task is 12 months.

**AMOUNT OF MONEY AND SOURCE:**

\$354,077.99 – 9960-907127-9557-90020-705032

**BACKGROUND/EXPLANATION:**

The Department is in need of inspection services for the ongoing emergency work on W.C. 1301R On-Call Large Water Main Repairs. The work is within the original scope of the agreement.

The Scope of the Original Agreement includes Assisting Construction Management Section with construction monitoring and inspection, preparation of daily reports, maintenance of project records and documentation, review of contractor's application for payment, attendance at progress meetings, preparation of record drawings, review of contract claims and supports, estimating scheduling, project engineering, constructability reviews, submittal reviews and responses, Request for Information reviews and responses, and construction contract administrative support.

The Scope of Construction Project includes installation of various size Prestressed Concrete Cylinder Pipe (PCCP) and ferrous metal pipe segments, reinforcement of existing PCCP utilizing external post tension tendon systems, epoxy repairs, and installation of corrosion control and monitoring systems at various locations in the City and Baltimore County.

**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 goal of 29% and WBE goal of 10% assigned to the original agreement. Currently, this task is not in compliance because only six tasks have been approved. Current goals are:

**MBE:** 12%

**WBE** 19%

**MWBOO APPROVED THE EAR ON NOVEMBER 29, 2020.**

**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. 010, to AECOM Technical Services Inc., under Project 1803 On Call Project and Construction Management.

**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. 010, to EBA Engineering, Inc. under Project 1255 On Call Materials Testing and Inspection Services.

**AMOUNT OF MONEY AND SOURCE:**

(\$335,806.68) – 9960-902988-9557-900020-703032

**BACKGROUND/EXPLANATION:**

The Department was in need of Construction Management Assistance Services for W.C. 1388 Urgent Need Water Infrastructure Rehabilitation and Improvement-Phase III-FY20. However, the project did not utilize all of the funds and is requesting a credit.

The Scope of the Original Agreement includes Assisting Construction Management Section with construction monitoring and inspection, preparation of daily reports, maintenance of project records and documentation, review of contractor's application for payment, attendance at progress meetings, preparation of record drawings, review of contract claims and supports, estimating, scheduling, project engineering, constructability reviews submittal reviews and responses, Request for Information reviews and responses, and construction contract administrative support.

**MBE/WBE PARTICIPATION:**

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE goal of 27.01% and WBE goal of 11.6% assigned to the original agreement. Current goals are:

**MBE:** 29%

**WBE** 10%

**MINUTES**

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

**MWBOO APPROVED THE EAR ON NOVEMBER 10, 2020.**

**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. 010, to EBA Engineering, Inc. under Project 1255 On Call Materials Testing and Inspection Services.

**MINUTES**

Department of Public Works – Amendment No. 1 to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 1 to the agreement with KCI Technologies, Inc. under Project 1254K-O/C Environmental Engineering Services. The amendment extends the period of the agreement from December 12, 2020 through December 12, 2021.

**AMOUNT OF MONEY AND SOURCE:**

\$500,000.00-upset fee increase  
To be determined with each individual project.

**BACKGROUND/EXPLANATION:**

The Department is requesting additional funds in the amount of \$500,000.00 and a time extension of 12 months. Additional tasks are required including the Rapid Sludge Loading Facility.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE****AUDITS NOTES THE TIME EXTENSION AND INCREASE IN UPSET LIMIT AND WILL REVIEW TASK ASSIGNMENTS.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 1 to the agreement with KCI Technologies, Inc. under Project 1254K-O/C Environmental Engineering Services.

**MINUTES**

Department of Public Works – Amendment No. 1 to Agreement  
for Contract No. BWW – 002

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 1 to Agreement (Amendment No. 1) for Contract No. BWW – 002, Emergency Staff Augmentation Services with C.C Johnson and Malhotra, P.C. The period of Amendment No. 1 is effective upon Board approval through 15 days after the Executive Order declaring a State of Emergency related to COVID-19 issued by the Mayor of Baltimore City has been lifted or until the upset limit is reached, whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

No funds are required.

**BACKGROUND/EXPLANATION:**

On August 12, 2020, the Board approved the original agreement, in the amount of \$200,000.00, with C.C Johnson and Malhotra, P.C. to assist in operating and maintaining water filtration plants, wastewater treatment plants, and respective pumping stations.

The DPW is requesting a no cost time extension to extend the expiration date of the agreement until 15 days after the Executive Order declaring a State of Emergency related to COVID- 19, issued by the Mayor of Baltimore City has been lifted. This extension will allow C.C Johnson and Malhotra, P.C.to continue to operate the water and wastewater plants in response to any emergency related to COVID-19 pandemic.

The DPW operates and maintains Baltimore’s water filtration plants, wastewater treatment plants, and respective pumping stations and it is essential to continue the operations amidst the ongoing and rapidly evolving COVID- 19 pandemic. If staffing is reduced to levels that threaten ongoing operations, support from the Consultant will be utilized to run the facilities by their staff with requisite operational or maintenance knowledge.

**MINUTES**

Department of Public Works – cont'd

**MWBOO GRANTED A WAIVER ON APRIL 7, 2020.**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 1 to Agreement for Contract No. BWW – 002, Emergency Staff Augmentation Services with C.C Johnson and Malhotra, P.C.

**MINUTES**

Department of Public Works – Amendment No. 2 to SC No. 945R, Project No. 1196R

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 2 to SC No. 945 (Amendment No. 2) under Project No. 1196R, Engineering Services for Inspection and Analysis of Baltimore City Wastewater Collection System with Rummel, Klepper & Kahl, LLP (RK&K). Amendment No. 2 will extend the period of the agreement through January 9, 2023.

**AMOUNT OF MONEY AND SOURCE:**

\$554,773.99 – 9956-908655-9551-900020-703032

**BACKGROUND/EXPLANATION:**

On January 10, 2018, the Board approved the original agreement with RK&K, under Project No. 1196, SC 945R.

Due to the greater than anticipated number of Requests for Information (RFIs) and submittals, RK&K has exceeded the number of hours that it budgeted for its role in the project; however, SC 945R is still active. RK&K has proposed, and agrees, that it should be compensated appropriately for this continued participation in providing engineering services for the rest of the construction phase of this contract and through the warranty period. On November 20, 2019, the Board approved Amendment No. 1 to extend the period of the agreement through January 9, 2022 and an additional scope of work was added to the contract.

Amendment No. 2 will extend the period of the agreement through January 9, 2023. This Amendment No. 2 is within the original scope of work and was requested by the Agency.

The scope of the original agreement includes the Consultant providing design services in support of the Modified Consent Decree that the City of Baltimore signed with the U.S.

**MINUTES**Department of Public Works – cont'd

Environmental Protection Agency. The Consultant performed reconnaissance in the form of field walks and various other investigative methods to identify shortcomings in the status of City assets such as sewer pipelines and access manholes.

With this information and the Geographic Information Systems data provided by Baltimore City, the Consultant prepared contract drawings clearly marking the deficient assets and recommending repair/replacement options. In addition, the Consultant issued guidance regarding other public utilities, maintenance of traffic, and Right-of- Entry Permits. Once construction was initiated, the Consultant agreed to provide engineering services in support of the contractor's prosecution of the work (Post Award Services). Post Award Services include responding to Request for Information (RFIs), providing guidance regarding Proposed Change Orders, review of submittals, and other miscellaneous services related to project completion.

**MBE/WBE PARTICIPATION:**

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

**THE EAR WAS APPROVED BY MWBOO ON NOVEMBER 2, 2020.**

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

**MINUTES**

Department of Public Works – cont'd

**TRANSFER OF FUNDS**

	<b><u>AMOUNT</u></b>	<b><u>FROM ACCOUNT/S</u></b>	<b><u>TO ACCOUNT/S</u></b>
1.	<b>\$600,000.00</b>	9956-933004-9549	9956-908655-9551-3
	Wastewater	Sanitary Sewer	Design
	Revenue	Inspection Services	
	Bonds		

The transfer will cover the expenses associated with Project No. 1196R, Amendment No. 2 (SC 945R), Engineering Services for Inspection and Analysis of Baltimore City Wastewater Collection System with Rummel, Klepper & Kahl, LLP.

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 2 to SC No. 945 under Project No. 1196R, Engineering Services for Inspection and Analysis of Baltimore City Wastewater Collection System with Rummel, Klepper & Kahl, LLP. 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. 4 to Rummel, Klepper & Kahl, LLP., under Project No. 1315, On-Call Civil Engineering Design Services. The period of the task is approximately nine months.

**AMOUNT OF MONEY AND SOURCE:**

\$19,662.69 – 9938-911093-9474-900000-703032

**BACKGROUND/EXPLANATION:**

The task will include engineering design services for Clifton Park/Rita Church Athletic Field Developers Agreement.

**MBE/WBE PARTICIPATION:**

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

**MBE:** 28%

**WBE:** 14%

The Consultant has achieved 18.23% of the WBE goal at this time. However, they have enough capacity to meet the remaining goals.

The Consultant has achieved 15.62% of the MBE goal at this time.

