



Mayor and City Council of Cumberland

Mayor Raymond M. Morriss
Councilman Seth D. Bernard
Councilman Richard J. "Rock" Cioni
Councilman Eugene T. Frazier
Councilwoman Laurie P. Marchini

City Administrator Jeffrey D. Rhodes
City Solicitor Michael S. Cohen
City Clerk Marjorie A. Woodring

AGENDA

M&CC Work Session

57 N. Liberty Street, Cumberland, MD 21502

DATE: January 07, 2020

TIME: 4:00 PM

- I. 4:00 PM - Convene in open Work Session
- II. Review of the January 7, 2020, public meeting agenda
- III. Adjournment

Item Attachment Documents:

- II. Review of the January 7, 2020, public meeting agenda



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AGENDA

M&CC Regular Meeting
Council Chambers, 57 North Liberty St., Cumberland, MD

DATE: January 07, 2020

CLOSED SESSION

1. **4:15 p.m.** - Convene in open session for the purpose of closing the meeting for an executive session pursuant to Section 3-305 (b) (7) of the General Provisions Article of the Annotated Code of Maryland to receive legal advice regarding several items of proposed legislation, to receive legal advice regarding certain issues pertaining to regulatory requirements of the Department of Environmental Protection and the PA Public Utility Commission, and to receive legal advice regarding pending liability claims
2. Executive Session

OPEN SESSION

1. **6:15 p.m.** - Reconvene in regular open session

Pledge of Allegiance

Roll Call

Statement of Closed Meeting

1. Summary Statement of closed meeting held January 7, 2019

Presentations

1. Carver Community Center Overview

Director's Reports

(1) Engineering

[Engineering](#) Division monthly report for November, 2019

(2) Utilities - Treatment Plants

[Utilities](#) - Treatment Plants monthly report for November 2019

Approval of Minutes

1. Approval of the Executive Session Minutes of October 8, 2019, and the Work Session and Special Public Meeting Minutes of October 22, 2019

New Business

(A) Orders (Consent Agenda)

Order 26,584 - authorizing execution of Change Order No.1 with First Fruits Excavating, Inc. for City project "Cumberland Street Retaining Wall (24-18-M)" in the increased value of \$33,280, bringing the new contract value to \$152,530 and providing an additional 60 calendar days on the project timeline

Order 26,585 - authorizing execution of Change Order No. 6 with Leonard S. Fiore, Inc. for City project "Phase I CSO Storage Facility at WWTP (01-10-WWTP)" to provide for an additional 113 calendar days of work time with no increase to the current contract price of \$26,364,856.88

Order 26,586 - accepting the bid of Harbel, Inc. for City project "Koon Dam Sidewalk Repairs – Phase 3" (38-19-BR) in the estimated unit cost of \$82,637.00, to provide for the replacement of overhang and enclosed sidewalk on the Koon Dam Bridge

Order 26,587 - declaring a 2011 International Ambulance (VIN: 3HAMNAAL5BL408030) as surplus equipment and authorizing it for sale or trade-in

Order 26,588 - authorizing Acting Chief of Police Chuck Ternent to accept a FY20 GOCCP Police Recruitment & Retention Grant in the amount of \$24,000 for the purchase of recruitment media, pay incentives to officers for successful candidate referrals, and signing bonuses for successful academy trainees

Public Comments

All public comments are limited to 5 minutes per person

Adjournment

Item Attachment Documents:

Engineering Division monthly report for November, 2019

City of Cumberland, Maryland
Engineering Division - Monthly Report

Capital Projects						December 1, 2019	
Order	Project No.	Project Name	Description	Phase	Comments	Updated By	Date of Update
2008	05-08-S	Evitts Creek CSO Upgrades Phase III (gravity sewer under railroad)	Replacement of CSO line connecting Evitts Creek Pump Station effluent with gravity line that parallels the Canal Towpath. Said gravity line is being replaced under project 17-03-S(1).	Design	NO CHANGE This project has been complicated because of location of the sewer lines deep under the CSX Yards. The project has not been funded through MDE which will prevent us from moving forward. Engineering will continue to apply for funds and present this project at PACE until it is funded.	RLS	5/15/2019
2010	01-10-WWTP	CSO Storage Facility At WWTP	CSO storage and handling facility in accordance with LTCP	Construction	UPDATE Contractor continues to backfill the storage structure and work on the pump house. Mechanical and electrical systems inside the tank are ramping up. Substantial completion is projected for mid-February 2020.	RLS	10/9/2019
2013	1-13-FPM	Flood Control System Concrete Repairs	Repairs to various points of FCS system per USACOE inspection	Design	NO CHANGE - Project is still on hold pending MDE review of EAP for Dry Run. A grant application was submitted for the project through MDE will hear results in May 2020. Additionally, started USACE Section 408 request for floodwall extensions.	MDI	10/1/2019
2013	12-13-FPM	Flood Control Encroachment Tree Project	Removal of Trees along Flood Wall and Levees per requirements of US Army Corps of Engineers specifications (See also Project 2-17-FPM)	Complete	UPDATE project complete	KAR	12/23/2019
2014	04-14-WWTP	Sludge Screening Study/Design	Study to select the best alternative to keep rags out of the recently cleaned and modified digester because the modifications will make it impossible to revive rags in the future.	Design	NO CHANGE Need/Benefit of the project is being reevaluated, and for now the project is on hold. Design is complete and the project will remain on this report for the time being.	RLS	4/2/2018
2014	13-14-M	Mechanic Street Access Road Improvement Project	Repaving and ADA ramp improvements to the section Mechanic Street from I-68 to Bedford Street. Includes improvements to the block of Bedford Street from N. Centre to N. Mechanic Street and Baltimore Street to the Bridge.	Construction	UPDATE Paving is substantially complete. The contractor had to reconstruct several of the ADA ramps.	JRD	12/16/2019
2014	19-14-M	Greene Street Complete Street Plan	Planning Study for Greene Street	Planning	NO CHANGE - The Design Report from Alta Planning + Design was submitted and presented to the Mayor and City Council. The plan to start work on Construction Funding Applications has been delayed because of the Baltimore Street Project, which would have been competing for the same funds. This project still needs to be done and should be a priority in the future.	RLS	6/1/2017
2015	9-15-M	Potomac River Walk	The Study Phase of this project is being done through the Cumberland MPO and consists of a Walk / Trail for pedestrians and bikes along the Potomac River between Wills Creek and the YMCA	Study	NO CHANGE -This project has been turned over to Canal Place. Engineering Services for Design were received. Recommendation from the committee was to award to CEC.	KAR	8/9/2019
2015	18-15-S	CSO Water Quality Analysis	Base line data collection for analysis of future CSO needs after CSO Storage is on line.	Planning	NO CHANGE Project continues. Stream sampling ongoing on a monthly basis pre storage and post storage. Three staff were certified for sampling in April.	RJK	11/4/2019

City of Cumberland, Maryland Engineering Division - Monthly Report

Capital Projects						December 1, 2019	
Order	Project No.	Project Name	Description	Phase	Comments	Updated By	Date of Update
2015	19-15-M	WWTP & Collection System Asset Management Plan	Development of an Asset Management Plan	Planning	UPDATE Asset Management Program/Capital Improvement implementation. Dashboard development and Workforce app beginning to be used. Working on Survey 123 and Collector.	RJK	11/4/2019
2015	23-15-M	Flood Insurance Rate Map (FIRM) Modernization and Implementation	Update FIRMs and the Floodplain Ordinance, and conduct an outreach to the community to apprise landowners of the impact of those changes.	Planning	NO CHANGE - The Letter of Final Determination date is now October, 2018, with a projected effective date of April, 2019.	PJD	1/3/2019
2016	12-16-M	Baltimore Street Access Improvement - Final Design	The purpose of the New Baltimore Street Town Center project is to reopen and improve Baltimore Street, which is currently configured as a pedestrian mall, to vehicular traffic while maintaining elements of the mall.	Design	UPDATE EADS has submitted their 30% design to MDOT SHA for review. EADS has resumed working on the utility design as they wait for SHA comments of first submission. The next drawing submission is scheduled for late February.	RLS	10/9/2019
2016	17-16-M	Stage Renovations at Liberty Street Stage	Replace wood stage with Concrete Stage	Design	NO CHANGE - This project would be unnecessary if the Baltimore Street Access project is executed. The project will remain on this list until the Baltimore Street project moves to construction.	RLS	5/15/2019
2016	18-16-BR	John J. McMullen, Bridge No. A-C-01 Repairs	Bridge Repair	Design	UPDATE - This project is being placed on hold due to needs at other bridges. This project is expected to move forward in FY21 with State Aid Funds.	RLS	10/9/2019
2016	19-16-S	78" Parallel Pipeline from Mill Race to CSO	78" Pipeline to CSO tank in accordance with Consent Decree	Design	UPDATE - NEPA work continues. WRA has provided their final design proposal and schedule for the project. The proposal is on the 10/15 M&CC agenda for approval, pending MDE approval.	RLS	10/9/2019
2017	2-17-FPM	Flood Control Encroachment removal Project	The City as the Local Sponsor of the Flood Control Project is expected to maintain the easements along the Flood Control Project, however the area along Wills Creek and other areas were never given any comments until the Corps of Engineers standards changed. Completion of this project is necessary to allow the City to get a Satisfactory rating on its annual Flood Control Inspections.	Planning	NO CHANGE - This project has been delayed because of other work, but must be done. A tree removal project has been bid out and a contractor selected to do the work of removing trees in the encroachment area.	RLS	7/11/2018
2017	3-17-M	Route 51 Bridge 12" Waterline Replacement	Replace water line on bridge as part of SHA Bridge Deck Project	Construction	NO CHANGE - The contract for the bridge replacement has been awarded but the water line is not expected to be replaced until FY21 due to construction phasing.	RLS	5/15/2019
2017	8-17-M	Baseline Water Quality Sampling Evitts Creek Water Company	Western Pennsylvania Conservancy to provide detailed technical and scientific consulting to the ECWC including: Habitat Characterization and Baseline Water Quality Sampling.	Construction	NO CHANGE Fall sampling took place 10/24.	RJK	1/4/2019
2017	18-17-M	Maryland Avenue Development	This is not an Engineering Project, but included here to cover future department work with the development.	Design	NO CHANGE - The department is supporting Cumberland Gateway LLC with historical records and will review stormwater design in the future.	RLS	5/15/2019
2017	19-17-M	Recycle Coach App	Smart phone app for recycling schedules	Planning	NO CHANGE	RJK	8/9/2019

