

MINUTES**REGULAR MEETING**

Honorable Bernard C. "Jack" Young, President
Honorable Catherine E. Pugh, Mayor
Honorable Joan M. Pratt, Comptroller and Secretary
Rudolph S. Chow, Director of Public Works
Andre M. Davis, City Solicitor
S. Dale Thompson, Deputy Director of Public Works
Bernice H. Taylor, Deputy Comptroller and Clerk

Clerk: "Good morning. May I have your attention please? As City offices were closed on Monday in observance of Columbus Day, the deadline for submission of protests is this morning at this time. Is there anyone present who would like to submit a protest who has not done so? No response. Thank you."

President: "Good morning. The October 11, 2017 meeting of the Board of Estimates is now called to order. In the interest of promoting the order and efficiencies of these hearings, persons who are disruptive to the hearing will be asked to leave the hearing room immediately. Meetings of the Board of Estimates are open to the public for the duration of the meeting. The hearing room must be vacated at the conclusion of the meeting. Failure to comply may result in a charge of trespassing. I will direct

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the Board members attention to the memorandum from my office dated October 10, 2017, identifying matters to be considered as routine agenda items together with any corrections and additions that have been noted by the Deputy Comptroller. I will entertain a Motion to approve all of the items contained on the routine agenda."

City Solicitor: "Uh -- Mr. President, I MOVE approval by the Board."

Comptroller: "Second."

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

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

In accordance with the Rules for Prequalification of Contractors, as amended by the Board on October 30, 1991, the following contractors are recommended:

Break Bread Logistics, LLC	\$ 1,500,000.00
Colossal Contractors, Inc.	\$ 8,000,000.00
Delaware Elevator, Inc.	\$ 8,000,000.00
Dutchland, Inc.	\$ 8,000,000.00
Highlander Contracting Company, LLC	\$61,500,000.00
Mid-Atlantic General Contractors, Inc.	\$ 8,000,000.00
R & S Construction Co., Inc.	\$ 970,000.00

2. Prequalification of Architects and Engineers

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

O'Brien & Gere Engineers, Inc.	Engineer
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There being no objection, the Board, UPON MOTION duly made and seconded, approved the Prequalification of Contractors and the Prequalification of Architects and Engineers for the listed firms.

MINUTESSpace Utilization Committee - Lease Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Lease Agreement with The Empowerment Center, Inc., Tenant, for the rental of the property known as 801 Braddish Avenue (formerly known as Lafayette Elementary School No. 202), containing 39,045 sq. ft. The period of the Lease Agreement is September 1, 2016 through August 31, 2018, with the right to renew for one 2-year term.

AMOUNT OF MONEY AND SOURCE:

Annual rent \$1.00, if demanded.

BACKGROUND/EXPLANATION:

The leased premises will be used as a Charter School operated by The Empowerment Center, Inc., for students Pre-K through 8th grade.

The Tenant will be responsible for building structural defects, foundation, roof, walls, gutters, downspouts, air conditioning, ventilating & heating systems, water, and electric supply lines. The Tenant accepts the premises in its "as is" condition and is responsible for all equipment, licenses, janitorial services, maintenance, utilities, snow removal, landscaping, and repair of outside playground area of building, including removal of trash and maintenance debris.

The Tenant is responsible for telephone/computer services, reinstallation of windows, and removal of graffiti. The Tenant agrees it will not keep gasoline or other flammable liquids, ignitable or explosives on the leased premises. The tenant will be responsible for visitors, will seal off water foundation in building, and will maintain liability insurance.

MINUTESSpace Utilization Committee - cont'd

The Space Utilization Committee approved this Lease Agreement on September 26, 2017.

This Lease Agreement is late because the Tenant did not sign the Lease until agreement was reached on maintaining the capital improvements.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Lease Agreement with The Empowerment Center, Inc., Tenant, for the rental of the property known as 801 Braddish Avenue (formerly known as Lafayette Elementary School No. 202), containing 39,045 sq. ft. The Comptroller **ABSTAINED**.