**THE EAR WAS APPROVED BY MWBOO ON NOVEMBER 24, 2020.**

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

**MINUTES**

Department of Recreation and Parks - cont'd

**TRANSFER OF FUNDS**

<b><u>AMOUNT</u></b>	<b><u>FROM ACCOUNT</u></b>	<b><u>TO ACCOUNT</u></b>
<b>\$20,000.00</b>	9938-910093-9475	9938-911093-9474
State (Program	FY 18 Clifton Park	FY18 Clifton Park
Open Space	Improvements Reserve	Improvements Active

This transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1315, Task No 4 to Rummel, Klepper & Kahl, LL.P.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 4 to Rummel, Klepper & Kahl, LLP., under Project No. 1315, On-Call Civil Engineering Design Services. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

**MINUTES**

Department of Recreation & Parks – Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 007 to Murphy & Dittenhafer, Inc. under Project No. 1314, On-Call Architectural Design Services. The period of the task is approximately four months.

**AMOUNT OF MONEY AND SOURCE:**

\$ 23,001.07 – 9938-917022-9474-000000-703032

**BACKGROUND/EXPLANATION:**

This task will include construction administration services for Mt. Pleasant Ice Arena.

**MBE/WBE PARTICIPATION:**

Murphy & Dittenhafer, Inc., will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals established in the original agreement.

**MWBOO SET THE MBE GOAL AT 28% AND THE WBE GOAL AT 20%.**

The Consultant has achieved 3.36% of the WBE goal at this time. However, they have enough capacity to meet the remaining goals. The Consultant has achieved 34.65% of the MBE goal at this time.

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

**MINUTES**

Department of Recreation & Parks – cont'd

**TRANSFER OF FUNDS**

<b><u>AMOUNT</u></b>	<b><u>FROM ACCOUNT/S</u></b>	<b><u>TO ACCOUNT/S</u></b>
<b>\$23,000.00</b>	9938-908152-9475	9938-917022-9474
3rd Parks & Public Facilities	Druid Hill Park Reptile House Reserve	Community Center Master Active

This transfer will provide funds to cover the costs associated with construction administration services under On-Call Contract No. 1314, Task #007 to Murphy & Dittenhafer, Inc. The period of the task is approximately four months.

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

**MINUTES**

Bureau of the Budget and – COVID-19 Emergency Grant Agreement  
Management Research

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the COVID-19 Emergency Grant Agreement with the Baltimore Civic Fund to administer the COVID-19 Non-Profit Relief Fund program, under the Coronavirus Aid, Relief, and Economic Security (CARES) Act, Coronavirus Relief Fund (CRF). The period of the Grant Agreement is October 1, 2020 through December 31, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$5,000,000.00 - 1001-000000-1220-818800-607001

**BACKGROUND/EXPLANATION:**

The Baltimore City COVID-19 Nonprofit Relief Fund will assist local nonprofits with their general operating expenses in the wake of COVID-19. Nonprofits have shifted their operations to provide services to Baltimore residents; this program will help them combat added costs and/or make up for the economic toll.

Through an open, transparent, and competitive process, the Baltimore Civic Fund will facilitate \$5,000,000.00 in CARES Act funding to assist local nonprofits with grants of up to \$50,000.00. Eligible nonprofits will be focused on the Mayor's priorities: growing and diversifying our economy (job training); educating or preparing our residents for the emerging new economy; and/or improving the quality of life for City residents.

The COVID-19 Emergency Grant Agreement is late because of administrative delays.

**MBE/WBE PARTICIPATION:**

N/A

**MINUTES**

Bureau of the Budget and – cont'd  
Management Research

**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 COVID-19 Emergency Grant Agreement with the Baltimore Civic Fund to administer the COVID-19 Non-Profit Relief Fund program, under the Coronavirus Aid, Relief, and Economic Security Act, Coronavirus Relief Fund.

**MINUTES**

Bureau of the Budget and Management Research - Grant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Grant Agreement with Visit Baltimore to support public safety measures targeting visitors and tourists due to the COVID-19 public health emergency. The period of the agreement is September 30, 2020 through December 30, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$5,000,000.00 – 1001-000000-1220-818800-607001

**BACKGROUND/EXPLANATION:**

The City is awarding funds to Visit Baltimore to support public safety activities targeting visitors and tourists during the COVID-19 pandemic. Activities will include purchase and distribution of personal protective equipment, production of videos with safety messaging, and media advertising.

The grant agreement is late because of administrative delays.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

## MINUTES

Bureau of the Budget and Management Research - Visit Baltimore – cont'd

President: “Uh -- the next item uh -- on the non-routine agenda can be found on page 108, Bureau of the Budget and Management uh – search -- Research uh -- this is a grant agreement. This grant agreement relates to Cares Act uh -- support of Visit Baltimore. Um -- Mr. Hutchinson uh -- the floor is yours. I'm sorry, as well as BBMR, sorry. Let's -- let's take uh -- Mr. uh – Bob Cename first from BBMR.”

Mayor: “Mr. President, I think we actually have Director Raymond on from uh -- from Finance.”

President: “All right um -- Director Raymond, are you going to uh -- talk to us about this today?”

Director of Finance: “Yes Sir. Good morning uh – Mr. President, Mr. Mayor, Honorable members of the Board, I'm Henry Raymond, Director of Finance. Uh -- this agenda item is a \$5,000,000.00 grant of Cares Act funding uh -- awarded from the U.S. Treasury. The \$5,000,000.00 was awarded to Visit Baltimore for the purpose of uh -- assisting small businesses and uh -- the funding has to be spent by December 30, 2020. Now the update on that is recently the federal government has extended the Cares Act funding through December 30, 2021. This is a new development. So uh -- we did make the award of \$5,000,000.00 to uh -- Visit Baltimore and Mr. Hutchinson can speak to uh -- the purposes and the uses of the funds.”

## MINUTES

Bureau of the Budget and Management Research - Visit Baltimore – cont'd

Mr. Al Hutchinson: “Thank you Director Raymond and uh -- Mr. President --”

President: “I’m sorry uh -- Mr. Hutchinson, if you could hold on one second um -- just want to make sure while we have um -- the Director of Finance uh -- uh -- are there any questions uh -- from the Board to uh -- Mr. Harry -- Mr. Harry -- Mr. Henry Raymond?”

Comptroller: “Uh -- just one, Mr. President.”

President: “Mr. Comptroller.”

Comptroller: “Yeah, so Mr. Raymond uh -- well first of all, I think that's good news. So -- so um -- I'm glad to hear that. Uh -- my -- my question is if we had made awards from the first, from the amount of -- of CARES Act money we've received, we had made awards under the impression that they had to be made um -- and the money used by December 31<sup>st</sup> of this year uh -- and now we know that we have an extra, you know, we have extra time in order to spend that same pot of money. That does not change our ability to go back and re-allocate money that we had already awarded, does it?”

Director of Finance: “It does not. It does not change that.”

Comptroller: “Okay. Just wanted to check that. Thank you.”

Director of Finance: “You're welcome.”

President: “Thank you. Are there -- are there any other questions from the Board?”

Acting Director of Public Works: “Mr. President, this is Matt Garbark um --”

## MINUTES

Bureau of the Budget and Management Research - Visit Baltimore – cont'd

President: “Yes -- yes Matt.”

Acting Director of Public Works: “Uh -- Director Raymond, just a quick question um -- has the -- it -- has this CARES Act extension been signed by the President? I thought that there was some discussion that he might veto it.”

Director of Finance: “That is true. Uh -- right now the legislation as approved extends the original CARES Act through December 30 of 2021. Uh -- all of our funds -- the City's \$103,000,000.00 is fully committed uh -- but if it does stand and we have another year uh -- it does give us more flexibility if events change in terms of the spending.”

President: “So, so uh -- Mr. Raymond, I think that the -- the point you were making was that um -- it was a limited amount of time in which we had to identify uh -- typical sources in the City to actually spend the money on and that's why um -- you know, you guys went down the path of allocating it the way that you allocated it.”

Director of Finance: “That's correct Mr. President. That's correct.”

President: “And I guess -- I guess what you're seeing now is, potentially with the legislation that might come out of DC, that might have changed but we didn't necessarily know that information in October.”

Director of Finance: “Oh, we absolutely did not. In October, we were pursuing December 30, 2020 as the cutoff date.”

## MINUTES

Bureau of the Budget and Management Research - Visit Baltimore – cont'd

President: “I just wanted to put that on the record.”

Director of Finance: “Thank you.”

President: “At this point, are there any other additional questions or concerns from the Board?”

Acting City Solicitor: “Um -- uh good morning. This is uh – Acting City Solicitor, Dana Moore. I'm --”

President: “Hey Madam Solicitor.”

Acting City Solicitor: “Good morning. The floor might be recognized. I just want to make it very, very clear that the possibility of an extension is just a possibility uh -- until it happens, we can't act on what might happen and we know that uh -- there is so much flux and uncertainty coming out of Washington, DC and waiting for a firm solid permanent green light from the current President of the United States of America could end up costing us the loss of these funds and that is a risk that the City of Baltimore cannot take. And I just want to recognize Director Raymond's decision to press forward with the law as it now exists and preserving those funds for the City of Baltimore and her citizens.”

President: “Thank you Madam Solicitor. Um -- are there any additional questions for uh -  
- Director Raymond? Uh -- I believe we have uh -- Mr. Hutchinson on, Visit Baltimore.”