City of Cumberland, Maryland Engineering Division - Monthly Report

Capital Projects						December 1, 2019	
Order	Project No.	Project Name	Description	Phase	Comments	Updated By	Date of Update
2017	20-17-WFP	Return on Environment Plan	Bedford County Comp Plan - Optional localized study	Study	NO CHANGE	RJK	8/9/2019
2017	21-17-PSB	Public Safety Building Underground Storage Tank Removal	Heating Oil Underground Storage Tank (UST) - Not in use/reviewing removal option	Complete	UPDATE Tank abandoned 10/17/2019 by TRIAD.	RJK	12/23/2019
2017	24-17-S	Investigation of Floodwall Underdrain Leak at Valley Street Bridge	Ascertain the source of the sewage that is leaking into the floodwall under drain noted at an under drain box about 90 feet upstream of the Valley Street Bridge, and develop a plan and cost estimate to effect repairs.	Planning	NO CHANGE - No flow has been seen in manhole, waiting for Will's Creek water level to lower to reinspect. Leak appears to have been addressed by removing Burgmeier Septic. The underdrain pump has been removed and not odor is being detected. The situation will continue to be evaluated.	RLS	5/15/2019
2017	29-17-UTIL	VOID See 19-15-M	VOID				
2017	30-17-WWTP	40 CFR 441 Compliance - Dental Dischargers	Collection of 1-time compliance reports from dental offices that remove amalgam.	Planning	UPDATE Eighteen (18) dental offices have returned their 1-time compliance report to date. Dental offices have until July 2020 to comply with this new Federal regulation.	RJK	11/4/2019
2017	31-17-W	Decatur Street 24" Crosstown Water Main Replacement	Prior to designing the water main replacement a more detailed Water Model analysis of the City's system will be done to make sure the issues are being properly addressed. Design will follow.	Design	UPDATE Bennett Brewer and Associates are at 60% completion. The 60% documents were reviewed in December. Contract documents are scheduled to be ready for MDE review in March 2020.	JRD	12/16/2019
2018	08-18-BR	Cumberland Street Bridge Replacement	This project will replace the bridge structure.	Design	UPDATE - MDOT issued Notice to Proceed to Jacobs/EBA on 10/4/19 for preliminary engineering work. A design kickoff meeting has been held and the consultant is working on organizing their subcontractors for data collection.	RLS	10/9/2019
2018	09-18-BR	Baltimore Street Bridge Replacement	This project will replace the bridge structure.	Design	UPDATE - Temporary bridge repair work is complete. WTB will be submitting their next report in November as they continue through the federal process. The Design is expected to be completed in Fall of 2020	RLS	10/9/2019
2018	22-18-M	Solid Waste and Recycling Collection	Contract documents for the FY20 garbage and recycling collection bid process	Planning	NO CHANGE New schedule in effect! Staff met with Burgmeier's Hauling on 9/18 for continued satisfactory services. Press Release planned for getting trash out early and how to contact City/Burgmeiers.	RJK	9/30/2019
2018	23-18-WWTP	FY 2019 MDE Energy Grant Optimization of the Aeration System at the WRF	Application through MDE for energy grants for WWTP or WFPs	Construction	UPDATE All work in bio-reactors 1 and 2 are complete. Contractors are working on the last bio-reactor as well as the inlet and discharge piping for blowers 1 and 2	MDI	12/16/2019
2018	24-18-M	Cumberland Street Retaining Wall	This project includes the installation of a retaining wall and the replace of the closed portion of sidewalk along Cumberland Street at Market Street. Also included is the installion of ADA compliant curb/sidewalk ramps.	Construction	UPDATE Work has been delayed due to the poor subgrade condition at the site of the proposed wall, and a delay in the delivery of the precast concrete drainage structures.	JRD	12/16/2019
2018	25-18-BR	SHA Project: Replacement of MD 51 Bridge Deck	Replace the water line under the industrial blvd bridge under a MDOT bridge rehabilitation project	Construction	Refer to project 3-17-W	RLS	10/11/2018
2018	26-18-M	Ridgeley Levee System Certification					

City of Cumberland, Maryland Engineering Division - Monthly Report

Capital Projects						December 1, 2019	
Order	Project No.	Project Name	Description	Phase	Comments	Updated By	Date of Update
2018	29-18-W	Smouses Mill Pumping Station Upgrades	Replace existing pumps and VFD's, install a back-up generator, remove hydro-pneumatic tanks	Construction	UPDATE - C&T has demoed existing tanks and is planning pipe install while awaiting new pump system to arrive (Xmas). Generator and new fencing has been installed.	MDI	12/16/2019
2018	30-18-SWM	WMHS Crisis Resource Center	Project involving SWM review Replaces an existing building with a new facility.	Design	NO CHANGE - Pre-construction meeting was held on 9/23. Belt has demoed existing structure and will be working on this project for next 6 months. City only assisting with SWM.	MDI	11/4/2019
2018	31-18-WFP	Pine Ridge Water & PUC Rate Issues					
2018	32-18-FPM	Rehabilitation Assistance for Flood Damages to Flood Risk Management Projects	Request USACE to make repairs or provide funding to address flood control issues		NO CHANGE - The USACE has denied financial support due to the flood control being in an unacceptable condition. The City is looking to enter the SWIF program to receive aid to get financial support for construction.	RLS	10/12/2018
2018	33-18-RE	Constitution Park Marble Courts	Installation of marble courts, adjoining pavilion, and upgrades to nearby comfort station in Constitution Park	Construction Bidding	UPDATE - Contract Documents for Phase II will be completed by mid-December, bid opening is anticipated by mid-January. Phase II includes a concrete slab around 2 of the Marble courts to make them ADA compliant, an ADA compliant walk to the slab, and renovations of the restrooms in Grove 4.	JRD	12/16/2019
2018	37-18-SWM	Columbia Gas Line - Walnut Street					
2018	38-18-BR	Lake Gordon Road Bridge Replacement	PennDOT project	Construction	NO CHANGE - Project has been award and notice to proceed issued. Construction slated for June-October. Not a City Project.	RLS	5/15/2019
2018	40-18-WWTP	Dry Run Detention Dam and Culvert Emergency Action Plan	Engineering Services to perform Dam Breach Analysis for EAP Execution	Study	NO CHANGE - Breach analysis is complete and awaiting approval from MDE before submitting the full EAP to MDE.	RLS	8/5/2019
2018	43-18-BR	Fayette Street Bridge Replacement	This project will replace the bridge structure.	Complete	NO CHANGE - Studies have been returned and submitted to CSX negotiations.	RLS	8/5/2019
2018	44-18-BR	Washington Street Bridge Replacement	This project will replace the bridge structure.	Complete	NO CHANGE - Studies have been returned and submitted to CSX negotiations.	RLS	8/5/2019
2019	5-19-M	Virginia Ave Lot Demolition	Remove two structures and retaining walls at 6, 8 and 10 Virginia Ave.	Complete	NO CHANGE - The grading plan has been approved by ASCD and the project has been turned over to Code Enforcement for demolition	RLS	8/5/2019
2019	7-19-WFP	Filter Building Pilot Study	Perform a study to evaluate the potential to replace current filter building with a new membrane/GAC building in the future. The City is required to perform a pilot study to validate the technology we are proposing to use.	Study	NO CHANGE - The permit to perform the study has been submitted to PADEP. Awaiting approval before starting the study.	RLS	8/5/2019
2019	8-19-WFP	New Inlet Screens for Gate House		Design	UPDATE Public Water Supply Minor Permit Amendment application submitted to the PA DEP 7/26/19. Awaiting approval. Detailed specifications have been inserted into the City's specification package (awaiting project information to complete the specifications (contract durations, etc.)	JRD	11/5/2019
2019	10-19-M	Residential Grass Mowing	Contract for mowing the residential properties within the City Limits which include blighted properties and recent demos.	Construction	UPDATE - Contract underway	KAR	11/4/2019

City of Cumberland, Maryland Engineering Division - Monthly Report

Capital Projects						December 1, 2019	
Order	Project No.	Project Name	Description	Phase	Comments	Updated By	Date of Update
2019	11-19-M	Non Residential Grass Mowing	Contract for mowing the Commercial and Public Owned Properties within the City Limits. To include water tanks, City Hall, Public Safety and several others.	Construction	UPDATE -Contract Underway	KAR	11/4/2019
2019	13-19-M	Center City Parking Garage Improvements	Various improvements to the Center City Parking Garage including ADA improvements, wayfinding and signage upgrades, and painting	Construction	UPDATE - Kiosks and gates have been ordered and received, installation is in progress. Security cameras are still in progress, MIS is working out specifications. DDC/Arts Council received their signage, it will be installed by the Street Dept.	JAT	12/16/2019
2019	14-19-M	WWTP RMP Compliance Services	RMP Compliance for OSHA 29 CFR 1910	Planning	UPDATE RMP program updated to comply with OSHA 29 CFR 1910 for chlorine and sulfur dioxide storage on site. New (RED) Binder at WWTP and my office. Training and LEPC coordination still needs completed.	RJK	11/4/2019
2019	18-19-M	Nemacolin Avenue Survey	Survey of Nemacolin Avenue between Longwood Avenue and Richwood Avenue	Planning	UPDATE The final Plat and CAD draings have been recieved by the City.	JRD	11/5/2019
2019	27-19-M	Bellevue Street Sidewalk Upgrades	Removal and installation of new concrete sidewalks from Baltimore Ave to Fulton St. This will include the installation of ADA Accessible ramps.	Construction	UPDATE - Award was made to Excavating Assoiates. Notice to Proceed was issued .	KAR	12/23/2019
2019	32-19-M	Brownfields Application 2019	Information Regarding Brownfields and potential projects within the city.	Study	UPDATE -Staff attended Brownfields Boot-Camp held by MDP 9/24	MEA	9/30/2018
2019	35-19-WWTP	Denite Filters Mudwell Mixing System	This project will evaluate and design a system for the mudwell tanks at the ENR to maintain solid suspense, prior to pumping the filtrate back to the head of the treatment plant.	Design	UPDATE - Design bid was awarded to GD&F on 10/11/19. Kickoff meeting was held at WWTP on 10/15/19. Design progress meeting was held on 11/19/19. GD&F working on finalizing design options.	MDI	12/16/2019
2019	38-19-BR	Koon Dam Sidewalk Repairs Phase 3	Third phase of repairs, following 28-18-BR and 17-18-BR. Elevated sidewalk slabs need to be replaced.	Planning	UPDATE - Project is out for bid. Bids due on 12/17/19.	MDI	12/16/2019

Item Attachment Documents:

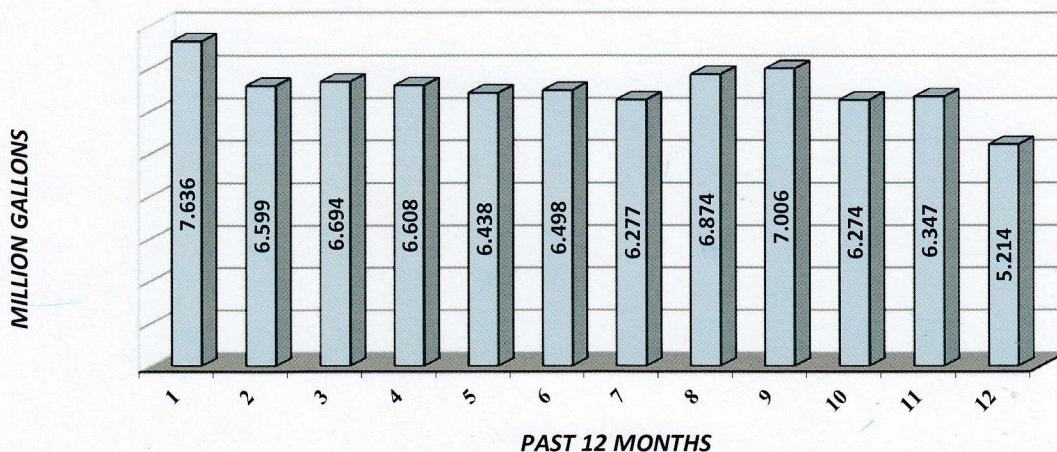
Utilities - Treatment Plants monthly report for November 2019