MINUTES

Department of Real Estate - Interdepartmental Lease
Agreement Renewal

ACTION REQUESTED OF B/E:

The Board is requested to approve the renewal of the Interdepartmental Lease Agreement between the Department of General Services, Landlord, and the Department of Planning (DOP), Tenant, for the rental of a portion of the property known as the Benton Building, located at 417 E. Fayette Street, consisting of approximately 16,689 sq. ft. on the eighth floor. The period of the renewal is July 1, 2017 through June 30, 2018.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Rent</u>
\$180,158.35	\$15,013.20

Account: 1001-000000-1877-187400-603096

BACKGROUND/EXPLANATION:

On January 9, 2013, the Board approved the original Interdepartmental Lease Agreement for the period of July 1, 2012 through June 30, 2013, with 5 one-year renewal options. The DOP would like to exercise its fifth renewal option for the period July 1, 2017 through June 30, 2018. All other rental terms and conditions of the original Interdepartmental Lease Agreement remain unchanged.

The Interdepartmental Lease Agreement renewal request is late because of delays in the administrative process.

APPROVED FOR FUNDS BY FINANCE

MINUTES

Department of Real Estate - cont'd

UPON MOTION duly made and seconded, the Board approved the renewal of the foregoing Interdepartmental Lease Agreement between the Department of General Services, Landlord, and the Department of Planning, Tenant, for the rental of a portion of the property known as the Benton Building, located at 417 E. Fayette Street, consisting of approximately 16,689 sq. ft. on the eighth floor.

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Department of Real Estate - Interdepartmental Lease Agreement Renewal

ACTION REQUESTED OF B/E:

The Board is requested to approve the renewal of the Interdepartmental Lease Agreement between the Department of General Services, Landlord, and the Department of Transportation (DOT), Tenant, for the rental of a portion of the property known as the Benton Building, located at 417 E. Fayette Street, consisting of approximately 37,344 sq. ft. on the fifth floor. The period of the renewal is July 1, 2017 through June 30, 2018.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Rent</u>
\$403,141.05	\$33,595.09

Account: 1001-000000-2301-248700-603096

BACKGROUND/EXPLANATION:

On March 20, 2013, the Board approved the original Interdepartmental Lease Agreement for the period of July 1, 2012 through June 30, 2013, with 5 one-year renewal options. The DOT would like to exercise its fifth renewal option for the period July 1, 2017 through June 30, 2018. All other rental terms and conditions of the original Interdepartmental Lease Agreement remain unchanged.

The Interdepartmental Lease Agreement renewal request is late because of delays in the administrative process.

APPROVED FOR FUNDS BY FINANCE

MINUTES

Department of Real Estate - cont'd

UPON MOTION duly made and seconded, the Board approved the renewal of the foregoing Interdepartmental Lease Agreement between the Department of General Services, Landlord, and the Department of Transportation, Tenant, for the rental of a portion of the property known as the Benton Building, located at 417 E. Fayette Street, consisting of approximately 37,344 sq. ft. on the fifth floor.

MINUTES

Department of Real Estate - Lease Agreement Renewal

ACTION REQUESTED OF B/E:

The Board is requested to approve the Lease Agreement Renewal between the Department of General Services, Landlord, and the Health Department, Tenant, for the rental of a portion of property known as the Benton Building located at 417 E. Fayette Street, consisting of approximately 18,556 sq. ft. on the 6th floor. The period of the renewal is July 1, 2017 through June 30, 2018.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Rent</u>
\$200,314.06	\$16,692.84

Account: 1001-000000-3252-273300-603096

BACKGROUND/EXPLANATION:

On October 3, 2013 the Board approved the Interdepartmental Lease Agreement for the period of July 1, 2013 through June 30, 2014, with five one-year renewal options.

The tenant would like to exercise its fifth renewal option for one year, from July 1, 2017 through June 30, 2018.

All other rental terms and provisions of the Lease Agreement dated October 22, 2013 shall remain in full force and effect.

The Lease Agreement Renewal is late because of delays in the administrative process.

APPROVED FOR FUNDS BY FINANCE

MINUTES

Department of Real Estate - cont'd

UPON MOTION duly made and seconded, the Board approved the foregoing Lease Agreement Renewal between the Department of General Services, Landlord, and the Health Department, Tenant, for the rental of a portion of property known as the Benton Building located at 417 E. Fayette Street, consisting of approximately 18,556 sq. ft. on the 6th floor.