## MINUTES

Bureau of the Budget and Management Research - Visit Baltimore – cont'd

Mr. Hutchinson: “Uh -- good morning Mr. President, Mr. Mayor, and Board of Estimates members. Uh – good morning and uh -- thank you for the opportunity to brief you on how Visit Baltimore uh -- was able to use the -- the CARES grant money. Um – and the – it was -- we were grateful uh -- we didn't ask for -- for the money but we were grateful to receive it from the City via the federal government. And really uh -- there were two outcomes that we're looking for with the spend. Number one was how do we create a safe travel message for folks to come to Baltimore, wear their masks, practice social distancing, and take advantage of all the other safety protocols in place. And this was in October when Baltimore City was in Phase Two, 50% capacity at restaurants, casinos, most places of business, we were at 50% capacity. So, at that point in October when we received the money, we had less than 90 days to produce ads, commercials, messaging because based on today's legislation it had to be produced and spent by December 30, 2020. So our marketing team had to really jump through hoops in a very short period of time to create some messaging. People were traveling in October to communities. Baltimore was still open and what our focus was on was to help support small businesses that were struggling and were getting clobbered um -- during that time period. So we reached out and created safe travel messaging and we created uh -- \$500,000.00 was spent on creative development and production and labor to produce videos, TV, streaming TV, radio, print ads, and billboards. We also had planned for

## MINUTES

Bureau of the Budget and Management Research - Visit Baltimore – cont'd

five -- \$4,000,000.00 for media spend, but some of that was placed on hold which I'll talk about in a second. But we also used part of this money to produce a -- a video about safety protocols for folks who would visit the Convention Center and that costs \$35,000.00 to produce that video. And then we also spent \$65,000.00 to distribute our visitors guides up and down I-95 from Boston to as far south as Richmond, including Pittsburgh during that time period. And -- and so the safe travel messaging was always a part of this because based on federal legislation, it was very specific on what the messaging could be. It could not be used for payroll, could not be used for any operation cost, you could only use it for marketing with a safe travel message. So, we would not only work with the City, but we worked with Ernst and Young, who was the City's partner, to make sure the money was spent in a uh -- upfront way. So the second outcome was how do we support our small businesses with PPE, both hand sanitizers and masks because all small businesses, as most of us know, were struggling and they were getting very few resources. So, we partnered with five minority manufacturing companies, Solab, City-wide Youth Development, Different Regard, Chase Street Accessories, Jody Davis Design, and Curry Printing to produce masks and

## MINUTES

Bureau of the Budget and Management Research - Visit Baltimore – cont'd

produce uh -- hand sanitizers that we could take and deliver to small businesses. We produced over 22,000 masks, 13,000 PPE kits and we have since uh -- delivered that to small museums, to restaurateurs, to hotels, and also we're able to support minority businesses with some revenue during a very hard time so they could keep labor on -- on their teams. In addition to -- to the spend, we also spent about \$75,000.00 on temperature testing, for air purifying equipment that we could provide to small businesses, 50 thermometers, 10 wrist scanners and again, we wanted to provide safety protocols to small businesses who could not afford to do it. In fact, a lot of the small businesses in Baltimore, their entire marketing budgets were slashed, so Visit Baltimore became the de facto marketing company for hotels, restaurants and attractions. So we wanted to see if we could partner and use some of this money to help support these small businesses. What I will say to you is on December the 11<sup>th</sup> when uh -- we went back to Phase One and tightened restrictions, that was on a Friday, on Monday we pulled TV ads, we pulled radio ads, we pulled them down and we also pulled our billboards down two days after the City tightened restrictions because we wanted to be in proper alignment with Mayor Scott in the administration. What we also did, we took the billboards that were giving a message of we are ready to travel, we changed that messaging to support our restaurants

## MINUTES

Bureau of the Budget and Management Research - Visit Baltimore – cont'd

with carryout and delivery on billboards. Our messaging that we pulled down we had also partnered with a local Baltimorean, Kondwani Fidel, who was our voiceover for our messaging, an East Baltimore Baltimorean, who was a part of that but we did pull it down. We pivoted because we wanted to be in proper alignment with the City and also in proper alignment with our health protocols because we didn't want people visiting Baltimore if we were not really open for -- for travel. So my message is, as we rolled out the support of small businesses to a person, hotels, small businesses, a number of these were minority-owned businesses, they were very supportive of us delivering PPE to them um -- because we gave them some sense of hope and so I think the money was spent very well, but also I think the very important message is that we pivoted at the right time once we knew that we went to tighter restrictions. We pulled down all advertising and uh -- I'm grateful for the -- for the support from both the City, as well as from the federal government and -- we work very closely with Ernst and Young. We will be more than happy to provide this body with itemized um -- account of how the money was spent uh-- with the different organizations. So, I thank you Mr. President and hopefully --"

President: "Thank you, thank you, Mr. Hutchinson. Uh -- just a couple quick questions for

## MINUTES

Bureau of the Budget and Management Research - Visit Baltimore – cont'd

me. Um -- the assumption is um -- Baltimore City uh -- as relates to your entity uh -- that's not unique for major American cities, particularly in this competitive environment on the east coast, uh -- to try to focus on driving traffic to our small businesses, into our uh -- restaurants, and shops uh -- particularly as it relates to when folks were afraid to get on planes and other like but we're doing more staycations. Is that -- was that kind of the logic at the time?"

Mr. Hutchinson: "That was the logic and I always talk to my counterparts all across the country Philly, DC, Boston, New York. They received CARES Act money as well in tourism and we ran the same play that they ran. They want folks to come visit their cities, but do it safely."

President: "So, so -- the crux of the matter is -- what I'm gathering is that you didn't want to put Baltimore City small businesses at a -- at a competitive disadvantage?"

Mr. Hutchinson: "Correct. Plus, I wanted to do what our little part to try to keep these small businesses open and keep their employees, who most live in Baltimore City, working."

President: "Gotcha. Okay um -- at this point are there any additional questions from the Board for Mr. Hutchinson?"

Comptroller: "I have questions Mr. President."

## MINUTES

Bureau of the Budget and Management Research - Visit Baltimore – cont'd

President: “Yes uh -- Mr. Comptroller you have the floor.”

Comptroller: “Thank you. Mr. Hutchinson I am in receipt -- let me make sure I can pull it up here of um -- of an attachment to uh -- to this uh -- item request on the Board that has what purports to be a breakdown of how the \$5,000,000.00 was supposed to be spent. Um -- it lists GBAC support. It lists the PPE, lists the packages for safe touchless travel um -- it lists the video production, PPE for customers um -- and then there's a chunk for Marcom. Um -- is Marcom a local marketing company?”

Mr. Hutchinson: “No. Marcom is an acronym for marketing and communication.”

Comptroller: “Oh. Okay. So it's not the name of --”

Mr. Hutchinson: “No Sir.”

Comptroller: “-- name of a particular place? Okay.”

Mr. Hutchinson: “Marcom – Marcom is our -- is our team within Visit Baltimore that have -- that really produced this work.”

Comptroller: “Okay. So, literally 90% of this money forty – 4.5 million of the five million went to Marcom. You listed a lot of things um -- that were done with this grant, but most of those things that you listed were -- were done with 10% of the money and four and a

## MINUTES

Bureau of the Budget and Management Research - Visit Baltimore – cont'd

half million was for creative concepting, creative production, and then media inserts, four -- \$4,000,000.00 for local regional and national um -- media. Uh -- how much of that were you able to claw back when we pivoted?"

Mr. Hutchinson: "I think we have remaining uh -- Mr. Comptroller, about seven hundred thousand we -- that went uh -- unspent and -- uh -- would go back to uh -- and keep in mind the money that we spent in the media um -- we -- we had to pull back. So, we -- we couldn't use a lot of it because uh -- we -- we pivoted. So we spent for production work because you have to spend to create these things we have in production, but we weren't able to max out on exposure."

Comptroller: "Okay. So -- so we spent, from the looks of this, we spent half a million dollars producing the pieces um -- and then we had a \$4,000,000.00 budget to run them and um -- and you're saying that we spent -- if we have \$700,000.00 left -- so we spent \$3,300,000.00 running ads to get people to safely travel during a pandemic to Baltimore to support local Baltimore businesses?"

Mr. Hutchinson: "Correct. And again, that uh -- marketing was really the big component of how this money could be used if -- if based on a very tight time period, Mr. Comptroller.

## MINUTES

Bureau of the Budget and Management Research - Visit Baltimore – cont'd

We received this in October and it had to be spent. This wasn't -- not our rule. It had to be spent by December 30<sup>th</sup>."

Comptroller: "I'm sorry, did it have to be marketing? I mean was this money from the federal government? Did it come with a requirement that the only thing we could spend it on is marketing?"

Mr. Hutchinson: "Well, it had to be a mark -- not the only thing. I mentioned we did manufacturing of PPE as well, but the bulk of the message was a safe travel message not just now, Mr. Comptroller, but prepare yourself for the future to travel safely, as well. So, this wasn't -- this wasn't just about --"

Comptroller: "I -- I get that -- I guess maybe I should start at the beginning with um -- the part where you said you didn't ask for this money; it was given to you. So somebody I -- take it, from the administration came to Visit Baltimore and said, 'We've got all this extra CARES money and we want you to spend \$5,000,000.00 of it describing a message for how people can travel to Baltimore safely now that we're reopening up.'"

Mr. Hutchinson: "No, that wasn't the ask. The ask was -- the ask was that the hospitality industry in Baltimore City, just like most cities in America, has been decimated. So, the

## MINUTES

Bureau of the Budget and Management Research - Visit Baltimore – cont'd

industry is hurting, but small businesses who run coffee shops and restaurants are hurting. So, there is some additional money that the federal government has to assist the travel concerns in terms of this stage. What can Visit Baltimore do to create a safe travel message because at the time Baltimore City is still open. What can we do to provide a message to folks to see us safely number one, and number two, when we take the money to help support some of our small businesses, buy them PPE that they don't have. So it was a combination of messages to help Baltimore City collect some tax revenue the best way. But you have to get folks the message to come see us safely, and every city in America was trying to do the same thing and --"

Comptroller: "And – and who -- who was it who came to Visit Baltimore on behalf of the administration and asked you to do this?"