TREATMENT PLANTS

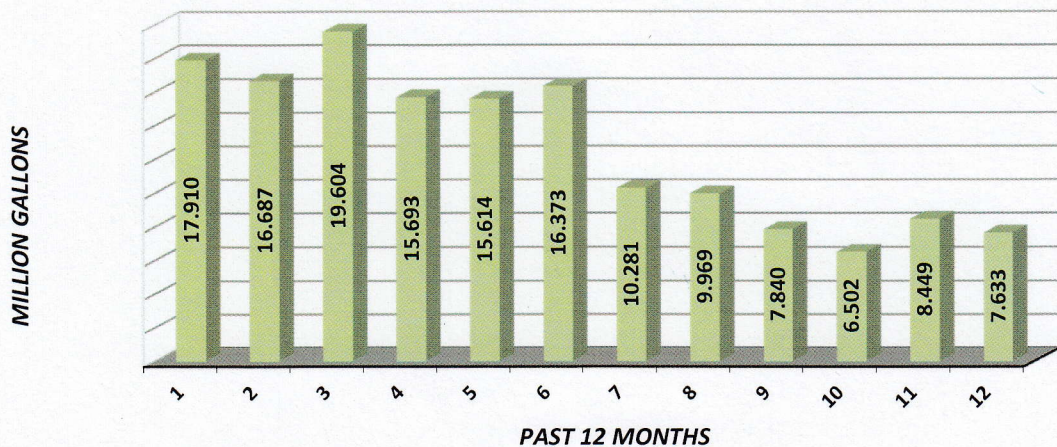
MONTHLY UTILITY REPORT

NOVEMBER 2019

AVERAGE DAILY PRODUCTION - WFP



AVERAGE DAILY PRODUCTION - WRF



BRIEF LIST of EVENTS

100% COMPLIANCE WITH ALL FEDERAL & STATE REGULATIONS

NEW COMPUTER MAINTENANCE MANAGEMENT SYSTEM "eMAINT" IMPLEMENTATION AT BOTH TREATMENT FACILITIES

WFP SMOUSSE MILL PUMPING STATION BEING UPGRADED WITH NEW PUMPS, GENERATOR, PRESSURE TANK

WFP DEVELOPED PLAN FOR PHASE 2 DISTRIBUTED CONTROL SYSTEM UPGRADE

WFP DEVELOPED PLAN FOR DISSOLVED AIR FLOTATION SKIMMER UPGRADES

WRF MET WITH GDF ENGINEERS TO EVALUATE MUDWELL MIXING

WRF WORKING WITH MARSHALL RUBY TO REPAIR ROTATING SCREENS AT EVITTS CREEK LIFT STATION

WRF PLANT ELECTRICIANS RECALIBRATED AND REPROGRAMMED ALL COMBINED SEWER OVERFLOW SITES

Item Attachment Documents:

1. Approval of the Executive Session Minutes of October 8, 2019, and the Work Session and Special Public Meeting Minutes of October 22, 2019

Mayor and City Council of Cumberland

Closed Session Minutes

City Hall, 57 N. Liberty Street, Cumberland, MD 21502

Second Floor Conference Room

Tuesday, October 08, 2019, 5:35 p.m.

The Mayor and City Council convened in open session at 5:30 p.m. for the purpose of closing the meeting for an executive session pursuant to Section 3-305 (b) (4) of the General Provisions Article of the Annotated Code of Maryland to consult with staff to discuss proposals for the development of the East Side School site and proposals for the relocation of various businesses in the City.

MOTION: Motion to enter into closed session was made by Council Member Bernard, seconded by Council Member Frazier, and was passed on a vote of 4-0.

PRESENT: Raymond M. Morriss, President; Council Members Seth Bernard, Eugene Frazier, and Laurie Marchini.

Councilman Richard J. Cioni was absent.

ALSO PRESENT: Jeffrey D. Rhodes, City Administrator; Michael S. Cohen, City Solicitor; Marjorie Woodring, City Clerk; Paul Kelly, Executive Director of CEDC; Matt Miller, Economic Development Specialist

Mayor and City Council of Cumberland

WORK SESSION

City Hall Council Chambers
57 N. Liberty Street
Cumberland, MD 21502

Tuesday, October 22, 2019
4:38 p.m.

PRESENT: Raymond M. Morriss, President; Council Members: Seth Bernard, Richard Cioni, Eugene Frazier, and Laurie Marchini.

ALSO PRESENT: Michael S. Cohen, City Solicitor; Marjorie Woodring, City Clerk; Police Captain Chuck Ternent; Paul Kelly, Executive Director-CEDC; Matt Miller, Economic Development Specialist

I. LOITERING

Mayor Morriss discussed the reasons for the Work Session, mentioning the downtown issues of code enforcement, loitering, people's behavior, and the City looking for ways to make the downtown safe and family friendly. He stated some issues have started to get worse lately, adding that a lot of the people downtown are disenfranchised, and the City is trying to figure out ways to get them the help they need, while acknowledging that people have certain rights and the City needs to be cognizant of that. He asked for comments from the people attending the Work Session regarding solutions for making the downtown safer, as well as ways to make the downtown businesses successful. Mayor Morriss then opened the floor to Council, who were all in agreement to let Captain Ternent speak first.

Captain Ternent stated that the CPD also shares the M&CC's concerns, saying that the problem comes and goes, sometimes getting worse, sometimes getting better. He advised on facts about the downtown homeless population, which is currently about 25 regular people, with 10-12 of the people being downtown since the beginning. He spoke about the downtown civilian patrols, the foot and bicycle patrols, and said they have written both municipal and criminal citations, with 68 alcohol citations written during the last year. He stated that though they are cited and fined, the indigent people downtown usually get out of court due to their lack of money. Captain Ternent added that with the activities of pan-handling and soliciting, the CPD needs witnesses, saying that although panhandling are not against the law, aggressive panhandling is and the CPD can take action, but needs witnesses to help at court. He stated that they cannot take action from anonymous callers. He also stated that the CPD cannot take action on the way people look, and that they have to be careful in discriminating against the poor or homeless. He did add, however, that the CPD has zero tolerance for alcohol consumption downtown.

Captain Ternent spoke about the CPD and social services teaming together to try to get some of the people help and get them off the street, and using referral services, but added that doesn't always work because you can't force people to get help. He spoke about the main areas where the CPD

knows the regulars, downtown and Canal Place, and said the police department does go undercover to try to pick up some of the people dealing in solicitation or prostitution.

The Captain spoke about the CPD's taxing work load, the shortage of police officers across the entire country, and said the CPD is still trying to get up to speed. He mentioned officers being assigned to special events, and stated that they do require officers assigned to the downtown to get out and walk the area. Captain Ternent mentioned looking into getting the non-working surveillance cameras downtown working again, and said at peak there were 38 cameras around the City, but few work these days. He stated that he would support getting the cameras fixed, especially downtown, and said that even though they can't be monitored 24/7, as word gets around it would help deter criminal activity.

II. COMMENTS AND SUGGESTIONS

Ryan Brenneman spoke about the availability of crowd-source cameras that can tap into Nest, a law enforcement resource, where downtown businesses acquire cameras for their storefronts and work together with the CPD. He added that officers would be able to pull the information up on their cell phones. There was discussion on if downtown businesses would be able to get a grant to buy high-quality Nest cameras in bulk, and the possibility of downtown design money being available.

John Buchanan, commercial insurance agent and responsible for CBIZ properties on Baltimore Street, advised that they recently installed cameras and worked with the CPD when they had a break in. He stated that their camera system is first-class, is set-up to a 180 degree view, and said they would share information from their IT Department with the City. Mr. Buchanan also discussed his employees concerns with the parklet at the end of the mall by Mechanic Street, and spoke about the plan to remove it, saying they've had a history of problems there – open containers, trash, clothing left there - and said his employees are scared about what's going on downtown. He also stated that the management at CBIZ is opposed to putting in bathrooms once the parklet is removed, saying that it will be a nuisance, and will continue to attract the disenfranchised. Mayor Morriss advised that there has not been a final decision yet on bathrooms.

Larry Jackson spoke about the area of Baltimore Street where his businesses are, saying that it's like ground zero, and has gotten really rough. He stated there are fights often and they have had to remove people from the music store 3 days in a row. He added that he doesn't want to make this a "poor" problem or mental health problem, saying that a lot of it is behavior problems. He stated that the language used creates a menacing, intimidating situation for customers, more so than panhandling. Mr. Jackson mentioned some ideas to Mr. Cohen and Mayor Morriss regarding leasing benches or planters to businesses to create private property. The Mayor said he would look into it. Mr. Jackson also spoke on the issue of ticketing tourists on bikes on the mall, and mentioned that parking needed to be free everywhere.

Gail Hall, owner of Mountainside Bike Tours and The Inn on Decatur talked about tourists being a captive market, with bikers coming off the trail with no place to go. She mentioned she has been sold out every night this past summer, and her customers are spending a lot of money downtown. She said that lately, though, she's getting a lot of questions about safety. She added that she no

longer lets her guests walk at night – she picks them up. Ms. Hall stated that though Decatur Street has gotten better, there's so much going down on the mall coming through to her street that it's embarrassing. Mayor Morriss agreed and said the extended area from the mall needs to be made safe as well, and understands what tourism brings to the community.

Ryan Brenneman, owner of Allegany Media in the Lila Building, talked about the frequent shouting behavior on the mall, and stated that he has to go down and ask people to be quiet, because he is recording. He said if Code Enforcement is not taking action, then we need to rethink what code enforcement is. He stated that we need to think outside the box. He also agreed that parking fees need to be abolished. He added that we need ambassadors in the City more than code enforcement. Mayor Morriss said they will evaluate how code enforcement is being handled, and will discuss the parking aspect. Mr. Buchanan and Ms. Saville discussed code enforcement as well and agreed with playing up the ambassador aspect and having the officers dress more like that, and mentioned the problem of code enforcement being cut off in the afternoon.

A smoking ban for the downtown area was discussed, with Mayor Morriss advising that he has heard a lot about property owners downtown being in favor of it, although it would be difficult to enforce. Mr. Cohen advised that smoking is not allowed in parklets downtown at any time.

There was discussion regarding the overgrown trees on the mall, keeping the lights in the trees, the benches on the mall being taken out although the farmer's market is requesting to keep them for their patrons, and loitering being prohibited at Rose's.

There was more discussion on a possible smoking ban, with Mr. Cohen advising that the DDC has the ability to pass its own rules and regulations. He added that it would help if they would adopt their own smoking ban and post it so that code enforcement can help enforce it. Mr. Cohen also spoke on the futility of bringing homeless folks into court, saying that officers can in fact keep taking away their addictions, whether it's drugs or alcohol, which can be a deterrent to returning to the area. Mr. Cohen also advised that when it comes to enforcing laws, police are reactionary. He stated that it's incumbent upon business and property owners to call the police when groups are congregating in front of businesses. Mr. Cohen advised on the smoking ban at all parks and parklets in the City, and the hours they are closed. He added that to be proactive, when you see people committing crimes, to step up and call, charge them, and be willing to come to court.