MINUTES

Department of Real Estate - Amendment to Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Amendment to Lease Agreement with Allen & Son Moving and Storage, Inc., Tenant.

AMOUNT OF MONEY AND SOURCE:Monthly Rate

\$5,919.13 \$41,433.91 (7 month rate) - 8/1/2017 - 2/28/2018

\$6,155.90 \$73,870.74 (annual rate) - 3/1/2018 - 2/28/2019

BACKGROUND/EXPLANATION:

On March 1, 2012 the Board approved a Lease Agreement for March 1, 2012 through February 28, 2017, with a two-year renewal option, effective March 1, 2017. The Tenant exercised its right to renew the lease for two years.

The lease is for the rental of warehouse space at 3000 Druid Park Drive, Baltimore City, Maryland, 21215, consisting of approximately 13,730 sq. ft. This amendment will allow for an extension of the lease period, an increase of 1,600 sq. ft. of office space to the leased premises at 3000 Druid Park Drive and to adjust the rent payable during the current term and the renewal as a result of the increase in square footage to the leased premises.

From August 1, 2017 through February 28, 2018, the total revised rent for the new amount of square footage (15,330) is \$41,433.91, payable in equal monthly installments of \$5,919.12. Effective March 1, 2018 through February 28, 2019, the total revised amount of rent for 15,330 sq. ft. is \$73,870.74 annually, payable in equal monthly installments of \$6,155.90.

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Department of Real Estate - cont'd

The utilities are included in the rent for the new office space of approximately 1,600 sq. ft. The utilities are not included in the rent for the warehouse space which is approximately 13,730 sq. ft. and are paid separately by the Tenant as described in the original lease agreement.

All other conditions, provisions, and terms of the original lease agreement dated March 1, 2012 remain in full force and effect.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Amendment to Lease Agreement with Allen & Son Moving and Storage, Inc., Tenant.

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OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Housing and Community Development - Options</u>			
1. William H. Parham and Majorie E. Parham, Deceased	436 E. Biddle St.	F/S	\$11,000.00
Funds are available in CDBG Funds, account no. 9990-907714-9593-900001-704040, Johnston Square Project.			
2. The National Lutheran Home for the Aged, Inc.	2617 Hafer St.	G/R \$37.50	\$ 312.50
Funds are available in account no. 9910-908636-9588-900000-704004, FY16 Whole Block Demolition Project.			
3. Betty Whitfield, Handy Womble, Deceased, Katie M. Womble, Deceased	1315 Myrtle Ave.	L/H	\$19,200.00
Funds are available in City Bond Funds, account no. 9910-905142-9588-900000-704040, Upton Ball Fields Project.			
4. The Marion I. and Henry J. Knott Foundation, Inc.	2314 E. North Ave.	G/R \$96.00	\$ 800.00
Funds are available in account no. 9910-906126-9588-900000-704004, FY 17 CORE Demo Project.			

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Options - cont'd</u>			
In the event that the option agreement fails and settlement cannot be achieved, the Department requests the Board's approval to purchase the interest in the above property/ies by condemnation proceedings for an amount equal to or lesser than the option amount/s.			
<u>DHCD - Condemnation or Redemption</u>			
5. Josephine R. Johnson	1336 Argyle Ave.	G/R \$75.00	\$ 500.00

Funds are available in account no. 9910-905142-9588-900000-704040, Upton Ball Fields Project.

The Board is requested to approve acquisition of the ground rent interest by condemnation, or in the alternative may, SUBJECT to the prior approval of the Board, make application to the Maryland Department of Assessments and Taxation to redeem or extinguish the ground rent interest for the property.

Law Department - Payments of Settlements

6. Masoud Mardi (Prior Owner)	911 E. Chase St.	L/H	\$15,700.00
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On March 1, 2017, the City approved the acquisition by condemnation of the leasehold interest in the property located at 911 E. Chase Street in the amount of \$49,300.00, based upon the higher of two independent appraisal reports. The property owner filed an answer refusing the City's offer and presented the City with an appraisal valuating

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OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Law Department - Payments of Settlements</u>			
the property at \$90,000.00. The parties agreed to settle the case for \$65,000.00. Therefore, the Department is requesting an additional \$15,700.00.			
Funds are available in account no. 9910-910715-9588-900000-704040.			
7. Osborne I. King, (Jr. (Prior Owner))	1105 W. Lexington Street	F/S	\$28,000.00

On September 28, 2016, the Board approved the acquisition by condemnation of the fee simple interest in the property located at 1105 W. Lexington Street in the amount of \$32,000.00, based upon the higher of two independent appraisal reports.