Mr. Hutchinson "Well, I mean Mayor Young is where I would say starting point because he was the Mayor at the time."

Comptroller: "Okay. So I'm just -- I'm trying to get a sense of so somebody -- not you -- made a decision that a better use of millions of dollars of federal CARES money for helping small businesses in Baltimore, a better use would be to spend the money buying

## MINUTES

Bureau of the Budget and Management Research - Visit Baltimore – cont'd

commercials to encourage people to come support small businesses as opposed to taking those same millions of dollars and directly helping with small businesses themselves. Somebody else besides you made that call.”

Acting City Solicitor: “Um -- this is uh – Acting Solicitor Moore. May I be recognized for a moment please?”

President: “Solicitor Moore.”

Acting City Solicitor: “Um – okay. So, uh -- it's December 23, 2020 and we are looking in the rear-view mirror at decisions that were made in October 2020, when there was a very different climate, a very different sense of urgency. Um -- those decisions that were made in October were very anxious decisions about how to push out multiple millions of dollars in a way that would have a meaningful impact on Baltimore and its many small women and minority-owned businesses and those decisions had to be made quickly and they had to be made with some prudence as well. So, as I recall, those decisions um -- the thinking was how do we best -- how are we best able to um -- get those dollars out in a way that actually helps people and there was also great urgency in letting people know you can come to Baltimore, but you got to come to Baltimore in a safe and socially responsible way. So, it wasn't an analysis of let's do this because it's better than doing

## MINUTES

Bureau of the Budget and Management Research - Visit Baltimore – cont'd

that it was let's do all of these things that will actually help Baltimore. Um -- so you know we can um -- we can uh -- very easily try to reverse engineer all the decisions that were made in October, but I would just remind everyone that we certainly had a different administration. We had a different set of urgency uh -- we were still um -- you know I just know from my desk; we were still really trying to figure out what is it that we have here this COVID thing? How are we going to surf the different waves of uh -- pandemic and disease that are confronting us? But most importantly, how do we spend these dollars in a real and meaningful way by the end of the year so that we don't get this money clawed back? I just wanted to uh -- just add that to the uh -- discussion.”

President: “Thank you Madam Solicitor. Mr. Comptroller.”

Comptroller: “Yeah. I want to say I -- I understand and I appreciate um -- everything that the Madam Solicitor just clarified and that is kind of my point here with these questions and I appreciate uh -- the Board indulging me on uh -- explaining this because uh -- for any casual observer of City business, it looks like we are deciding today to do -- to give \$5,000,000.00 for this purpose and I wanted to make it as explicit as possible that these are -- this is the City following through on a commitment made months ago under different circumstances --”

## MINUTES

Bureau of the Budget and Management Research - Visit Baltimore – cont'd

Acting City Solicitor: “Yeah.”

Comptroller: “and that um -- if we were making that decision today it might be a different decision. We know -- we know things now that we didn't know then um -- and so um -- that is the case. But I also did want to just make it explicit that at a point in the past before the -- this Board looked exactly the way it looks now um -- at some point, in the past, the decision was made to commit millions of dollars to the idea of trying to market the reopening of Baltimore and while current evidence may make that look questionable, in retrospect, at the time it was its own decision and was made and so at this point now we don't really have much choice, but to keep our commitment to Visit Baltimore because they've already spent the money.”

Mayor: “Mr. uh -- Mr. President --”

President: “Yes Mr. Mayor.”

Mayor: “My video uh -- function seems to be going in and out. But I just want to just point out, for the record, has been stated that these decisions were made by a previous administration and obviously the -- the world has changed -- COVID has changed. I -- I want to always appreciate Al and his shop for doing uh -- their great work of showcasing

## MINUTES

Bureau of the Budget and Management Research - Visit Baltimore – cont'd

uh -- Baltimore, but also the work that they've done to support businesses, in particular, how they've been uplifting our minority work in the City and even through that marketing campaign, marketing things beyond the typical things that Baltimore markets. How they've been showcasing the arts and culture places and people uh -- that are beyond uh -- beyond the Inner Harbor and beyond where the water touches from Baltimore and just want to say that as we uh -- go through uh -- COVID and make it out of this pandemic, we are going to be depending on him and his team to help us as we're -- envisioning what Baltimore looks like and the places and spaces we want people to be in. Uh -- we cannot go back and undo decisions. We have to honor our word, like the Comptroller said, to folks that were made even if it was made by someone else. But we will do a better job of consistently

monitoring where we are with the situation with COVID and making sure that we are making the best decisions to support our businesses and to have people understand how to be safe when you're in Baltimore.”

President: “Thank you -- thank you Mr. Mayor um -- uh -- Mr. Comptroller uh -- Madam Solicitor, you know, thank you for your comments. I think the one point that was not highlighted on ----- I guess some of the concerns around you Mr. Comptroller is also um -- the fact that during that same time period, there were millions upon millions of dollars

## MINUTES

Bureau of the Budget and Management Research - Visit Baltimore – cont'd

that were directly given uh -- or granted out -- uh -- to help support small businesses um -- so I -- I want to make sure just to kind of go back on the record that this wasn't -- it didn't seem like this was a decision to take this money that could have been used for other things uh -- but there was no there was no money that was kind of allocated to small business. I think that you know -- it's important to uh -- point out that there were millions upon millions of dollars that were also pointed to uh -- small businesses and the fact that we're talking about such a time -- short time period is kind of where we are. So um -- with that, are there any other burning questions uh -- concerns that folks would like to get on the record uh -- regarding this particular topic? Hearing none, at this time I'd like to entertain a Motion uh -- regarding this item."

Acting City Solicitor: "I move approval of this item."

Director of DPW: "I second."

President: "Uh -- since it's been properly moved and seconded, all those in favor of this Motion say AYE. All those opposed say NAY. The Motion is approved."

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Grant Agreement with Visit Baltimore to support public safety measures targeting visitors and tourists due to the COVID-19 public health emergency.

MINUTES

Bureau of the Budget and  
Management Research (BBMR)

– Grant Award and Appropriation  
Adjustment Order No.12

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of a Coronavirus Emergency Supplemental Funding Grant from the U.S. Bureau of Justice Assistance. The period of the Grant Award is January 20, 2020 through January 31, 2022.

The Board is further requested to approve Appropriation Adjustment Order No.12 to transfer funds within the Fire Department for \$2,770,154.00 from Service 600: Administration-Fire and Service 614: Fire Communications and Dispatch to Service 608: Emergency Management.

**AMOUNT OF MONEY AND SOURCE:**

<u>From:</u>	<u>To:</u>
\$2,000,000.00 - 6000-600021-2151-776500-600005	\$2,770,154.00 – 4000-438920-2131-228200-604009
<u>700,154.00</u> - 4000-400021-2101-812400-607004	
<b>\$2,770,154.00 - TOTAL</b>	

**BACKGROUND/EXPLANATION:**

The Coronavirus Emergency Supplemental Funding Grant will support a broad range of activities to help the City prevent, prepare for, and respond to the coronavirus pandemic. Funded activities may include (but are not limited to) overtime, equipment, supplies, training, and travel expenses. Initially, funding was appropriated within an unallocated account in the Fiscal 2021 Ordinance of Estimates. With this appropriation adjustment order, funding will be moved from the unallocated grant source in accordance with the actual grant award.

**MINUTES**

BBMR – cont'd

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 acceptance of the Coronavirus Emergency Supplemental Funding Grant from the U.S. Bureau of Justice Assistance.

The Board further approved Appropriation Adjustment Order No.12 to transfer funds within the Fire Department for \$2,770,154.00 from Service 600: Administration-Fire and Service 614: Fire Communications and Dispatch to Service 608: Emergency Management.

**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:

5199 -

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.

The Board **DEFERRED** item nos. 9 and 10  
until January 13, 2021.

**MINUTES****RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS:****Department of Recreation and Parks**

- |    |                                      |                     |                |
|----|--------------------------------------|---------------------|----------------|
| 1. | RP17802R Dypski<br>Park Improvements | DSM Properties, LLC | \$1,527,084.87 |
|----|--------------------------------------|---------------------|----------------|

**MBE/WBE PARTICIPATION:**

On October 28, 2020, the Board opened three bids for the subject project. Bids ranged in a low of \$1,527,084.87 to a high of \$2,926,425.00. A Tabulation has been submitted. The Department finds the bid acceptable and recommends the award of this contract to DSM Properties, LLC.

<b>MBE:</b>	Priority Construction Corporation	\$122,166.79	8.00%
	Powell's Trucking Company, Inc.	38,177.12	2.50%
	Moore's System Maintenance, LLC	151,000.00	9.90%
	Best Fence, LLC	<u>25,960.44</u>	<u>1.70%</u>
	<b>Total</b>	<b>\$337,304.35</b>	<b>22.09%</b>
<b>WBE:</b>	DSM Properties, LLC*	\$61,083.39	4.00%
	Cherry Hill Fabrication Incorporation	12,000.00	0.79%
	S & L Trucking, LLC	45,812.55	3.00%
	Empire Landscape, LLC	<u>4,700.00</u>	<u>0.30%</u>
	<b>Total</b>	<b>\$123,595.94</b>	<b>8.09%</b>

\*Indicates self-performance

2. **TRANSFER OF FUNDS**

<b><u>AMOUNT</u></b>	<b><u>FROM ACCOUNT/S</u></b>	<b><u>TO ACCOUNT/S</u></b>
\$306,211.00	9938-913001-9474	
Unallocated	Unallocated	
State		

MINUTES

**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS:**

Recreation and Parks – cont'd

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
150,000.00 2 <sup>nd</sup> Parks & Public Facilities	9938-909102-9475 FY Park 18 Rehabilitation Program Reserve	
22,000.00 State (Program Open Space)	9938-905773-9475 Neighborhood Swim Pool Renovation Reserve	
64,000.00 26 <sup>th</sup> Series Rec & Parks	9938-905773-9475 Neighborhood Swim Pool Renovation Reserve	
<u>270,000.00</u> 2 <sup>nd</sup> Parks & Public Facilities	9938-903772-9475 Neighborhood Swim Pool Renovation Reserve	
<b>\$812,211.00</b>	-----	9938-904772-9474 Dypski Park Improvements Active

This transfer will provide funds to cover the costs associated with the award of contract no. RP17802R Dypski Park Improvements to DSM Properties, LLC.