There was discussion on creating a long term plan to get people the help they need, and utilizing them for community service in lieu of taking them to court and fining them when they have no ability to pay.

Paul Kelly, CEDC Director, stated that there is a perceived issue downtown in terms of peoples' behavior and not being a warm and inviting place. He stated that in some instances it's true, and the City needs to reverse that perception considering all the resources that are invested into redevelopment. He suggested that the City's marketing services have a survey taken of visitors from metropolitan areas, in terms of their perceived level of safety and feeling of welcome from the City, and have the same survey for local folks to see the different areas of concern. Mr. Kelly also suggested gauging the City's local health resources to figure out who all the players are, to see if

they are communicating, and if they have the resources to help the City with those folks that have slipped through the system, to those that just have no respect. He stated that the CEDC has heard unanimously that people want an officer downtown – that just the appearance of an officer would deter most, if not all. He added that the CEDC supports the City’s redevelopment efforts downtown and moving the Union Rescue Mission to give them a bigger opportunity to expand their services. He asked to please consider appointing or designating someone, perhaps a member of staff or an entity in the community, to own this issue and make it their problem, to attend meetings to talk about solutions, and not get sidetracked.

Mayor Morriss agreed that the City needs an action plan, and stated that a lot of good ideas were mentioned this day. Council thanked everyone for coming to the meeting and sharing their thoughts and concerns, agreed they need to work together to find answers, and said if the police need resources it’s the M&CC’s job to help find a way to make that happen. Captain Ternent stated that more manpower would be great, and the Police Dept. intends to put a permanent officer downtown someday, when they get back to full staffing, but it won’t happen overnight. He added that they are putting together a better recruitment and retention plan – get officers, keep officers. He stated that he will try to put an officer downtown whenever possible, and mentioned to everyone again that if they see violations, please call them. He also mentioned that he will look into the camera project.

III. ADJOURNMENT

With no further business at hand, the meeting adjourned at 5:57 p.m.

Respectfully submitted,

Marjorie A. Woodring
City Clerk

Minutes approved _____



Mayor and City Council of Cumberland

Mayor Raymond M. Morriss
Councilman Seth D. Bernard
Councilman Richard J. "Rock" Cioni
Councilman Eugene T. Frazier
Councilwoman Laurie P. Marchini

City Administrator Jeffrey D. Rhodes
City Solicitor Michael S. Cohen
City Clerk Marjorie A. Woodring

MINUTES

M&CC Special Public Meeting
City Hall, 57 N. Liberty Street, Cumberland, MD 21502

DATE: October 22, 2019

I. 4:30 p.m. – Convene in Open Session

II. Pledge of Allegiance

III. Roll Call

PRESENT

Mayor Raymond M. Morriss
Councilman Seth Bernard
Councilman Richard J. "Rock" Cioni
Councilman Eugene T. Frazier
Councilwoman Laurie P. Marchini

ALSO PRESENT: Marjorie Woodring, City Clerk; Michael S. Cohen, City Solicitor, Police Captain Chuck Ternent

IV. New Business

(A) Orders (Consent Agenda)

Mayor Morriss reviewed the one item on the Consent Agenda, and called for questions or comments. Being none, motion to approve Order No. 26,550 was made by Councilwoman Marchini, seconded by Councilman Frazier, and was passed on a vote of 5-0.

Order 26,550 - lifting the provisions of Section 11-113 of the City Code, entitled "Open Containers of Alcohol," in certain areas of the downtown beginning at 3:00 p.m. on October 26, 2109 and continuing through 2:00 a.m. on October 27, 2019, to accommodate the DDC sponsored Ghouley Pub Crawl

V. Adjournment

With no further business at hand, Mayor Morriss adjourned the meeting at 4:38 p.m.

Minutes approved on _____

Raymond M. Morriss, Mayor _____

ATTEST: Marjorie A. Woodring, City Clerk _____

Item Attachment Documents:

Order 26,584 - authorizing execution of Change Order No.1 with First Fruits Excavating, Inc. for City project "Cumberland Street Retaining Wall (24-18-M)" in the increased value of \$33,280, bringing the new contract value to \$152,530 and providing an additional 60 calendar days on the project timeline

- Order -
of the
Mayor and City Council of Cumberland
MARYLAND

ORDER NO. 26,584

DATE: January 7, 2020

ORDERED, By the Mayor and City Council of Cumberland, Maryland

THAT, the City Administrator be and is hereby authorized to execute Change Order No. 1 with First Fruits Excavating, Inc., 407 Plum Run Road, Ridgeley, WV, 26753 for City Project "Cumberland Street Retaining Wall" (24-18-M) in the increased amount of Thirty-three Thousand, Two Hundred Eighty Dollars and No Cents (\$33,280.00), bringing the total contract amount to One Hundred Fifty-two Thousand, Five Hundred Thirty Dollars and No Cents (\$152,530.00); and

BE IT FURTHER ORDERED, that this Change Order provides for sixty (60) additional calendar days.

Raymond M. Morriss, Mayor

First Fruits	Contract Amount
Original Contract Amount	\$119,250.00
Change Order No. 1	\$ 33,280.00
Total Contract Amount	\$152,530.00



First Fruits Excavating, Inc.

City of Cumberland, Maryland

407 Plum Run Road
Ridgeley, West Virginia 26753
304-726-8412 • 301-707-1565

Prov. 3:5-10

Change Order Number: 1

Project: Cumberland Street Retaining Wall
 City Project No.: 24-19-M
 Purchase Order No.: 2020-596
 M&CC Order No.: 26,649
 Contractor: First Fruits Excavating, Inc.
 Vendor No.: 186

The Change Order modifies (adds or deletes work) the contract as follows:

Add / Delete	Item No.	Quantity	Unit Price	Unit	Description	Delete	Add
ADD	1002.1	1	\$ 500.00	LS	Construction Stakeout (For Alternate Work)		\$500.00
ADD	1003.1	1	\$ 600.00	LS	Maintenance of Traffic		\$600.00
ADD	2003.2	100	\$ 10.00	LF	Furnish and Install 4" PVC Drain		\$1,000.00
ADD	3007.2	1	\$ 5,150.00	LS	Undercut and Stabilize Subgrade at Wall		\$5,150.00
ADD	5001.1	250	\$ 10.00	SF	Patch Existing Asphalt Pavement		\$2,500.00
ADD	6001.1	145	\$ 46.00	LF	Standard Type A Concrete Curb 8" x 18"		\$6,526.00
ADD	6002.1	677	\$ 15.00	SF	5" Reinforced Concrete Sidewalk		\$10,155.00
ADD	6004.1	2	\$ 1,000.00	CY	Mix No. 3 Concrete for Miscellaneous Structures		\$2,000.00
ADD	6005.1	80	\$ 35.00	LF	48" Fence		\$2,800.00
ADD	7001.1	25	\$ 20.00	SY	Placing Furnished Topsoil 4 Inch Depth		\$500.00
ADD	7002.1	25	\$ 10.00	SY	Turfgrass Establishment		\$250.00
ADD	8003.1	1	\$ 400.00	EACH	Remove And Reset Existing Sign Post		\$400.00
ADD	8004.1	1	\$ 1,000.00	EA	Remove Existing Street Side Tree		\$1,000.00
TOTALS						\$0.00	\$33,280.00

The Original Contract Sum was: \$119,250.00
 Previous Change Orders: \$0.00
 Contract Sum as a result of Previous Change Orders: \$119,250.00
 The Contract Sum increased/decreased by this Change Order: \$33,280.00
 The New Contract Sum as a result of this Change Order is: \$152,530.00

Contract Time Change: +60 Calendar Days

Contractor: First Fruits Excavating, Inc.

Accepted by:

Authorized Agent

12/16/19
Date

The City of Cumberland, Maryland:

Recommended By:

Engineering Specialist

12/16/19
Date

Accepted by:

Director of Engineering

12/16/19
Date

Approved By:

City Administrator

Date

Mayor and City Council Order Number Authorizing this Change Order: _____

Council Agenda Summary

Meeting Date: January 7, 2019

Agenda Item Number:

Key Staff Contact: John DeVault

Item Title:

Change Order No. 1 Cumberland Street Retaining Wall – First Fruits Excavating, Inc. (24-18-M)

Summary:

This Change Order is in the increased value of \$33,280.00. Original contract value was \$119,250.00. With this additional work the new contract value is \$152,530.00, with an additional 60 calendar days added. This Change Order will allow for the installation of under-drain and will allow for some additional sidewalk work to be completed.

Issues and Considerations:

<i>Fiscal Impact:</i>	
Is this item budgeted? Yes <input type="checkbox"/> No	
Budget:	CDBG
Value of award:	\$33,280.00
If item is not budgeted, does the budget need to be appropriated? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is there grant funding being used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If grant funding is being used, does it require a City match? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Match provisions:	Enter Text Here
Is this a sole source purchase? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If so, attach department recommendation and approval from City Administrator.)	

Item Attachment Documents:

Order 26,585 - authorizing execution of Change Order No. 6 with Leonard S. Fiore, Inc. for City project "Phase I CSO Storage Facility at WWTP (01-10-WWTP)" to provide for an additional 113 calendar days of work time with no increase to the current contract price of \$26,364,856.88

- Order -
of the
Mayor and City Council of Cumberland
MARYLAND

ORDER NO. 26,585

DATE: January 7, 2020

ORDERED, By the Mayor and City Council of Cumberland, Maryland

THAT the City Administrator be and is hereby authorized to execute Change Order No. 6 to the existing contract with Leonard S. Fiore, Inc., 5506 Sixth Avenue Rear, Altoona, PA, 16602, for City Project "Phase 1 CSO Storage Facility at WWTP" (01-10-WWTP) to increase calendar days by One Hundred Thirteen (113) with no increase to the current contract price of Twenty-six Million, Three Hundred Sixty-four Thousand, Eight Hundred Fifty-six Dollars and Eighty-eight Cents (\$26,364,856.88); and,

BE IT FURTHER ORDERED that this Change Order is contingent upon approval from the Maryland Department of the Environment.

Raymond M. Morriss, Mayor

Leonard S. Fiore, Inc. 01-10-WWTP	<i>Contract Price</i>
Original Contract Price	\$26,416,340.00
Change Order No. 1	\$0.00
Change Order No. 2	\$16,582.53
Total Contract Price after CO 1 & 2	\$26,432,922.53
Change Order No. 3 " <i>decrease</i> "	(\$92,409.94)
Change Order No. 4	\$21,523.46
Change Order No. 5	\$2,820.83
Change Order No. 6 " <i>no increase</i> "	\$0.00
New Total Contract Price to-date	\$26,364,856.88

Budget: 003.399CS.63000

Date of Issuance: December 11, 2019	Effective Date: December 11, 2019
Owner: City of Cumberland, MD	Owner's Contract No.: 01-10-WWTP
Contractor: Leonard S. Fiore, Inc.	Contractor's Project No.: CT-0365
Engineer: Whitman, Requardt, and Associates, LLP	Engineer's Project No.: 13993-003
Project: Phase 1 CSO Storage Facility at the Wastewater Treatment Plant	Contract Name: Phase 1 CSO Storage Facility at the Wastewater Treatment Plant

The Contract is modified as follows upon execution of this Change Order:

- 1) Includes a non-compensable time extension of one hundred thirteen (113) calendar days.