The property owner filed an answer refusing the City's offer and presented the City with an appraisal valuating the property at \$85,000.00 plus a \$63,750.00 claim for loss rent for a total value of \$148,750.00. The parties agreed to settle the case for \$60,000.00. Therefore, the Department is requesting an additional \$28,000.00.

Funds are available in account no. 9910-914135-9588-900000-704040.

UPON MOTION duly made and seconded, the Board approved the foregoing Options, the Condemnation or Redemption, and the Payments of Settlements.

MINUTES

TRANSFER OF FUNDS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

the Transfer of Funds

listed on the following page:

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SUBJECT to receipt of a favorable report

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

MINUTES

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Planning</u>		
1. \$ 69,250.00	9904-923004-9127	
General Funds	Various Improve-	
	ments Peoples Court	
58,000.00	9904-902152-9129	
1 st Cultural	Baltimore City	
Institution	Heritage Areas	
Loan	(Reserve)	
<u>\$127,250.00</u>	-----	9904-901152-9127
		Baltimore City
		Heritage Areas
		(Active)

This transfer is to fund the Heritage Area's Small Cap Grant program that makes small, but strategic capital grants to improve, protect, and restore historic and cultural sites within the Baltimore National Heritage Area. Small Cap Grants require the grantee to match funds 1:1 with other investments. To date, the program has leveraged approximately \$13.00 for every \$1.00 of Small Cap funds distributed.

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Department of Housing and Community Development (DHCD) - Land Disposition Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Land Disposition Agreement with BREAD - Baltimore Real Estate and Development, LLC., Developer, for the sale of the City-owned property located at 930 N. Broadway.

AMOUNT OF MONEY AND SOURCE:

\$20,000.00 - Purchase Price, payable at the time of Settlement

BACKGROUND/EXPLANATION:

The City will convey all of its rights, title, and interests in 930 N. Broadway to BREAD - Baltimore Real Estate and Development, LLC.

The project will involve a full rehabilitation and renovation of the property for re-sale. The property is located in the Gay Street neighborhood.

The authority to sell is given under Baltimore City Code, Article 13, §2-7(h).

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

In accordance with the Waiver Valuation Process of the Appraisal Policy, the DHCD determined the property located at 930 N. Broadway to be valued at \$18,000.00. The property is being sold for \$20,000.00. The statement of purpose and rationale does not apply because the property will be sold above the valuation price of \$18,000.00.

MINUTES

DHCD - cont'd

MBE/WBE PARTICIPATION:

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Land Disposition Agreement with BREAD - Baltimore Real Estate and Development, LLC., Developer, for the sale of the City-owned property located at 930 N. Broadway.

MINUTES

Law Department - Settlement Agreement and Release

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Settlement Agreement and Release for the action brought by John Rau, III against Major Byron Conaway, the Baltimore City Police Department and the Mayor & City Council of Baltimore for alleged battery and state constitutional torts.

AMOUNT OF MONEY AND SOURCE:

\$135,000.00 - 1001-000000-2041-716700-603070

BACKGROUND/EXPLANATION:

On September 28, 2015, near the 2400 block of Washington Blvd., Major Conaway approached the Plaintiff after observing suspected narcotics activity. There are conflicting accounts regarding the incident that followed. According to Major Conaway, the Plaintiff did not respond to his commands and refused to show his hands and was displaying characteristics of an armed person. Fearing the Plaintiff was moving to gain a tactical advantage to discharge his weapon, Major Conaway fired his service weapon striking the Plaintiff in the thigh. No drugs, weapons, or cash were found on the Plaintiff.

The Plaintiff claims that he suffered physical, emotional, mental, and financial injuries, including, but not limited to, a gunshot wound, multiple surgeries, pain and suffering, mental anguish, humiliation, disgrace, loss of dignity, costs, and expenses of legal proceedings, lost wages, and other expenses. The Plaintiff attributes his injuries to the excessive conduct and rush to judgment by the officer. The Plaintiff also alleges that the force was excessive under the circumstances.