MINUTES

**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS:**

Rec & Parks – cont'd

3. **TRANSFER OF FUNDS**

<b><u>AMOUNT</u></b>	<b><u>FROM ACCOUNT/S</u></b>	<b><u>TO ACCOUNT/S</u></b>
\$550,000.00 State Program Open Space	9938-911095-9475 FY18 GF Athletic Field Renovation	
167,000.00 27 <sup>th</sup> Series Rec & Parks	9938-911095-9475 FY18 GF Athletic Field Renovation Reserve	
33,000.00 26 <sup>th</sup> Series Rec & <u>Parks</u>	9938-911095-9475 FY18 GF Athletic Field Renovation Reserve	
<b>\$750,000.00</b>	-----	9938-912095-9474 FY18 GR Athletic Field Renovation Active

This transfer will provide funds to cover the costs associated with the award of contract no. RP17802R Dypski Park Improvements to DSM Properties, LLC.

MINUTES

**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

Department of Transportation

4.	TR 20008, ADA Ramp Citywide	M. Luis Construction Co., Inc.	\$ 521,421.95
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**MBE/WBE PARTICIPATION:**

<b>MBE:</b> Manuel Luis Construction Co., Inc.*	\$229,863.47	43.5%
<b>WBE:</b> Rowen Concrete, Inc.	\$ 60,875.00	11.52%
Powell's Trucking Co., Inc.	\$ 7,820.00	1.48%

\*Indicates self-performance.

**MWBOO FOUND VENDOR IN COMPLIANCE ON NOVEMBER 02, 2020.**

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation</u>		
5. \$424,114.00	9950-902465-9509	
State Series	Construction Reserve	
FY'20	Curb Repair Citywide	
125,521.24		
<u>GF(HUR)</u>		
<b>\$549,635.24</b>		
\$521,421.95	-----	9950-903576-9508-6
		Structure & Improvements
<u>28,213.29</u>	-----	9950-903576-9508-5
		Inspection
<b>\$549,635.24</b>		ADA Ramp Improvement
		TR20008

This transfer will fund the costs associated with the award of project TR 20008, ADA Ramp Citywide to Manuel Luis Construction Co., Inc. in the amount of \$521,421.95.

**MINUTES**

**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

Department of Transportation

6.	TR 20016, Conduit System Reconstruction at Various Locations Citywide	Highlander Contracting Company, LLC	\$6,679,950.00
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**MBE/WBE PARTICIPATION:**

<b>MBE:</b> Machado Construction Co., Inc.	\$667,995.00	10%
<b>WBE:</b> Cuddy & Associates, LLC	\$267,198.00	4%

**MWBOO FOUND VENDOR IN COMPLIANCE ON OCTOBER 30, 2020.**

**TRANSFER OF FUNDS**

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation</u>			
7.	<b>\$7,681,942.50</b>	9962-932007-9563	
	Other	Construction Reserve	
	\$6,679,950.00	-----	9962-906121-9562-6
			Structure & Improvements
	667,995.00	-----	9962-906121-9562-5
			Inspection
	<u>333,997.50</u>	-----	9962-906121-9562-2
			Contingencies
	<b>\$7,681,942.50</b>		Conduit Reconstr. TR200 16

This transfer will fund the costs associated with the award of project TR20016, Conduit System Reconstruction at Various Locations Citywide to Highlander Contracting Company, LLC in the amount of \$6,679,950.00.

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

- |    |                                              |                                |                |
|----|----------------------------------------------|--------------------------------|----------------|
| 8. | B50006134, Ferric Chloride<br>for Wastewater | Kemira Water Solutions<br>Inc. | \$5,712,000.00 |
|----|----------------------------------------------|--------------------------------|----------------|

**MBE/WBE PARTICIPATION:**

On October 14, 2020, it was determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER ON OCTOBER 14, 2020.**

- |    |                                                                 |  |              |
|----|-----------------------------------------------------------------|--|--------------|
| 9. | B50006094, Group #1: SUV's<br>Medium and Heavy-Duty<br>Vehicles |  | \$570,995.04 |
|----|-----------------------------------------------------------------|--|--------------|

Hertrich Fleet Services, Inc.	
Specifications A:	\$ 85,974.00
Specifications F:	\$ 38,872.00
Beltway International, LLC	
Specifications D:	\$399,994.00
Pacifco Ford, Inc.	
Specifications G:	\$ 46,115.04

The amount of \$570,995.04 will be financed through the City's master lease program administered by the Bureau of Treasury Management.

Suppliers were solicited by posting on CitiBuy, eMaryland Marketplace, and in local newspapers. Eight bids, comprised of twelve responses were received and opened on September 2, 2020. Award is recommended to the lowest responsive and responsible bidders. The bid response received from Pacifco Ford, Inc. for line C is to be rejected because it is no longer needed. The vehicle will be purchased from a current contract. Terex Utilities, Inc. and Altec Industries, Inc. were deemed non-responsive on line B, and Altec Industries, Inc. was deemed non-responsive on line E.

**A PROTEST WAS RECEIVED FROM TEREX UTILITIES, INC.**

## MINUTES

**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**Bureau of Procurement – cont'd**MBE/WBE PARTICIPATION:**

On May 20, 2020, MWBOO determined no goals would be set because of no opportunity to segment the contract. This award is for the purchase of commodities from an authorized heavy equipment dealer who is required to provide associated pre-delivery inspection and warranty repairs.

**MWBOO GRANTED A WAIVER ON MAY 20, 2020.**

10.	B50006095, Group #2: SUV's Medium and Heavy-Duty Vehicles	\$1,739,076.96
	Hertrich Fleet Services, Inc.	
	Specifications A:	\$ 48,460.00
	Specifications E:	\$ 51,836.00
	Specifications F1 & F2:	\$ 224,754.00
	Specifications G:	\$ 174,705.00
	Beltway International, LLC	
	Specifications D:	\$1,186,661.00
	Pacifco Ford, Inc.	
	Specifications B:	\$ 52,660.96

The amount of \$1,739,076.96 will be financed through the City's master lease program administered by the Bureau of Treasury Management.

Suppliers were solicited by posting on CitiBuy, eMaryland Marketplace, and in local newspapers. Six bids, comprised of thirteen responses were received and opened on September 2, 2020. Award is recommended to the lowest responsive and responsible bidders. Hertrich Fleet Services, Inc. was deemed non-responsive on line B. Pacifco Ford, Altec Industries, Inc., and Terex Utilities, Inc. were deemed non-responsive on line C.

## MINUTES

**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

Bureau of Procurement – cont'd

**MBE/WBE PARTICIPATION:**

On May 20, 2020, MWBOO determined no goals would be set because of no opportunity to segment the contract. This award is for the purchase of commodities from an authorized heavy equipment dealer who is required to provide associated pre-delivery inspection and warranty repairs.

**MWBOO GRANTED A WAIVER ON MAY 20, 2020.**

**A PROTEST WAS RECEIVED FROM TEREX UTILITIES, INC.**

President: “The next item on the non-routine agenda can be found on page 117, Recommendations for Contract Awards/Rejections, item nine, B50006094, Group #1, SUVs, Medium and Heavy-Duty Vehicles and item 10 --”

Comptroller: “I thought we were going to go back to the Audits Report after we were --”

President: “Yeah, we're going to go back after we do this item right here.”

Comptroller: “All right. Cool.”

President: “It just makes sense to continue with the flow. Is that fair? Let's go. All right. So, I'm going to start with where you stopped me at, item 10 - B50006095 uh -- Group #2, SUVs, Medium and Heavy Duty Vehicles. We have received a protest on each of these items uh -- from the same entity. Uh -- will the parties please identify themselves at this time, and we'll first hear on item number nine. Mr. David Sexton from uh -- Terex are you up?”

**MINUTES****RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

Bureau of Procurement - B50006094 and B50006095 – cont'd

Mr. David Sexton: “Yes. Good morning -- good morning.”

President: “Thank you. You have the floor Mr. uh -- Sexton.”