Attachments: None.

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price: \$ 26,416,340.00	Original Contract Times: Substantial Completion: <u>760</u> Ready for Final Payment: <u>820</u> days
[Increase] [Decrease] from previously approved Change Orders No. <u>0</u> to No. <u>5</u> : \$ (51,483.12)	[Increase] [Decrease] from previously approved Change Orders No. <u>0</u> to No. <u>5</u> : Substantial Completion: <u>206</u> Ready for Final Payment: <u>206</u> days
Contract Price prior to this Change Order: \$ 26,364,856.88	Contract Times prior to this Change Order: Substantial Completion: <u>948</u> Ready for Final Payment: <u>1,008</u> days
[Increase] [Decrease] of this Change Order: \$ n/a	[Increase] [Decrease] of this Change Order: Substantial Completion: <u>113</u> Ready for Final Payment: <u>113</u> days
Contract Price incorporating this Change Order: \$26,364,856.88	Contract Times with all approved Change Orders: Substantial Completion: <u>1,061</u> Ready for Final Payment: <u>1,121</u> days

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: <u>W. Blaxman</u>	By: <u>Paul J. ...</u>	By: _____
Engineer (if required)	Owner (Authorized Signature)	Contractor (Authorized Signature)
Title: <u>ASSOCIATE</u>	Title <u>City Engineer</u>	Title _____
Date: <u>12/11/2019</u>	Date <u>12/23/19</u>	Date _____

Approved by Funding Agency (if applicable)

By: _____ Date: _____
Title: _____

Council Agenda Summary

Meeting Date: January 7, 2020

Agenda Item Number: Enter Text Here

Key Staff Contact: Bobby Smith, Kim Root

Item Title:

Change Order No. 6 CSO Storage Construction

Summary:

Add 113 calendar days to the current project with Leonard S. Fiore, Inc.

Issues and Considerations:

<i>Fiscal Impact:</i>	
Is this item budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Budget:	003.399CS.63000
Value of award:	26,364,856.88
If item is not budgeted, does the budget need to be appropriated? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is there grant funding being used? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If grant funding is being used, does it require a City match? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Match provisions:	
Is this a sole source purchase? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If so, attach department recommendation and approval from City Administrator.)	

Item Attachment Documents:

Order 26,586 - accepting the bid of Harbel, Inc. for City project "Koon Dam Sidewalk Repairs – Phase 3" (38-19-BR) in the estimated unit cost of \$82,637.00, to provide for the replacement of overhang and enclosed sidewalk on the Koon Dam Bridge

- Order -
of the
Mayor and City Council of Cumberland
MARYLAND

ORDER NO. 26,586

DATE: January 7, 2020

ORDERED, By the Mayor and City Council of Cumberland, Maryland

THAT, the bid from Harbel, Inc., 11521 Milnor Avenue, Cumberland, MD 21502, for City Project "Koon Dam Sidewalk Repairs-Phase 3 (38-19-BR) in the estimated unit cost of Eighty-two Thousand, Six Hundred Thirty-seven Dollars and No Cents (\$82,637.00) be and is hereby accepted; and,

BE IT FURTHER ORDERED, that all other bids for this project be and are hereby rejected.

Raymond M. Morriss, Mayor

Bids:

<i>Contractor</i>	<i>Amount</i>
Harbel, Inc.	\$82,637.00
MAR-ALLEN Concrete, Inc.	\$185,415.00

Source of Funding: 002.299D.63000

CITY OF
CUMBERLAND
MARYLAND

PROJECT INFORMATION

Project Title:	Koon Dam Sidewalk Repairs - Phase 3
City Project:	38-19-BR
Contract Length:	60 Calendar Days
BID OPENING	
Date & Time:	December 17, 2019 2:30 PM EDT
Location:	Council Chambers, City Hall Cumberland, MD 21502


CERTIFIED BID TABULATION

BIDDER	BIDDER
Harbel, Inc. 11521 Millnor Ave. Cumberland, MD 21502	MAR-ALLEN Concrete, Inc. 490 Millway Road Ephrata, PA 17522

ITEM NO.	DESCRIPTION OF ITEM	UNITS	QTY.	Harbel, Inc.		MAR-ALLEN Concrete, Inc.	
				UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1	Mobilization	LS	1	\$ 10,943.00	\$ 10,943.00	\$ 6,540.00	\$ 6,540.00
2	Construction Stakeout	LS	1	\$ 5,194.00	\$ 5,194.00	\$ 5,550.00	\$ 5,550.00
3	Maintenance of Traffic	LS	1	\$ 2,505.00	\$ 2,505.00	\$ 45,535.00	\$ 45,535.00
4	6-Inch Reinforced Concrete Sidewalk (Overhang)	SF	350	\$ 125.50	\$ 43,925.00	\$ 237.00	\$ 82,950.00
5	6-Inch Reinforced Concrete Sidewalk (Enclosed)	SF	140	\$ 85.50	\$ 11,970.00	\$ 210.00	\$ 29,400.00
6	Vertical Surface Patching of Bridge Substructure	SF	20	\$ 205.00	\$ 4,100.00	\$ 458.00	\$ 9,160.00
7	Horizontal Surface Patching of Bridge Substructure	SF	10	\$ 400.00	\$ 4,000.00	\$ 628.00	\$ 6,280.00
				\$ 82,637.00			\$ 185,415.00

TOTAL BID			
	Harbel, Inc.	\$ 82,637.00	
	MAR-ALLEN Concrete, Inc.	\$	185,415.00

I HEREBY CERTIFY THE ABOVE IS A TRUE AND CORRECT SUMMARY OF THE PROPOSALS RECEIVED:


 Matt Idleman, PE
 Senior Engineer

Council Agenda Summary

Meeting Date: January 7, 2020

Agenda Item Number:

Key Staff Contact: Matt Idleman

Item Title:

Award Koon Dam Sidewalk Repairs – Phase 3

Summary:

It is the Engineering Departments Recommendation to award City Project 38-19-BR Koon Dam Sidewalk Repairs – Phase 3 to the low responsive bidder Harbel, Inc in the estimate unit cost of \$82,637.00. One other bid was received from MAR-ALLEN Concrete, Inc in the estimate unit cost of \$185,415.00. This phase of the project will be to replace approx. 350 LF of overhang sidewalk and 140 LF of enclosed sidewalk on the Koon Dam Bridge.

Issues and Considerations:

<i>Fiscal Impact:</i>	
Is this item budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Budget:	<i>002.299D.63000</i>
Value of award:	\$82,637.00
If item is not budgeted, does the budget need to be appropriated? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is there grant funding being used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If grant funding is being used, does it require a City match? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Match provisions:	
Is this a sole source purchase? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If so, attach department recommendation and approval from City Administrator.)	

Item Attachment Documents:

Order 26,587 - declaring a 2011 International Ambulance (VIN: 3HAMNAAL5BL408030) as surplus equipment and authorizing it for sale or trade-in

- ORDER -
of the
Mayor and City Council of Cumberland
MARYLAND

ORDER NO. 26,587

DATE: January 7, 2020

WHEREAS, the Mayor and City Council of Cumberland is the record owner of a certain vehicle that has been determined to be of no further value to the City; and

WHEREAS, the Mayor and City Council desire to dispose of said equipment;

IT IS THEREFORE ORDERED BY THE MAYOR AND CITY COUNCIL OF CUMBERLAND, THAT, the following equipment is hereby declared to be surplus property and authorized for sale or trade-in:

1. 2011 International Ambulance
VIN: 3HAMNAAL5BL408030

Raymond M. Morriss, Mayor

Item Attachment Documents:

Order 26,588 - authorizing Acting Chief of Police Chuck Ternent to accept a FY20 GOCCP Police Recruitment & Retention Grant in the amount of \$24,000 for the purchase of recruitment media, pay incentives to officers for successful candidate referrals, and signing bonuses for successful academy trainees

- Order -
of the
Mayor and City Council of Cumberland
MARYLAND

ORDER NO. 26,588

DATE: January 7, 2020

ORDERED, By the Mayor and City Council of Cumberland, Maryland

THAT the Interim Chief of Police be and is hereby authorized to accept a GOCCP Grant for FY20 entitled "Police Recruitment and Retention" in the amount of Twenty-four Thousand Dollars and No Cents (\$24,000.00) for the period 07/01/2019 to 06/30/2020, to assist in the purchase of recruitment media, and to help fund pay incentives to officers for successful candidate referrals and signing bonuses for successful academy trainees.

Raymond M. Morriss, Mayor

Grant: PRAR-2020-0006



GOVERNOR'S COORDINATING OFFICES

COMMUNITY INITIATIVES • SERVICE & VOLUNTEERISM • PERFORMANCE IMPROVEMENT
CRIME CONTROL & PREVENTION • SMALL, MINORITY & WOMEN BUSINESS AFFAIRS
CHILDREN • DEAF & HARD OF HEARING

December 19, 2019

Captain Chuck Ternent
Captain
Cumberland Police Department
20 Bedford Street
Cumberland, MD 21502

RE: PRAR-2020-0006

Dear Captain Ternent:

I am pleased to inform you that your grant application entitled, "**Police Recruitment and Retention**," in the amount of \$24,000.00 has received approval under the Police Recruitment and Retention program.

Enclosed are the Notification of Project Commencement, Special Conditions, programmatic forms, and Budget Notice. The General Conditions for all of our awards are also located online, at www.goccp.maryland.gov. A copy of the grant award letter is also included.

It is essential, as the project director, that you submit the **Notification of Project Commencement** to indicate the starting date of your project **within 30 calendar days** after receiving your grant award packet. **No financial forms can or will be processed** unless the Notification of Project Commencement has been signed and uploaded to the Grants Management System.

Please be sure to review the grant award. As the project director you are responsible for the operation, administration, and the completion of the forms necessary to initiate and report project activities and comply with the special conditions. It is important that you understand all the Special Conditions attached to this award, as they are specific to your funding source. One General Condition that must be emphasized is that none of the principal activities of the project may be sub-awarded to another organization without written prior approval by the Governor's Office of Crime Control and Prevention.

Sample copies of your programmatic reporting questions are included with this award package, but you are required to complete **all** reporting electronically, using our web-based Grants Management System (GMS, http://grants.goccp.maryland.gov:80/BLIS_GOCCP). Training videos and a downloadable GMS user's guide are available online at www.goccp.maryland.gov.

Electronic programmatic reports must be submitted within 15 calendar days after the end of each quarter. Electronic financial reports must be submitted within 30 calendar days after the end of each quarter. Submitted reports that have not yet been approved may be sent back to you electronically for edits if requested.

Approved electronic financial reports may only be revised manually, not electronically, by submitting a revised financial report as a paper hard copy or a scan of the paper document. Revisions are allowed to be submitted up to 60 days after the end date of each quarter. These revisions are only accepted if the initial quarterly report was submitted within the mandatory time frame noted above.

Any request for changes or modifications to the project as awarded must be made online using the Grants Management System.

If the purchase of furniture/equipment is part of this grant project and you are a governmental agency, it is required that such purchases are made by competitive bid or through your approved governmental procurement process and that inventory records be maintained.

Should you have any questions or need any clarification regarding this award, **please have your award number when you call** so that you can be referred to the appropriate program manager (**Angela Carpintieri**) or fiscal team member (**Dana Maddox**). This will enable us to provide you with technical assistance and information in a timely manner.