MINUTES

Law Department - cont'd

As a result of the incident, the Plaintiff filed suit seeking \$1,000,000.00 in compensatory and punitive damages and attorneys' fees. Because of conflicting factual issues and given the uncertainties and unpredictability of jury verdicts, the parties propose to settle the matter for a total sum of \$135,000.00 in return for a dismissal of the litigation.

Based on a review of the facts and legal issues specific to this case, the Settlement Committee of the Law Department recommends that the Board of Estimates approve the settlement of this case as set forth herein.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Settlement Agreement and Release for the action brought by John Rau, III against Major Byron Conaway, the Baltimore City Police Department and the Mayor & City Council of Baltimore for alleged battery and state constitutional torts.

MINUTES

Law Department - Settlement Agreement and Release

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Settlement Agreement and Release of the claim by Mr. Dawron Richardson, Plaintiff, against the Mayor and City Council of Baltimore arising out of an auto accident that occurred on September 7, 2016 at Reisterstown Road and Strathmore Avenue.

AMOUNT OF MONEY AND SOURCE:

\$33,000.00 - 2036-000000-1750-703800-603020

BACKGROUND/EXPLANATION:

On September 7, 2016, the vehicle in which the Plaintiff was a passenger struck a manhole cover that was loose and partially sticking up. The manhole cover lodged in the vehicle causing it to overturn and ignite into flames. The City had received prior complaints about this particular manhole cover. The Plaintiff suffered serious bodily injuries to his back and incurred lost wages.

Based on a review by the Settlement Committee of the Law Department of the legal and factual issues specific to this claim, a recommendation to the Board of Estimates is made to approve the settlement of this claim.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Settlement Agreement and Release of the claim by Mr. Dawron Richardson, Plaintiff, against the Mayor

MINUTES

Law Department - cont'd

and City Council of Baltimore arising out of an auto accident that occurred on September 7, 2016 at Reisterstown Road and Strathmore Avenue.

MINUTESDepartment of Transportation - Minor Privilege Permit Application

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

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1. 3700 Fleet Street	Highlandtown Development, LLC	Single face electric sign, 38.51 sq. ft.

Flat Charge: \$404.35

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

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

MINUTESDepartment of Transportation - Developers' Agreements

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

	<u>DEVELOPER</u>	<u>NO.</u>	<u>AMOUNT</u>
1.	BLUE POINT SNF, LLC	1510	\$ 55,241.00

Blue Point SNF, LLC would like to install new utilities to its proposed new building located in the vicinity of 2525 West Belvedere Avenue. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$55,241.00 has been issued to Blue Point SNF, LLC, which assumes 100% of the financial responsibility.

2.	BREWERS GREEN DEVELOPMENT LLC	1468	\$220,532.00
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Brewers Green Development, LLC would like to install new utilities to its proposed new building located in the vicinity of 3401-3423 Brewers Green Way. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$220,532.00 has been issued to Brewers Green Development, LLC which assumes 100% of the financial responsibility.

MINUTES

Department of Transportation - cont'd

MBE/WBE PARTICIPATION:

City funds will not be utilized for the projects. Therefore, MBE/WBE participation is not applicable.

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Purchases

- | | | |
|--|---------|---------|
| 1. ALLOGRAM, INC. | \$ 0.00 | Renewal |
| Contract No. B50004161 - Various Trophies and Awards - Department of Recreation and Parks, etc. - P.O. No. P533187 | | |

On October 7, 2015, the Board approved the initial award in the amount of \$70,679.49. The award contained four 1-year renewal options. On October 5, 2016, the Board approved the first renewal in the amount of \$0.00. This second renewal in the amount of \$0.00 will ensure the continuous availability of various trophies and awards to agencies throughout the city for various programs and activities. The period of the renewal is October 7, 2017 through October 6, 2018, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On June 30, 2015, MWBOO determined that no goals would be set because of no opportunity to segment the contract. To date, only \$24,837.30 has been spent on this contract.

MWBOO GRANTED A WAIVER.