Mr. Sexton: “Uh -- thank you. I want to thank Mr. Mayor, Mr. President, all the uh -- panelists and participants of this of this meeting -- this morning for this opportunity to uh -- present our protest regarding uh -- the two uh -- the two big numbers you just mentioned. Uh basically, I'm -- my name is David Sexton. I'm the territory Sales Manager for Terex Utilities. Uh -- basically I represent Long Island, New York all the way down through Virginia, West Virginia, and Pennsylvania. Um -- a little bit about Terex real quick -- Terex is a uh -- publicly traded uh -- company -- worldwide manufacturer of equipment. Um -- one of the divisions that they do manufacture is the bucket trucks which we are discussing today. Um -- and uh -- just that Terrex is -- you know -- does have a uh -- uh -- corporate responsibility uh -- to its employees -- customers such as yourself and uh -- communities around the world and again, I thank you for this uh -- this opportunity to present. Uh -- we um -- had submitted bids for um -- uh -- it's Bucket Trucks um -- uh -- for bids 50006095 and 50006094. Uh -- the bids were both rejected. We received letters uh -- rejecting both bids due to uh -- I guess there were just um -- maybe some uh -- clarification on uh -- how long the bids were actually good for. Uh -- there's a little footnote on -- on our bids

**MINUTES****RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

Bureau of Procurement - B50006094 and B50006095 – cont'd

that go out that say the bids are only good for -- for 30 days. It's basically a footer on all of our bids as a protection so to speak. So, two, three years down the road somebody doesn't go oh, you know we're going to uh -- re-approach this pricing now and um -- you know there's no expiration date on your bid. So, you know, thinking that the -- the pricing is still valid so -- and we are not the only manufacturers um -- of Bucket Trucks uh -- that have their -- those little footers um -- our competition does the same thing. It's just uh -- you know a formality so to speak. Um -- so I um -- we received letters from uh -- City of Baltimore rejecting uh -- both of our bids due to uh -- the fact that they uh -- it seemed like the bids expired. They weren't sure what the price was and um -- since had it awarded um -- the awards to our competition, whom was the only other bidder on both of these items. Uh -- I've learned since then that those bids to our competition had been rescinded. Um -- you know the protest letter I sent in uh -- stated that um -- the competition also had expiration dates on their quotes, as well. Uh -- they actually laid out a specific date, where our quote just said 30 days. They actually laid out a specific date. So uh -- I believe their uh -- the award was rescinded for the same reason. So, I guess I'm -- you know really here today um -- just to uh -- I guess ask where the City of Baltimore is going forward with

**MINUTES****RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

Bureau of Procurement - B50006094 and B50006095 – cont'd

uh -- with these Bucket Truck bids -- if they're going out for re-bid or if they've decided to award another Vendor?"

President: "Thank you Mr. Sexton. Um -- uh -- the staff from the Comptroller or Mr. Comptroller. Does anyone have anything to add at this time?"

Acting City Solicitor: "I -- I -- believe there's some --. This is Dana again. I believe there's someone on from the Bureau of Purchasing who uh -- respond to what started out as a protest, but now sounds like it's just a request for information. But uh -- it -- it might be good to hear from Purchasing to see where we are."

President: "I'm not -- yeah -- yeah I -- I hear you. I'm not sure anyone is actually here from Purchasing. Is -- is someone here from Purchasing? I'm not sure if they're on the line."

Acting Director of Public Works: "Brown I saw. Keisha Brown I believe is on."

President: "Ms. Brown is on the line. Keisha are you there?"

Mayor: "I can hear her Mr. President, but I don't -- I don't see her in the --"

President: "There she is. Keisha, can you hear us? Can you speak? Yeah I -- I -- she's on and she's not muted. Uh -- to the Board members uh -- Keisha is -- Ms. Brown is on and

**MINUTES****RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

Bureau of Procurement - B50006094 and B50006095 – cont'd

uh -- able to talk, but I'm not sure if she's able to hear us. Well, she's having some computer issues. I guess -- at this time, are there any particular questions for Mr. Sexton?

Mr. Sexton: "I can -- I can add one more thing to uh -- to uh -- Ms. Moore's point --"

President: "Mr. Sexton, if you could hold on one second --"

Mr. Sexton: "Sure."

President: "Uh -- uh -- I'll allow anybody to ask you any questions. I'll give you a chance to come back in."

Mr. Sexton: "Thank you."

President: "Are there any questions from the Board for Mr. Sexton?"

Acting City Solicitor: "Um -- uh -- Acting Solicitor Moore. Mr. Sexton, am I accurate that you are withdrawing your protest and instead are comfortable with moving forward perhaps offline with just information on the status of the bid and uh -- whether or not there will be a rebid?"

Mr. Sexton: "So, originally the -- the protest between when we uh -- entered the protest until now uh -- we're actually protesting that the award went to our competition, but since then that award has been rescinded. So um -- at this point um -- since there has been no

**MINUTES****RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

Bureau of Procurement - B50006094 and B50006095 – cont'd

award and uh -- the awards had been rescinded uh -- we're basically here now um -- as you mentioned not -- not necessarily as a protest, but information on next steps for direction on uh -- would it be a rebid for these Bucket Trucks or um -- is it just currently on hold -- there's more evaluations being taken? So yeah, I guess it would be more for information purposes at this point since the bids have been rescinded."

Acting City Solicitor: "So um -- if -- if procedurally what I would suggest we do is um -- allow me to make a motion to deny the protest um -- because it's been withdrawn. We'll get a vote on that um -- and then I would like to come back and make a suggestion that if in fact um -- we are all wrong and this pro -- this bid has the -- the award has not been rescinded, we will bring this back uh -- at our next BOE meeting and -- and make the corrections that need to be made um -- but we kind of -- you know -- if on our end -- we've got just a couple glitches that are hampering our process."

President: "Yeah -- that -- that -- Madam Solicitor I was going to actually suggest to the Board um -- and first and foremost, thank you Mr. Sexton for, you know, coming to us uh -- in -- in uh -- in this appropriate manner. But I would suggest to the Board that maybe we can just move this over until the next Board meeting. Uh -- that way we um -- can offer to Procurement uh -- to speak up and provide us with all the specifics on the record

## MINUTES

Bureau of Procurement - B50006094 and B50006095 – cont'd

and then to decide to move from there. I think that's probably the appropriate action at this point."

Mayor: "Mr. President, I think Keisha is back. I see her back on."

President: "She's been on, but I think maybe she's having some issues. Uh – Ms. Brown, can you hear us and -- and speak up? Yeah, I see her on my end too, Mr. Mayor. But I think that there's some issues. So I think the best thing that we can do so we don't belabor this right now is uh -- and we ensure that we're doing everything um -- uh -- uh -- at good faith -- that we just kind of hold this over to the next uh -- Board meeting and we go from there. Uh -- Comptroller, Madam Solicitor, or anybody else on the Board, do you guys uh -- take issue with that?"

Acting City Solicitor: "Um -- I -- I -- I don't take issue with it and can I go ahead and just make a formal motion that we defer this item and move it to the January 13, 2021 agenda?"

President: "Most certainly. Okay. Let's hear -- let's hear that formal motion."

Acting City Solicitor: "Okay. Formal motion --"

Comptroller: "For -- for -- formally seconded."

**MINUTES****RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

Bureau of Procurement - B50006094 and B50006095 – cont'd

Acting City Solicitor: “Well, I got to make the motion first.”

President: “She got to make the motion, Mr. Comptroller.”

Acting City Solicitor: “I know it feels like we got two trains running uh -- so I move that we uh -- **DEFER** this item to the January 13, 2021 agenda.”

President: “Thank you.”

Comptroller: “Second.”

President: “Okay. Since uh -- it's been properly moved in seconded um -- all AYES um -- on this motion, please say AYE. All uh -- all new – all NAYES -- ? I screwed up this motion. Since the AYES have it this contract is just deferred to the next meeting. Mr. Sexton, you're more than welcome to come back and join us. I hope that you're able to participate again. Thank you for bringing uh -- your concerns to this body and we look forward to uh -- working with you again.”

Mayor: “Mr. President.”

President: “Yes uh -- Mr. Mayor.”

Mayor: “Those were -- there were two items uh -- like -- alike --”

**MINUTES****RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

Bureau of Procurement - B50006094 and B50006095 – cont'd

President: “Oh – yeah -- yeah -- yeah um – so just for the record -- okay uh -- that's a great point. That's for – that's for item 10 of B50006095. I'm sure uh -- Madam Comptroller your motion was in posture for that particular item. Correct?”

Acting City Solicitor: “Thank you for the promotion um -- I'm not the Comptroller yet.”

President: “I'm sorry. I said Madam Comptroller. Madam Solicitor, your -- your -- your motion – your motion was in posture --”

Comptroller: “The day is young.”

Acting City Solicitor: “I'm racking up all these promotions here in the last – I appreciate the very friendly amendment --”

President: “Let's -- let's – let's make the motion for both item nine and item ten and then we'll go from there.”

Acting City Solicitor: “Okay. I move that item number ten page 118 of today's agenda and item number 11 on page 119 of today's agenda, both be DEFERRED to the January 13, 2021 Board of Estimates Agena-- Agenda.”

Comptroller: “Madam -- Madam Solicitor, I have them as items nine and ten, not nine and 11.”

**MINUTES****RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

Bureau of Procurement - B50006094 and B50006095 – cont'd

Acting City Solicitor: “Oh, okay.”

Comptroller: “Nine and ten.”

Acting City Solicitor: “All right, Comptroller, you make the motion.”

Comptroller: “I -- I was merely offering a friendly amendment to the friendly amendment that the President had already offered. I find that – I find that all of this parliamentary procedure goes so much smoother when it's just among friends.”

Acting City Solicitor: “Yeah. Well listen, my granddaughter -- my granddaughter's in the room with me this morning and she's cracking up -- like your poor grandma can't get it right.”

President: “Her grandmother's amazing and this is an important meeting for her grandma uh – Madam Solicitor. So we're going to do that one more time. So do the -- can you do the motion for us one more time?”

Acting City Solicitor: “Um -- items nine and ten --”

President: “Yep.”

Acting City Solicitor: “Um -- B5 6094 and 6095 are DEFERRED to the um -- January 13, 2021 agenda.”