Sincerely,



Angela Carpintieri

Funding Manager



Governor's Office of Crime Control and Prevention



Control Number: 38553

Regional Monitor: Carpintieri, Angela

Fiscal Specialist: Maddox, Dana

Notification of Project Commencement

Grant Award Number:	PRAR-2020-0006	
Sub-recipient:	Cumberland Police Department	
Project Title:	Police Recruitment and Retention	
Implementing Agency:	Cumberland Police Department	
Award Period:	07/01/2019 - 06/30/2020	CFDA: N/A

The verification section of this form must be completed. Additionally, this form must be signed by the project director and submitted through the Grants Management System within thirty (30) calendar days after receiving your grant award packet.

No Requests for Funds will be processed until this Notification of Project Commencement has been signed and received.

Authorized Official:	Ternent, Chuck chuck.terment@cumberlandmd.gov Cumberland Police Department 20 Bedford Street Cumberland, MD 21502-2303 301-759-6475	Captain FAX: 301-759-6544
Project Director:	Ternent, Chuck chuck.terment@cumberlandmd.gov Cumberland Police Department 20 Bedford Street Cumberland, MD 21502-2303 301-759-6475	Captain FAX: 301-759-6544
Fiscal Officer:	Hartley, Cindy cindy.hartley@cumberlandmd.gov City of Cumberland City Hall 57 North Liberty Street P.O. Box 1702 Cumberland, MD 21502- 301-759-6400	Accountant FAX: 301-759-6413

Award Information Verification - Please initial appropriate selection(s):	PRAR-2020-0006
<input checked="" type="checkbox"/>	All information on this form is correct and project will commence on time. Project Director signs below.
<input type="checkbox"/>	The contact information for all the staff on this form is not correct. You must submit a Grant Modification that provides a justification and indicates all changes/revisions.
<input type="checkbox"/>	The project will not commence within forty-five (45) days of the beginning of the award period 07/01/2019. You must submit a Grant Modification. Grant Modification must provide justification and indicate all changes.

Signed: Capt. Chuck Ternent Date: 1/3/20
Project Director - Ternent, Chuck (Project Director is Preferred, Fiscal Contact or Authorized Official if Project Director is unavailable)

Printed Name: CAPT. CHUCK TERNENT Phone: 301-759-6475



12/19/2019

Governor's Office of Crime Control and Prevention



Control Number:

38553

Regional Monitor:

Carpintieri, Angela

Fiscal Specialist:

Maddox, Dana

Grant Award & Acceptance Form

Grant Award Number:	PRAR-2020-0006
Sub-recipient:	Cumberland Police Department
Project Title:	Police Recruitment and Retention
Implementing Agency:	Cumberland Police Department
Award Period:	07/01/2019 - 06/30/2020
	CFDA: N/A

Funding Summary	Grant Funds	100.0 %	\$24,000.00
	Cash Match	0.0 %	\$0.00
	In-Kind Match	0.0 %	\$0.00
	Total Project Funds		\$24,000.00

This Grant Award is hereby made for financial assistance by the Governor's Office of Crime Control and Prevention in accordance with the


State

This Grant Award is subject to the General Conditions and any Special Conditions attached to this award, as well as all statutes and requirements of the State of Maryland.

This Grant Award incorporates all the information, conditions, representations and Certified Assurances contained in the grantee's application.

The Grant Award shall become effective as of the start date of the award, unless otherwise specified, and upon submission to the Grants Management System, within twenty-one (21) calendar days, of a fully executed original of this document signed by the duly authorized official of the sub-recipient unit of government or sub-recipient agency receiving this Grant Award. Copies and faxes are not acceptable.

FOR THE STATE OF MARYLAND:



Executive Director

Governor's Office of Crime Control and Prevention

SUB-RECIPIENT ACCEPTANCE:



Signature of Authorized Official

CAPT. CHUCK TURNERY

Typed Name And Title

11/3/20

Date

To submit, sign in blue ink and scan and upload the document to the grant award Documents section in the Grants Management System.



Governor's Office of Crime Control and Prevention

Grant Award - General Conditions

Grant Award Number:	PRAR-2020-0006	Sub-Recipient:	Cumberland Police Department
Award Period:	07/01/2019 - 06/30/2020	Implementing Agency:	Cumberland Police Department
Project Title:	Police Recruitment and Retention		

- 1 Approved by the Governor's Office of Crime Control & Prevention (GOCCP) of the submitted application, and the sub-award that it has generated, is for the time period stated in this Sub-award Package and constitutes no commitment for the continuation of funding beyond that time period.
- 2 This sub-award is subject to all State of Maryland and Federal statutes and requirements that apply to the relative funding source.
- 3 This sub-award is subject to the Special Conditions contained in your award packet and General Conditions (Post Award Instructions) referenced on the GOCCP website, as accepted by the Authorized Official on the official Award Acceptance document. GOCCP retains the right to add Special Conditions, if and when needed, during the life of the award period. General Conditions (<http://www.goccp.maryland.gov/grants/general-conditions.php>) are the Post Award policies, procedures, guidelines, and business rules from GOCCP for grant funds, irrelevant of the funding source.
- 4 The original Award Acceptance document containing the original signature of the Executive Director of GOCCP must be signed, preferably in BLUE INK, by the Authorized Official noted on the submitted application. This document must be uploaded in the Grants Management System (GMS) WITHIN 21 CALENDAR DAYS of receipt of the award package. Acceptance of this sub-award constitutes a commitment. Failure to comply will prevent program/project activity and result in the delay of reimbursement.

The Authorized Official on the submitted application is the County Executive, Duly Authorized Official of the local unit of Government, Mayor, Commissioner, Town Administrator (if confirmed), President (if confirmed), or if agencies are permitted to apply directly, the head of the agency receiving the sub-award.

- 5 The Notice of Project Commencement/Delay form must be signed (initialed in Section II, AND signed at the bottom) by the Project Director and must be uploaded in the Grants Management System (GMS) WITHIN 30 CALENDAR DAYS of the receipt of the award package. Please be advised online reporting is not accessible until the signed Award Acceptance and Project Commencement documents have been received by GOCCP.

NOTE: If the project will not commence within 30 calendar days of the Starting Date of the Period of Award, an explanation of the steps taken to initiate the project, the reason for delay, and the expected commencement date must be explained and justified on the Notice of Project Commencement/Delay Form in Section III. Failure to comply will result in delay of reimbursement.

ANY delay of your project AFTER submission of the Project Commencement/Delay Form will require the submission of a Grant Modification Form and approval by GOCCP. One blank Modification form is sent with every award package. For potential future modifications of any kind you may access the form through the GOCCP GMS.

Any delay to the start date of this project does not warrant, or necessarily allow, an extension to the end date.

- 6 The Federal Civil Rights Questionnaire (FCRQ) and Certification Form are a post award process that occurs bi-annually (2011, 2013, etc), and are for federal funds only. Submission of certification is completed through online registration. These documents must be completed and returned, with any additional attachments (posters, complaint forms), to GOCCP within 90 CALENDAR DAYS of the receipt of the Award and may be uploaded electronically to GMS. For internal assistance please contact your Department of Human Resources, Personnel Department, Fair Practices, or internal Human Resource/Personnel contact. The FIRST PAGE of the actual questionnaire MUST reference only ONE sub-award number. This must always be the second page of your response packet, with a copy of the federal Certification Form being the first. The certification process must be completed online as the Office of Justice Programs (OJP) no longer accepts paper forms. The Certification Form and additional instructions may be obtained at <http://www.ojp.gov/about/ocr/eeop.htm>.



Governor's Office of Crime Control and Prevention

Grant Award - General Conditions

Grant Award Number:	PRAR-2020-0006	Sub-Recipient:	Cumberland Police Department
Award Period:	07/01/2019 - 06/30/2020	Implementing Agency:	Cumberland Police Department
Project Title:	Police Recruitment and Retention		

7 The Start Date of the Period of Award is the earliest date that can be used as the project commencement date. No obligation or expenditure of funds is allowed prior to this date.

The sub-award may be terminated by one or both parties with written notice. If the sub-award is terminated before the end of the funding period, an accounting of the current quarterly and year to date expenses **MUST** be provided within 60 calendar days. Also see General Condition #35.

8 The sub-recipient must implement this project according to the goals, objectives, and plans as proposed, accepted, and set-forth in this sub-award.

9 The attached Budget Notice is made part of the final grant proposal and sub-award. Where this Budget Notice may have been modified from the project budget submitted in the original application, it represents final approved expenses for the project and governs expenditures accordingly.

All **NEW** project personnel supported with grant funding **MUST BE HIRED WITHIN 45 CALENDAR DAYS** of receipt of the sub-award package. Any delays in hiring must be reported in writing within 30 calendar days of receipt of the sub-award package. If project personnel are not hired within 45 calendar days, project personnel **ALLOCATIONS MAY BE DE-OBLIGATED** at the discretion of GOCCP. Also see General Condition #14.

10 **SUPLANTING** is the use of GOCCP grant funds to replace state or local funds which were previously appropriated/budgeted for, or otherwise would have been spent on, the specific purpose(s) for which this sub-award has been awarded. Any salaries, positions, personnel expenses, contractual expenses, equipment, travel, and other expenses paid for with GOCCP grant funds must be used to supplement your organization's existing budget, and may not replace any funds that were already included in your entity's existing or projected budget.

11 The sub-recipient's acceptance of this sub-award constitutes a commitment that the budgeted match (if applicable), as stated on the Award Acceptance Form, may be above the standard requirements and will remain so throughout the life of the award.

The sub-recipient agrees that the required match (if applicable) will be allotted and relative expenditures reported, for each quarterly reporting period in which they are expended. It is further agreed that the full amount of the budgeted match (if applicable and over match if submitted) will be reported regardless of any subsequent adjustments to the grant funds budgeted and/or any financial modifications to this sub-award. Any requested change to this match (if applicable) must be submitted in writing on a GOCCP Grant Modification form and is subject to prior approval by GOCCP. Also see General Condition # 13.

12 All grant funds related to the sub-award project, as well as any required match funds (if and where applicable) must be encumbered, obligated (requisitions, purchase orders, or contracts, which are negotiated purchases) or expended (payment of an invoice) by the end of the sub-award period or any pre-authorized extension thereof.

Failure to expend encumbered funds within 30 calendar days following the End Date of the award period may jeopardize reimbursement and/or result in the deobligation of funds. In that event, remaining obligations will be the sole responsibility of the sub-recipient.



Governor's Office of Crime Control and Prevention

Grant Award - General Conditions

Grant Award Number:	PRAR-2020-0006	Sub-Recipient:	Cumberland Police Department
Award Period:	07/01/2019 - 06/30/2020	Implementing Agency:	Cumberland Police Department
Project Title:	Police Recruitment and Retention		

13 ANY requests for changes or modifications of any kind to any portion of this sub-award **MUST BE SUBMITTED IN WRITING PRIOR TO OCCURRENCE** using the GOCCP GRANT MODIFICATION FORM and may not take place until the Authorized Official or Project Director receives written approval from GOCCP. Written approval is sent in the form of a Grant Adjustment Notice (GAN).