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|---|--------------|---------|
| 2. NOAH GARRISON d/b/a THE GARRISON LANDSCAPE DIVISION | \$ 40,000.00 | Renewal |
| Contract No. B50004495 - Landscape Maintenance Services - Department of General Services - P.O. No. P537224 | | |

On November 2, 2016, the Board approved the initial award in the amount of \$40,000.00. The award contained four 1-year

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Purchases

renewal options. This first renewal in the amount of \$40,000.00 is for the period November 2, 2017 through November 1, 2018, with three 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. The initial award was below the MBE/WBE subcontracting threshold of \$50,000.00. To date, only \$24,422.00 has been spent on this contract.

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|---|---------------------|--------------------|
| 3. <u>CFI SERVICES, INC.</u> | <u>\$ 26,600.00</u> | <u>Sole Source</u> |
| Contract No. 08000 - Sodium Hypochlorite Dispensers - Department of Public Works - Wastewater Facilities - Req. No. R775391 | | |

The vendor is the manufacturer's sole authorized distributor of this equipment. This equipment must be compatible with currently installed equipment at the Back River Wastewater Treatment Plant, to eliminate the need to modify the piping and electrical wiring. This is a one-time procurement.

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Purchases

MBE/WBE PARTICIPATION:

Not applicable. The total award is below the subcontracting threshold of \$50,000.00. Additionally, this meets the requirement for certification as a sole source procurement as these commodities are only available from the distributor, and are not available from subcontractors.

4. BOUND TREE MEDICAL,
 LLC
 MIDWEST MEDICAL SUPPLY
 CO., L.L.C.
 MOORE MEDICAL LLC

	\$ 0.00	Extension
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Contract No. B50002139 - Emergency Medical Supplies - Baltimore City Fire and Police Department - P.O. Nos. P518749, P518750, and P518751

On November 23, 2011, the Board approved the initial award in the amount of \$550,000.00. The award contained five renewal options. Subsequent actions have been approved and all renewals have been exercised. This extension is necessary to allow the Fire Department continued use of the required emergency medical supplies contract while Solicitation No. B50005166 is advertised. The period of the extension is November 21, 2017 through March 31, 2018. The above amount is the City's estimated requirement.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Purchases

MBE/WBE PARTICIPATION:

On February 24, 2011, MWBOO determined that no goals would be set because of no opportunity to segment the contract. MBEs and WBEs have been identified for upcoming solicitation.

MWBOO GRANTED A WAIVER.

- 5. BELTWAY INTERNATIONAL, LLC
WEST END SERVICE, INC.

\$ 0.00	Extension
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Contract No. B50002515 - O.E.M. Parts, Service and Warranty Repairs for International Heavy Duty Trucks - Department of General Services - Fleet Management - P.O. Nos. P521601 and P521602

On September 26, 2012, the Board approved the initial award in the amount of \$1,500,000.00. The award contained two renewal options. On November 5, 2014, the Board approved an increase in the amount of \$750,000.00. Both renewals have been exercised. This extension is necessary to continue services for the Department of General Services - Fleet Management to allow for Solicitation No. B50005160, opening November 29, 2017, to be awarded. The period of the extension is November 1, 2017 through February 1, 2018. The above amount is the City's estimated requirement.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Purchases

MBE/WBE PARTICIPATION:

On July 5, 2012, MWBOO determined that no goals would be set because of no opportunity to segment the contract. There are currently no MBEs or WBEs certified to provide warranty repairs on International trucks.

MWBOO GRANTED A WAIVER.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Informal Awards, Renewals, and Extensions.

MINUTES

Mayor's Office of Human Services - Provider Agreements

The Board is requested to approve and authorize execution of the Provider Agreements. The period of the agreement is July 1, 2017 through June 30, 2018, unless otherwise indicated.

1. **HOUSE OF RUTH MARYLAND, INC.** **\$ 79,198.00**

Account: 4001-407118-3572-755700-603051

The House of Ruth Maryland, Inc. will utilize the funds to operate an emergency shelter and provide rapid re-housing assistance to 200 homeless women and their children who have experienced domestic violence.

The agreement is late because of a delay in receiving the project budget from the House of Ruth Maryland, Inc.

MWBOO GRANTED A WAIVER.

2. **UNIVERSITY OF MARYLAND, BALTIMORE** **\$347,349.00**

Account: 4000-490818-3571-762400-603051

The University of Maryland, Baltimore will utilize the funds to provide housing assistance when available and case management support services to 680 HIV positive clients.