**MINUTES****RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

Bureau of Procurement - B50006094 and B50006095 – cont'd

Ms. Keisha Brown: “Madam Solicitor, I'm on the line now. This is Keisha Brown.”

President: “Um -- Hi uh -- Miss Brown. Uh -- thank you so much for joining us. I knew we were having a little technical issue. What we decided to do for this particular um -- uh -- uh -- these two particular items we're going to move uh -- and uh -- withdraw them today to move them to the next agenda -- the next Board of Estimates uh -- hearing. Right now we have a motion on the floor to actually do that and I believe I'm about to get a second from Mr. Comptroller.”

Comptroller: “And I will be seconding the uh -- the motion.”

President: “All right. So since it's been properly moved and seconded, all AYES say AYE please. All right, all those opposed please say NAY. Okay, the AYES have it and we're going to move on to the next item.”

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**MINUTES****RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS****Bureau of Procurement** – cont'd

11. B50006103, Group #4: SUV's Midsize and Medium-Duty Vehicles		\$ 232,270.00
	Hertrich Fleet Services, Inc.	
	Specifications A:	\$ 69,966.00
	Specifications D:	\$ 57,839.00
	Specifications E:	\$ 78,322.00
	Pacifico Ford, Inc.	
	Specifications B:	\$ 26,143.00

Suppliers were solicited by posting on CitiBuy, eMaryland Marketplace, and in local newspapers. The two bids received were opened on September 16, 2020. This award is recommended to the lowest responsive and responsible bidders.

**MBE/WBE PARTICIPATION:**

On May 20, 2020, MWBOO determined no goals would be set because of no opportunity to segment the contract. This is for the purchase of commodities from an authorized heavy equipment dealer who is required to provide associated pre-delivery inspection and warranty repairs.

**MWBOO GRANTED A WAIVER ON MAY 20, 2020.**

**MINUTES****RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS****Bureau of Procurement** – cont'd

12. B50006103, Group #4: SUV's  
Midsize and Medium-Duty Vehicles

**REJECTION:** Suppliers were solicited by posting on CitiBuy, eMaryland Marketplace, and in local newspapers. The two bids received were opened on September 16, 2020. The evaluations were completed, and it was discovered that the proper specifications (Specification C) for requisition R857174 was not solicited. The agency is going to issue new specifications to solicit for the vehicle properly. For this reason, it is recommended that the Board reject all bids.



















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

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

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

**MBE/WBE PARTICIPATION:**

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

- |                                    |              |             |
|------------------------------------|--------------|-------------|
| 13. SHERWOOD LOGAN &<br>ASSOCIATES | \$ 29,170.00 | Sole Source |
|------------------------------------|--------------|-------------|
- Contract No. 08000 – Vogelsang Replacement Products, Parts and Pumps –  
Department of Public Works – Wastewater Facilities – Req. No.: R858301

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

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

The Vendor is the manufacturer's sole authorized source of these products which must be compatible with currently used installed equipment at the Department of Public Works Wastewater Treatment Plants. This is a one-time procurement. The above amount is the City's estimated requirement.

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

























## MINUTES

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

Realistic Computing LLC (prime) submitted required documents when job announcements were presented but given the structure of this contract, the prime contractor was not always selected by user agency. The prime demonstrated good faith effort to utilize MBE and WBE when opportunities were rendered from user agency. This is a requirement contract and a three-way match. Services are rendered as-needed when the agency solicits for service. Based on how scope of work is structured, the MBE/WBE participation and goal achievement will vary based on when agency segments work and how selection is made to hire the qualified vendor. MWBOO submitted a post-compliance memo to BOP and BCIT stating factors identified with the contract structure and how it impacts the standard compliance review process.

COMMITMENT PERFORMEDBUSINESS INTEGRA INC.

<b>MBE:</b> SONA Networks Inc.	15%	\$53,131.52	(66.93%)
<b>WBE:</b> The Digital Architects Inc.	8%	\$	0.00
McEnroe Voice & Data Corporation	<u>8%</u>	<u>\$</u>	<u>0.00</u>
	16%	\$	0.00

**MWBOO FOUND VENDOR IN COMPLIANCE ON NOVEMBER 30, 2020.  
(Good Faith Effort)**

This is a requirement contract and a three-way match. Services are rendered as-needed when the agency solicits for service. Based on how the scope of work is structured, the MBE/WBE participation and goal achievement will vary based on when agency segments work and how the selection is made to hire the qualified vendor. MWBOO submitted a post-compliance memo to BOP and BCIT stating factors identified with the contract structure and how it impacts the standard compliance review process.

ARRAY INFORMATION TECHNOLOGY

<b>MBE:</b> R/O Resource Solutions*	15%	\$29,160.00	(22.56%)
Precision Management Solutions, LLC.	15%	<u>0.00</u>	
		\$29,160.00	













## MINUTES

RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Office of the State's Attorney for Baltimore City</u>			
1. Michael Dunty	Child Serious Injury and Homicide Course Tempe, AZ Sept. 3 - 7, 2019 (Reg. Fee \$550.00)	Asset Forfeiture	\$ 1,749.22

On September 3 – 7, 2019, Mr. Dunty traveled to Tempe, AZ to attend the Child Serious Injury and Homicide Course which addressed recognizing and investigation of neglect and child abuse, child sexual assault, etc. The Board is requested to retroactively approve the cost of the registration fee for the amount of \$550.00, the hotel taxes for the amount of \$496.00, the airfare for the amount of \$431.96, meals for the amount of \$123.18, and parking/light rail for the amount of \$42.00 all totaling \$1,749.22.

Registration fee:	\$ 550.00
Hotel Fees:	496.00
Hotel Taxes	106.08
Airfare	431.96
Meals	123.18
Parking /Lightrail	42.00
	<u>\$1,749.22</u>

The hotel taxes, and airfare were prepaid on a City-issued credit card assigned to Ms. Robin Haskins. The registration fee was paid under EA000328737. The subsistence rate for this location is \$177.00 per day. Mr. Dunty is requesting the Board to approve a reimbursement in the amount of \$165.18 for the cost of meals and parking/light rail transportation.

Meals	\$ 123.18
Parking /Light rail	42.00
	<u>\$ 165.18</u>

This request is late because of delays in the administrative approval process and staffing priority changes. The agency apologizes for the delay.

**MINUTES****RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Office of the State's Attorney for Baltimore City</u>			
2. Adam Chaudry	2019 Conference on Crimes Against Women Dallas, TX April 7 – 11, 2019 (Reg. Fee \$465.00)	Asset Forfeiture	\$2,088.07

Mr. Chaudry traveled to Dallas, Texas April 7 – 11, 2019, to attend the Conference on Crimes Against Women.

The subsistence rate for this location was \$215.00 per day. The hotel rate for April 7, 2019 was \$124.00, for April 8, 2019 it was \$154.00, for April 9, 2019 it was \$174.00, and for April 10, 2019 it was \$164.00, plus \$94.00 for hotel taxes.

The airfare in the amount of \$763.59 was prepaid on a City-issued credit card assigned to Ms. Robin Haskins. The registration fee in the amount of \$465.00, the hotel costs, and the hotel taxes were prepaid on a City-issued credit card assigned to Ms. Timi Roberts. Mr. Chaudry personally incurred the costs of meals and incidentals, ground transportation, and baggage fees. Therefore, Mr. Chaudry requests reimbursement in the amount of \$149.48.

**TRAVEL REIMBURSEMENT**

\$ 31.48 - Meals and Incidentals
58.00 – Ground Transportation
<u>60.00</u> – Baggage fees
<b>\$149.48 – Total Reimbursement</b>

**MINUTES****RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Office of the State's Attorney for Baltimore City - cont'd</u>			

The travel reimbursement request is late because of delays in the administrative review process. The agency apologizes for the delay.

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

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

3. Michael Hudak	2019 Conference on Crimes Against Women Dallas, TX April 7 – 11, 2019 (Reg. Fee \$465.00)	Asset Forfeiture	\$2,017.09
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Mr. Hudak traveled to Dallas, Texas April 7 – 11, 2019, to attend the Conference on Crimes Against Women.

The subsistence rate for this location was \$215.00 per day. The hotel rate for April 7, 2019 was \$119.00, for April 8, 2019 it was \$149.00, for April 9, 2019 it was \$169.00, and for April 10, 2019 it was \$159.00, plus \$90.95 for hotel taxes.

The airfare in the amount of \$763.59 was prepaid on a City-issued credit card assigned to Ms. Robin Haskins. The registration fee in the amount of \$465.00, the hotel costs, and the hotel taxes were prepaid on a City-issued credit card assigned to Ms. Timi Roberts. Mr. Hudak personally incurred the costs of meals and incidentals. Therefore, Mr. Hudak requests reimbursement in the amount of \$101.55.

**MINUTES****RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Office of the State's Attorney for Baltimore City - cont'd</u>			

**TRAVEL REIMBURSEMENT**

\$101.55 - Meals and Incidentals

**Total Reimbursement**

The travel reimbursement request is late because of delays in the administrative review process. The agency apologizes for the delay.

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

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

UPON MOTION duly made and seconded, the Board approved the Retroactive Travel Approvals and the Retroactive Travel Reimbursements. The President **ABSTAINED** on item nos. 1, 2, and 3.