This includes, but is not limited to: 1) budget revisions of any type, including proposed expenditures in a budget category that was not previously approved in the application stage; 2) change to award period; 3) change to Project Director or Fiscal Officer; 4) change to staff specified in the personnel category; 5) change to scope of program; and 6) ANY change that was not approved when the funds were originally awarded.

These changes may not be requested via telephone, fax, or email. See the Grantee's Toolbox area of the GOCCP website for specific instructions: <http://www.goccp.maryland.gov/grants/grantee-toolbox.php>

14 ANY intended or proposed changes to Key Personnel whose salary is funded in whole or part by this sub-award **MAY NOT TAKE PLACE UNTIL** a Grant Modification Form has been signed by the Authorized Official or Project Director, and submitted to GOCCP 15 CALENDAR DAYS PRIOR TO the intended change AND written approval (Grant Adjustment Notice - GAN) has been sent by GOCCP to the requesting sub-recipient. In addition, accurate and identifiable time and attendance records must be maintained on-site for all personnel hired/employed under this project. See the Grantees Toolbox area of the GOCCP website. Look under the section entitled Time and Effort Reports (timesheets).

15 If there is a change of the person in the Authorized Official position, a letter, on letterhead, must be submitted to GOCCP, acknowledging the replacement and signed by the person exiting the position. However, should said person have already vacated the position, then the letter must come from the entities actual Authorized Official, acknowledging the change and name of the replacement person. If documentation is available please attach it to the original letter (e.g. Executive Order, acknowledgement of election, Board notes acknowledging confirmation, etc.).

16 The Alternate Authorized Signatory is not the same as the Authorized Official. The Alternate Authorized Signatory is a person permitted to sign on behalf of the Authorized Official (county executive, mayor, town administrator, president); Authorized Point of Contact (head of any sub-unit of government, agency, division, department, or bureau); Project Director and/or Fiscal Officer.

To authorize an alternate signature, the person granting authorization for another party to sign on their behalf must submit a letter, on letterhead, to GOCCP with their original signature in blue ink. The purpose of the request must be acknowledged in the letter (e.g. sign all award documents at all times, change of personnel, in case of illness, vacation, leave of absence, etc.).

If authorization is to sign all award documents at all times please attach a copy, if applicable, of an Executive Order, or the vote from Council minute meetings, etc.

17 If the sub-recipient does not have written procurement guidelines, the sub-recipient must refer to the State of Maryland Procurement Policy and Procedures, which includes the consideration of Minority Business Enterprises (MBE). An overview of Maryland Procurement may be accessed via the internet at: <http://www.michie.com/maryland>.

Double click "MARYLAND CODE", select "STATE FINANCES AND PROCUREMENT", select "TITLE 13: SOURCE SELECTION, select: "SUBTITLE 1, 2, 3, or 4" based on applicability.

18 The submission of the Property Inventory Report Form (PIRF) is a requirement for any equipment that costs \$5,000 or more per unit cost, that is approved under this sub-award. The form is included in the Project Director's award package.

BPVP sub-awards are additionally referred to their Special Condition for the PIRF, all other conditions remain the same.



GOCCP Regional Monitor:
GOCCP Fiscal Specialist:

Carpintieri, Angela
Maddox, Dana

Governor's Office of Crime Control and Prevention

Grant Award - General Conditions

Grant Award Number:	PRAR-2020-0006	Sub-Recipient:	Cumberland Police Department
Award Period:	07/01/2019 - 06/30/2020	Implementing Agency:	Cumberland Police Department
Project Title:	Police Recruitment and Retention		

- 19** The principal activities of this project may NOT be sub-contracted to another organization WITHOUT PRIOR APPROVAL by GOCCP. If prior approval was not obtained through the application process and is required after the program has been awarded, a Grant Modification Form must be submitted with detailed information and justification. Activities cannot occur until written approval in the form of a Grant Adjustment Notice (GAN) is received from GOCCP.
- 20** Sub-recipients are subject to the applicable requirements regarding the Drug Free Workplace of the governor's Drug and Alcohol Free Workplace executive order and implementing policies. This information may be obtained through the State of Maryland website at www.maryland.gov.
- 21** When issuing requests for proposals, bid solicitations, or other procurement requests, all sub-recipients shall clearly state within said document that the cost of the potential purchase is being funded in part, or in its entirety, with government grant funds.
- 22** When issuing public statements, press releases, or other documents relating to this project or when conferences, seminars, workshops, or forums are held in reference to this project, the sub-recipient agrees that the source of funding of this project and the role of GOCCP must and will be clearly acknowledged. The sub-recipient will ensure that all publications resulting from this project will have the following language on the publication:
- "The Governor's Office of Crime Control & Prevention funded this project under sub-award number BJAG-2009-9000 (your sub-award number). All points of view in this document are those of the author and do not necessarily represent the official position of any State or Federal agency."
- 23** GOCCP has the rights to reproduce, with attribution, and share any and all materials and documents generated as a result of this sub-award and project.
- 24** All sub-recipients are required to view the GOCCP Grants Management System (GMS) Training Videos, which can be accessed at: <http://www.goccp.maryland.gov/gms-training/>.
- These videos provide step-by-step guidance through the online system, from application to reporting.
- If you require technical assistance relative to the online GMS Reporting software during business hours you may contact the GOCCP IT Staff at support@goccp.freshdesk.com.
- 25** The sub-recipient must comply with federal regulations and state laws concerning the privacy and confidentiality of client records, including statistical information gathered for research purposes.
- 26** All GOCCP required forms must be generated by GOCCP or printed from the GOCCP web-based Grants Management System (GMS). Applications, and or reports, that are not in "Submitted" status online, will print with verbiage that includes the words "PENDING SUBMISSION." These forms will be rejected.
- Rejected forms will be returned to the sub-recipient with a Notice of Dispute. The return of forms may delay programmatic and/or financial activity of this sub-award including, but not limited to, reimbursement of funds.
- 27** ALL Quarterly Report Forms (Progress Reports, Performance Measurements, and Financial Reports) must be submitted via the GOCCP web-based Grants Management System (GMS). Hard copies of reports are not required. Reports that are not in "Submitted" status online will have the words "Pending Submission" on them and will be returned with a Notice of Dispute.

BARM and BPVP MUST review their SPECIAL CONDITIONS for reporting requirements and/or deadlines.

In accordance with policy, GOCCP may freeze the release of funds until a sub-recipient is current in the filing of all programmatic and financial reports.



GOCCP Regional Monitor:
GOCCP Fiscal Specialist:

Carpintieri, Angela
Maddox, Dana

Governor's Office of Crime Control and Prevention

Grant Award - General Conditions

Grant Award Number:	PRAR-2020-0006	Sub-Recipient:	Cumberland Police Department
Award Period:	07/01/2019 - 06/30/2020	Implementing Agency:	Cumberland Police Department
Project Title:	Police Recruitment and Retention		

28 PROGRAM REPORTS: Progress Reports and Performance Measurements must be submitted via the GOCCP Grants Management System (GMS) on a quarterly basis. Hard copies of programmatic reports are not required. ** All programmatic reports (including matrix, DCTAT and PMT if applicable) are due NO LATER THAN 15 CALENDAR DAYS after the end of each quarter. This due date is PRIOR to submission of relative quarterly financial reports. Financial reports submitted with Programmatic reports cannot be processed for payment until programmatic reports are in "Submitted" status online.

Where the start date of any sub-award may vary, the quarterly time frames are constant. Those time frames and the relative due dates are:

- 07/01 - 09/30 reports due 10/15
- 10/01 - 12/31 reports due 01/15
- 01/01 - 03/31 reports due 04/15
- 04/01 - 06/30 reports due 07/15

In addition the GOCCP Regional Division Chief, Program Fund Manager, or Program Monitor, may request an Annual Progress Report. This information will be used to monitor and assess the program to determine if it is meeting the stated goals and objectives, supports the State Crime Control and Prevention Strategy Plan and complies with federal requirements. Failure to submit these reports in the prescribed time may prevent the disbursement of funds.

BARM and BPVP MUST review their SPECIAL CONDITIONS for reporting requirements and/or deadlines.

29 The Financial Report form must be electronically submitted within 30 calendar days after the end of each quarter. In order to process a Financial Report, the Programmatic Reports must be in "Submitted" status.

The Award Acceptance, Project Commencement, Progress and Performance Measurement Reports must be submitted prior to any financial report. If the above noted documents and program reports have not been submitted within the required time frame, financial reports may be denied and returned with a Notice of Dispute.

Where the start date of any sub-award may vary, the quarterly time frames are constant. Those time frames and the relative due dates are:

- 07/01 - 09/30 reports due 10/30
- 10/01 - 12/31 reports due 01/30
- 01/01 - 03/31 reports due 04/30
- 04/01 - 06/30 reports due 07/30

BARM and BPVP MUST review their SPECIAL CONDITIONS for reporting requirements and/or deadlines.



GOCCP Regional Monitor:
GOCCP Fiscal Specialist:

Carpintieri, Angela
Maddox, Dana

Governor's Office of Crime Control and Prevention

Grant Award - General Conditions

Grant Award Number:	PRAR-2020-0006	Sub-Recipient:	Cumberland Police Department
Award Period:	07/01/2019 - 06/30/2020	Implementing Agency:	Cumberland Police Department
Project Title:	Police Recruitment and Retention		

- 30** Final quarterly programmatic reports indicating progress towards the attainment of each program/project objective must be electronically submitted no later than 15 calendar days from the End Date of the sub-award. Financial reports submitted with Programmatic reports cannot be processed for payment unless programmatic reports are in "Submitted" status online.

FINAL Financial Reports must be submitted no later than 30 calendar days from the End Date of this sub-award.

If the initial 30 calendar day submission is not your actual FINAL report, the sub-recipient must email the Fiscal Specialist and copy the Regional Monitor stating that the report is not final.

Submission of a "Not Final" report will require a "Final/Revised" report to be submitted no later than 60 calendar days after the End Date of the sub-award. Revised reports may only be submitted if an initial 30 calendar day report was submitted as required. All final financials must be submitted within 60 days or GOCCP reserves the right to complete an administrative closeout on this grant award and de-obligate all remaining funds.

Revisions are a manual process that requires hand written corrections on a copy of the previously submitted 30 day report, with the word "FINAL" written across the top of the report. The corrections must be actual expenditures, not the variance. New signatures and current dates are required and can the report can be either emailed to the Fiscal Specialist and copying the Regional Monitor or uploaded into the documents tab of the grants management system.

- 31** Failure to submit any report within the allotted time frame(s) noted in the above conditions, or any pre-authorized extension thereof, may result in the delay or prevention of payment, and/or the de-obligation of funds. Financial reports cannot be processed for payment unless programmatic reports are in "Submitted" status in the online system (GMS).

If late reporting occurs, the expenditure or obligation may become the responsibility of the sub-recipient.

BARM and BPVP MUST review their SPECIAL CONDITIONS for reporting requirements and/or deadlines.

- 32** In accordance with policy, GOCCP will freeze the release of funds until a sub-recipient is current in the filing of all reports, submission of documentation, and have resolved any remaining Notices of Disputes or issues.
- 33** In order to verify the appropriateness of all grant fund related expenditures, the GOCCP program staff will monitor the use of grant fund proceeds as reported by sub-recipients. Back-up documentation must be maintained on-site, be available upon request, correlate with the mandatory quarterly reporting, and be maintained as necessary to provide that obligations under this sub-award and other such standards as they apply, are being met.