The agreement is late because of a delay in receiving the federal grant award notice.

MWBOO GRANTED A WAIVER

MINUTES

Mayor's Office of Human Services - cont'd

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

MINUTES

Mayor's Office of Employment - First Amendment to Agreement
Development (MOED)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the First Amendment to Agreement (Amendment) between the Southwest Partnership, Inc. and MOED's Employment Connection Center. The Amendment will extend the period of the agreement through December 31, 2017.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On January 11, 2017 the Board approved an agreement in the amount of \$20,000.00 for the period of October 1, 2016 through September 30, 2017. The agreement utilized in-kind resources for MOED to recruit and employ a Career Navigator to provide workforce services for residents in the Southwest Partnership neighborhood.

This amendment will extend the period of the agreement for the scope of services to be completed.

APPROVED FOR FUNDS BY FINANCE

AUDITS NOTED THE NO-COST TIME EXTENSION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the First Amendment to Agreement between the Southwest Partnership, Inc. and MOED's Employment Connection Center.

MINUTES

Office of the State's Attorney - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Agreement with the Community Mediation Program, Inc. The period of the Agreement is July 1, 2017 through June 30, 2018.

AMOUNT OF MONEY AND SOURCE:

\$43,000.00 - 1001-000000-1151-117900-603026

BACKGROUND/EXPLANATION:

The State's Attorney Office has been in partnership with the Community Mediation Program, Inc. for over ten years.

The mission of the Community Mediation Program, Inc. is to reduce interpersonal conflict, community violence, and animosity by increasing the use of non-violent conflict resolution strategies and by making mediation more accessible in Baltimore City.

The Agreement is late because the signed agreement was recently received from the Community Mediation Program, Inc.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with the Community Mediation Program, Inc.

MINUTES

Circuit Court for Baltimore City - Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve acceptance of the Grant Award from the Maryland Mediation and Conflict Resolution Office of the Administrative Office of the Courts. The period of the Grant Award was July 1, 2017 through June 30, 2018.

AMOUNT OF MONEY AND SOURCE:

\$14,550.00 - 5000-579718-1100-109400-405001

BACKGROUND/EXPLANATION:

The grant award will provide funding for training and education for the Juvenile Court's roster mediators as well as for mediator fees.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED THE SUBMITTED DOCUMENTATION AND FOUND THAT IT CONFIRMS THE GRANT AWARDS.

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

MINUTES

Department of Public Works - Perpetual and Temporary
Construction Easement Agreement

ACTION REQUESTED OF THE B/E:

The Board is requested to approve and authorize execution of a Perpetual and Temporary Construction Easement Agreement with Oak Creek Apartments, LLC.

AMOUNT OF MONEY AND SOURCE:

\$14,476.00 - 9956-905653-9551-900020-704040

BACKGROUND/EXPLANATION:

The Department determined the combined fair market value of the Perpetual and Temporary Construction Easement to be \$14,476.00.

The City will acquire a Perpetual Easement and a Temporary Construction Easement on a portion of a property owned by Oak Creek Apartments, LLC, located at 6200 Chinquapin Parkway. This agreement will allow the City's contractor, construction access to relocate and install a new sanitary sewer main within the new easement, and perform stream restoration improvements in conjunction with the Public Works Sanitary Sewer Project No. SC 910.

MBE/WBE PARTICIPATION:

N/A - Irrespective to Article 5, Subtitle 28-4, this item is not the result of City procurement and the above entity is responsible for all cost, MWDBE goals do not apply.

APPROVED FOR FUNDS BY FINANCE

MINUTES

Department of Public Works - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Perpetual and Temporary Construction Easement Agreement with Oak Creek Apartments, LLC.

MINUTES

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

The Board is requested to approve and authorize execution of the release of retainage agreements with the following Contractors for the various contracts:

	<u>Contractor</u>	<u>Contract No.</u>	<u>Amount</u>
1.	MERRELL BROS., INC.	WC 1306	\$188,739.17

Account: 9960-905596-9557-000000-200001

As of November 17, 2016, Merrell Bros., Inc. has completed 100% of all work for WC 1306, Watershed Lake Residuals Removal at the Montebello Water Filtration Plant. The contractor has requested a partial release of retainage in the amount of \$188,739.17. Currently, the City is holding \$198,739.17 in retainage for the referenced project and the contractor is requesting to reduce the amount of retainage to \$10,000.00. The remaining \$10,000.00 is sufficient to protect the interest of the City.