**MINUTES****PROPOSALS AND SPECIFICATIONS:**

1. Department of Transportation – TR 20303, Frederick Avenue Slope Repair  
**BIDS TO BE RECV'D: 02/10/2021**  
**BIDS TO BE OPENED: 02/10/2021**
  
2. Department of General Services – GS 19817R, Baltimore Street Garage Restoration  
**BIDS TO BE RECV'D: 02/03/2021**  
**BIDS TO BE OPENED: 02/03/2021**

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

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President: "Uh -- you know this is a special meeting and we all know why this meeting is somewhat special. Uh -- it's been a pleasure and an honor working with you um -- uh -- Madam uh -- Solicitor. As you go and ascend to uh -- an amazing role that uh -- our Mayor has created uh -- the uh -- Chief Equity Officer for the City of Baltimore, the first in its history. Uh -- you have been a trailblazer uh -- prior to your stint in City government. Uh -- but, you know, as I believe the first African-American female to serve as City Solicitor uh -- and now the first person to serve in the role of -- of um -- City Equity Officer uh -- as a -- as a person with two young daughters uh -- who gets to look up at amazing women like you. You're definitely an example for them. I know you'll continue to do great things for the City. I look forward to partnering with you in the Office of the Council President. Are there any other comments at this time from any other members of the Board?"

Comptroller: "Mr. President --"

President: "Yes. I -- I -- I can only -- I can only recognize uh -- the Comptroller. Did someone take over the Comptroller's computer? Mr. Comptroller in uh -- Bill Henry fashion."

Comptroller: "Ho -- Ho -- Ho -- Ho -- Ho. Thank you Mr. President."

Acting City Solicitor: "Oh my God."

## MINUTES

Comptroller: "As uh -- as someone who is known around the world for being a gift giver, I wanted to come here and make sure that Madam Solicitor is recognized as someone who has given so much to so many of the people of Baltimore in all the good terms and forms of service so far and I am looking forward to, as I know all of us here are, seeing what she is able to give Baltimore in her coming role. Thank you so much for your service so far and Happy Holidays."

President: "Mr. Comptroller, slash uh -- Santa Claus, please put down the eggnog uh -- Mr. Mayor -- Mr. Mayor -- I know you have some parting words."

Mayor: "I do. Uh -- thank you uh -- Mr. Comptroller, Santa. Uh -- thank you, Mr. President. I just want to say ah -- to Solicitor Moore, I'm going to miss you on this -- but we're looking forward to the great work you'll do as first City Equity Officer to enforce the equity law -- and working with all of our agencies -- and Mr. President, as you also know -- I would like to just mention for everyone on the Board that we know we had an explosion uh -- downtown and I know we'll be headed there right now as we close the meeting."

President: "Thank you uh -- Mr. Mayor is there anyone else from the Board that would like to uh -- address uh -- our amazing uh -- Solicitor.?"

Acting Director of DPW: "Uh -- Mr. President, this is Matt Garbark. Yes, very briefly. I just

## MINUTES

want to thank Solicitor Moore for everything she's done um -- over her career. So far -- she's been uh -- so helpful and supportive of the Department of Public Works and the City overall and I just look forward to continuing to work with her in this new position and I think great things are going to come from that. So. thank you."

President: "Thank you Director Garbark. At this point, are there any other? Seeing none um -- as there is no new --"

Acting City Solicitor: "Um --"

President: "-- I gotta let you close it out. I'm so sorry."

Acting City Solicitor: "If I could -- I just wanna say -- I just wanna say thank you to all of you uh -- fine -- fine civic leaders. Um -- I admire and adore each of you. Thank you for the nice words. Um -- when I was asked to come to the City as the Deputy City Solicitor, I had no idea that I would fall in love all over again with the City of Baltimore. The Law Department has been a wonderful, wonderful place to work. I -- I leave it with mixed feelings. I know that the next Solicitor will find a very um -- exhausted Law Department, but ready to continue the hard work and I really look forward to working with each of you as um -- Baltimore's first Chief Equity Officer. Let's Let's make it happen. Thank you. Happy Holidays everybody."

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President: "You're going to do an amazing job. As there is no more business before the Board, we will recess until um -- bid opening at 12 noon. The Board of Estimates will not meet uh -- on December the 30th or December the 6<sup>th</sup>. Um -- the Board will reconvene on January 13<sup>th</sup>. That's January 13, 2021. I thank -- I would like to thank everyone for tuning in. Please enjoy your holidays. Please say stay safe -- safe. Please continue to wear your masks, socially distance. Uh -- we love Baltimore, but before we love Baltimore -- we got to protect each other. Goodbye."

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

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**MINUTES****BIDS, PROPOSALS AND CONTRACT AWARDS**

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

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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 19007-R, Curb Repair Citywide

Santos Construction Company, Inc.  
 J. Villa Construction, Inc.  
 M. Luis Construction  
 E & R Services Inc.  
 Monumental Paving & Excavating, Inc.

Bureau of Procurement - B50005985, Weatherization Assistance Program & HVAC Services 2020

Accurate Insulation, LLC  
 Civic Works, Inc.  
 Northeast Energy Services LLC  
 USA Energy Co., Inc.  
 Green & Healthy Homes Initiative, Inc.  
 BMC Services LLC  
 Cain Contracting, Inc. \*  
 Reliable Cain Heating and Cooling, LLC \*

\*The bids received from Cain Contracting, Inc. and Reliable Cain Heating and Cooling, LLC were referred to the Law Department for review. After review, the Law Department returned both bids with the recommendation that the Board forward both bids to the Bureau of Procurement for further investigation.

Comptroller: "Um -- unless there is other business before the body, I would be happy -- oh --"

## MINUTES

Bureau of Procurement - B50005985 – cont'd

Acting Director of Department of Public Works: “I just wanted to say um -- Mr. Comptroller -- I just wanted to thank uh -- Madam Solicitor -- uh -- this is uh -- possible -- possibly your last bid opening so um -- I just wanted to thank you and you're always very atten -- attentive to the details to make sure that this process is fair and appropriate and above board so I just wanted to thank you for that.”

Acting City Solicitor: “Oh, thank you. Thank you.”

Comptroller: “Madam Solicitor, I echo those sentiments I -- I had -- I had wanted to say something to you at the -- earlier at the Board of Estimates meeting. I was unceremoniously removed from my chair before the end uh -- by a visitor uh --”

Acting City Solicitor: “Santa Claus, as I recall.”

Comptroller: “Um -- but I -- I -- I want to say as -- as me, I have appreciated your counsel uh -- in really all of the different roles that -- in which you have served the City over the last several years and uh -- I look forward to you turning your attention towards uh -- this particular bailiwick and uh -- I think that uh -- the City is in good hands, equitably speaking.”

## MINUTES

Bureau of Procurement - B50005985 – cont'd

Acting City Solicitor: “Thank you. Thank you very much. I have absolutely, completely enjoyed my service as City Solicitor and Deputy Solicitor and Acting and uh -- as I started to say earlier I -- I fell in love with the Law Department and if you can -- if you can love a thing, you know an organization, uh -- I -- I absolutely do and just the best colleagues um -- the new Solicitor will get just a wonderful set of um -- new uh -- new colleagues and ready to do the work. I have enjoyed working with each of you. Uh -- you taught me how to do this job. Uh -- I have uh -- you know -- it's sort of -- when I came -- you were like -- no you need to write it down and stop -- you know -- Glen was like -- stop making notes of the margins because we don't know what you're talking about and if you could write legibly and sometimes you'll notice when you -- when you get my little sheets sometimes I go over the numbers three and four times so you can be sure to read them. But you guys taught me to do that and it's -- it's been a pleasure. Matt, we've been through it, haven't we?”

Acting Director of Department of Public Works: “We've been through something.”

Acting City Solicitor: “We've been through it. We've had -- we've had some tough times here in 2020 and uh -- you know Comptroller Henry um -- it's just a delight to see you

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Bureau of Procurement - B50005985 – cont'd

here. We -- we have been friends for -- for a long time and even before we were friends, my husband was friends with your Dad and I just -- I just have to take a moment and I know -- I know time is short, but uh -- Comptroller Henry's Father taught me how to be a Liquor Board Commissioner and I used to see -- yes -- we -- we have -- we got history and I used to see him uh -- in Charles Village, which is where my husband and I live and he'd say, well you -- you got to ask these questions and you -- you just can't pay attention to what the inspectors say. You got to do your own work and it was just -- uh -- I was getting history lessons right there at the uh -- uh -- Starbucks on -- on uh -- St. Paul Street. He was just a wonderful -- wonderful man and uh -- you and your sister were blessed to have such a good Dad."

Comptroller: "Thank you. Thank you very much."

Acting City Solicitor: "He gave -- has given Baltimore a real treasure, which is you. So thank you."

Comptroller: "Thank you."

Acting City Solicitor: "Oh yes, so I move -- you know -- I'm not so good at motions today because my emotions are taking over. But, I move -- I'd like to make a motion that the

## MINUTES

Bureau of Procurement - B50005985 – cont'd

bids of Cane Contracting, Inc. at 517 Scott Street and Reliable Cane Heating and Cooling also at 517 Scott Street, be referred to uh -- the Law Department for their closer review uh -- as to the bids uh -- given the -- the similarity in bidder and price. If -- if -- if we were really doing this virtually, we could second that motion, but since -- since we are here in person uh -- Mr. Garbark, would you care to second that motion?"

Acting Director of Department of Public Works: "I would appreciate that. Yes, I will second that motion."

Comptroller: "All right, all in favor say AYE. Any opposed? The motion carries. Uh -- thank you all and without uh -- further ado, this meeting is adjourned."

Acting City Solicitor: "What a way to end. Thank you."

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**MINUTES**

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There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, January 13, 2021.

Bill Henry  
Secretary