At any time during normal business hours, and as deemed necessary by GOCCP, the sub-recipient shall make available to GOCCP, fund source agencies, or State Legislative Auditors, or any of their authorized representatives, any of the fiscal and/or program records for inspection and audit. Also see General Condition # 39.

- 34** GOCCP may allow or require that a sub-recipient report, and be reimbursed, in increments other than quarterly under such conditions that are deemed appropriate.



Grant Award - General Conditions

Grant Award Number:	PRAR-2020-0006	Sub-Recipient:	Cumberland Police Department
Award Period:	07/01/2019 - 06/30/2020	Implementing Agency:	Cumberland Police Department
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35 The performance of work under this award may be terminated by GOCCP in accordance with this clause in whole, or in part, whenever GOCCP determines that such termination is in the best interest of the State.

If the sub-recipient fails to fulfill obligations under this award properly and on time, or otherwise violates any provisions of the sub-award, GOCCP may terminate the award by written notice to the sub-recipient. The notice shall specify the acts or omissions relied upon as cause for termination.

All finished or unfinished supplies and services provided by the sub-recipient shall become GOCCP property. GOCCP will pay all reasonable costs associated with this program that the sub-recipient has incurred prior to the date of termination, and all reasonable costs associated with the termination of the sub-award. An accounting of the current quarterly and year-to-date expenditures must be provided within 60 calendar days of the termination date. Also see General Condition #7.

36 The sub-recipient affirms that it shall not discriminate in any manner against any employee, applicant for employment, or clients of services, because of race, color, religion, creed, age, sex, marital status, national origin, ancestry, sexual orientation, pregnancy, physical or mental handicap, or limited English proficiency, so as reasonably to preclude the performance of such employment and/or services provided. The sub-recipient also agrees to include a provision similar to that contained in the preceding sentence for any underlying sub-contract, except a sub-contract for standard commercial supplies or raw material. Also see General Condition # 6 (above).

The sub-recipient must have a non-discrimination poster, publicly displayed, acknowledging that the entity does not discriminate and provides an avenue for employees, program beneficiaries, and any relative vendors, to file a discrimination complaint directly with the Implementing Agency or Grantee (sub-recipient via complaint form), the GOCCP (prime recipient via website), and/or directly with the Maryland Commission on Human Relations, St. Paul Street, 9th Floor, Baltimore, MD 21201 (410-767-8600), the Baltimore Office of the U.S. Equal Employment Opportunity Commission (EEOC), 10 South Howard Street, 3rd Floor, Baltimore, MD 21201 (410-962-3932), or directly with the Office of Civil Rights Office of Justice Programs in Washington, D.C.

37 ALL submissions of ANY kind to GOCCP (U.S. mail, hand delivered, etc.), should be mailed to:

Governor's Office of Crime Control and Prevention
100 Community Place
Crownsville, MD 21032

38 All sub-recipients must have proper documentation to present to GOCCP upon request, to prove compliance with the following Audit Regulations that apply:

Local and State governments must have proof that they had an annual audit and submitted said audit to the State Legislature in September of the year of their sub-award.

Non-Profit Organizations that have gross income from charitable contributions of at least \$500K must have proof that they received an annual audit by a certified public accountant.

Non-Profit Organizations that have a gross income between \$200K - \$500K must have proof that they have been reviewed by an independent auditor.

Proof must be provided that each of the above reports has been submitted to the Secretary of State within 6 months of the end of the entity's fiscal year.

Non-Profits that have gross income of less than \$200K must provide proof that they filed a 990-Form to the IRS for their fiscal year.



Grant Award - General Conditions

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- 39 All financial and programmatic information and receipts/back-up documentation must be retained during the award period, and for 3 years from the date of last activity, for monitoring and auditing purposes, and be made available upon request.
- 40 The sub-recipient agrees and understands that it cannot use any grant funds, either directly or indirectly, in support of any contract or sub-award to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries.
- 41 The sub-recipient must promptly report any credible evidence of fraud, waste, abuse and similar misconduct with grant funding.
- 42 In addition to GOCCP's General (Post Award Instructions) and Special Conditions, the sub-recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide where applicable, and to abide by any other terms and conditions imposed by GOCCP. The financial guide may be accessed at the following web URL:
http://www.ojp.usdoj.gov/financialguide/PDFs/OCFO_2013Financial_Guide.pdf
- 43 On October 21, 2011 the U.S. Department of Justice, Office of Justice Programs, Office of the Assistant Attorney General issued a memorandum to all Office of Justice Programs Grantees and Contractors regarding newly enacted conference costs and reporting requirements ([http://www.in.gov/cji/files/Memorandum_to_All_OJP_Grantees_and_Contractors_Regarding_Revised_Conference_Cost_Guidelines_October_2011_\(2\).pdf](http://www.in.gov/cji/files/Memorandum_to_All_OJP_Grantees_and_Contractors_Regarding_Revised_Conference_Cost_Guidelines_October_2011_(2).pdf)).

In order to follow the federal guidelines, GOCCP will not approve any food and/or beverage costs associated with meetings, training, conferences, and/or other events. All conference costs will be thoroughly examined for compliance with the new federal requirements. This restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

GOCCP may consider exceptions to this General Condition for non-OJP funded grants.

- 44 All sub-recipients of federal funds must comply (and will require any sub-contracts or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000(d)); the Rehabilitation Act of 1973 (29 U.S.C. § 704); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. § 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. § 6101-07); and the Department of Justice (DOJ's) Equal Treatment Regulations (28 C.F.R. pt. 38).
- 45 Throughout the entire period of the grant, the sub-recipient must maintain a valid DUNS Number and current registration with SAM.Gov, previously the Central Contractor Registry (CCR).

A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. Information about the registration procedure for SAM can be found at www.sam.gov. Note: previous CCR (Central Contract Registry) information was migrated to SAM.gov.
- 46 No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography, and nothing limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.
- 47 All project personnel supported with grant funding must be hired within 45 calendar days of receipt of the grant award package. Any delays in hiring must be reported in writing within 30 calendar days of receipt of the grant award package. If project personnel are not hired within 45 calendar days, project personnel allocations may be de-obligated at the discretion of GOCCP.



GOCCP Regional Monitor:
GOCCP Fiscal Specialist:

Carpintieri, Angela
Maddox, Dana

Governor's Office of Crime Control and Prevention

Grant Award - General Conditions

Grant Award Number:	PRAR-2020-0006	Sub-Recipient:	Cumberland Police Department
Award Period:	07/01/2019 - 06/30/2020	Implementing Agency:	Cumberland Police Department
Project Title:	Police Recruitment and Retention		

- 48 Sub-recipients are to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.
- 49 The sub-recipients are obligated to provide services to Limited English Proficient (LEP) individuals. Refer to the DOJ's Guidance Document. To access this document, see U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (67 Federal Regulation 41455 (2002)). This regulation may be accessed at: <http://www.archives.gov/eo/laws/title-vi.html>
- 50 Your entity falls under the following federal requirement: Sub-recipients that are governmental or for-profit entities, that have fifty or more employees and that receive a single award of \$500,000 or more under the Safe Streets Act or other Department of Justice (DOJ) program statutes are required to submit their Equal Employment Opportunity Plan (EEO) to the federal Office of Civil Rights (OCR). The sub-recipients are not required to submit a copy to the Governor's Office of Crime Control & Prevention (GOCCP), but must have a copy available on site for monitoring purposes. Those sub-recipients that are subject to the OCR's EEO Certification Form may access this form at: <http://www.ojp.usdoj.gov/about/ocr/eeop/eeop.htm>.
- 51 Sub-recipients need to pay particular attention to the type of records that need to be maintained to support reimbursement claims for salaries, wages, and fringe benefits. Guidance can be referenced on page 70 of the OJP Financial Guide.

The use of percentages is not allowable to claim personnel costs. Records to support claimed costs in this category need to include time sheets or time and effort reports that record actual time charged to allowable grant program activities and signed by a supervisor.

When necessary and as an alternative, payroll records may reflect certified after the fact work distribution of an employee's actual work activities. The certification statement must reflect the dates and number of hours charged to the award and the specific activities that were completed. The certification statement must be dated and signed by the supervisor, and the grant number must also be included in the statement.

- 52 If your entity spends \$750,000 or more per fiscal year in federal funds, a Single Audit is required in accordance with 2 CFR §200.514 to be submitted to the Federal Audit Clearinghouse. If the audit discloses findings on GOCCP grants, provide a copy of the report so that we may issue a management decision for audit findings pertaining to the Federal award provided to the sub-recipient from the pass-through entity as required by §200.521 Management decision.



Regional Monitor:
Fiscal Specialist:

Carpintieri, Angela
Maddox, Dana

Governor's Office of Crime Control and Prevention

Grant Award - Special Conditions

Grant Award Number:	PRAR-2020-0006	Sub-Recipient:	Cumberland Police Department
Award Period:	07/01/2019 - 06/30/2020	Implementing Agency:	Cumberland Police Department
Project Title:	Police Recruitment and Retention		

- 1 This grant award is subject to the General Conditions (POST AWARD INSTRUCTIONS) found on the GOCCP website (<http://www.goccp.maryland.gov/grants/general-conditions.php>). The aforementioned General Conditions/Post Award Instructions are REQUIRED to be reviewed, should be printed for your reference and are subject to change without written notice.

In addition, the Grantees Toolbox is provided as a resource on the GOCCP website (<http://www.goccp.maryland.gov/grants/grantee-toolbox.php>) to address frequently asked questions.

- 2 All awardees will be required to submit a fiscal year-end report that reflects the overall successes that were accomplished through the use of these grant funds. The report must describe in detail how law enforcement staffing has changed and provide a comparison of the recruitment and retention efforts over the previous year. Specifically, agencies must provide the retention rate and the average number of new hires prior to this funding, and after as a result of this funding. This fiscal year-end report will be due by July 15th and must also be uploaded into the online grants management system.

Council Agenda Summary

Meeting Date: January 7, 2020

Agenda Item Number: FY20 Police Recruitment & Retention Grant

Key Staff Contact: Capt. Chuck Ternent

Item Title:

FY20 Police Recruitment & Retention Grant

Summary:

Authorize Captain Chuck Ternent, Interim Chief, to accept the FY20 Police Recruitment and Retention Grant in the amount of \$24,000 awarded by the Governor's Office for Crime Control and Prevention (GOCCP) who recognizes the state-wide shortage of police candidates and has offered funds to help local agencies recruit and retain police officers. These funds will help fund recruitment media such as posters and videos as well as pay incentives for officers who refer successful candidates as well as and signing bonuses for officers who successfully complete academy training.

Issues and Considerations:

Enter Text Here

<i>Fiscal Impact:</i>	
Is this item budgeted? Yes <input checked="" type="checkbox"/> No	
Budget:	\$
Value of award:	\$24,000
If item is not budgeted, does the budget need to be appropriated? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is there grant funding being used? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If grant funding is being used, does it require a City match? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Match provisions:	Enter Text Here
Is this a sole source purchase? <input type="checkbox"/> Yes <input type="checkbox"/> No (If so, attach department recommendation and approval from City Administrator.)	