2.	MONUMENTAL PAVING AND EXCAVATING, INC.	WC 1325	\$254,331.43
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Account: 2071-000000-5521-608903-603026

As of October 12, 2016, Monumental Paving and Excavating, Inc. has completed 100% of all work for WC 1225 Repaving Utility Cuts at Various Locations. The contractor has requested a full release of retainage in the amount of \$254,331.43. Currently, the City is holding \$254,331.43 in retainage for the referenced project and the contractor is requesting to reduce the amount of retainage to \$0.00.

MINUTES

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

MWBOO APPROVED THE RELEASES OF RETAINAGE.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing release of retainage agreements with the above-listed Contractors for the foregoing contracts.

MINUTES

Department of Public Works - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve payment of the membership dues for the National Association of Clean Water Agencies (NACWA). The period of the Membership is October 1, 2017 to September 30, 2018.

AMOUNT OF MONEY AND SOURCE:

\$ 9,010.00	-	2070-000000-5541-399300-603022
14,840.00	-	2071-000000-5541-398600-603022
2,650.00	-	2072-000000-5181-613400-603022
<u>26,500.00</u>	-	<u>1001-000000-1901-190300-603022</u>
\$53,000.00		

BACKGROUND/EXPLANATION:

The NACWA provides a viable option for public agencies as Clean Water Act regulations and enforcement continue to expand, making the case for a new approach that lets municipalities act as the drivers for prioritizing compliance with existing and new Clean Water Act regulations. The annual membership is for 18 Executives.

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

UPON MOTION duly made and seconded, the Board approved payment of the membership dues for the National Association of Clean Water Agencies.

MINUTES

Department of Public Works - Employee Expense Statement

ACTION REQUESTED OF B/E:

The Board is requested to approve an Employee Expense Statement to reimburse Mr. Dennis Fulton for expenses incurred for his State Operator's certification renewal.

AMOUNT OF MONEY AND SOURCE:

\$50.00 - 2070-000000-5501-397201-603020

BACKGROUND/EXPLANATION:

Mr. Fulton paid for his State Operator's certification renewal on July 17, 2017. However, he failed to submit his expense form on time. The expense form is now outside of the guidelines set by the AM-240-11.

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

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

UPON MOTION duly made and seconded, the Board approved the Employee Expense Statement to reimburse Mr. Dennis Fulton for expenses incurred for his State Operator's certification renewal.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

* * * * *

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

UPON MOTION duly made and seconded,
awarded the formally advertised contracts
listed on the following pages:

4268 - 4269

to the low bidders meeting the specifications,
or rejected bids on those as indicated
for the reasons stated.

The Transfer of Funds was approved
SUBJECT to receipt of a favorable report
from the Planning Commission,
the Director of Finance having reported favorably
thereon, as required by the provisions
of the City Charter.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Public Works/Office
of Engineering and Construction

- | | | | |
|----|---|---------------------|-----------------|
| 1. | SC 953, Sanitary Sewer Collection System Improvements in the High Level Sewershed | Spiniello Companies | \$12,233,000.00 |
|----|---|---------------------|-----------------|

DBE/MBE:

Advanced Underground, Inspection, LLC	\$1,028,047.00	8.40%
James Little, D/B/E Little Contractors	<u>1,173,900.00</u>	<u>9.60%</u>
	\$2,201,947.00	18.00%

DBE/WBE:

R & R Contracting Utilities, Inc.	\$1,957,300.00	16.00%
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2. **TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$12,233,000.00	9956-904620-9549	
SWQL's	Constr. Reserve	
	Sewer System Rehab.	
	High Level	
4,080,580.00	" "	
Wastewater		
Revenue Bonds		
\$16,313,580.00		

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

DPW/OEC - cont'd

\$ 1,223,300.00	-----	9956-906647-9551-2
		Extra Work
1,223,300.00	-----	9956-906647-9551-3
		Design
900,000.00	-----	9956-906647-9551-5
		Inspection
12,233,000.00	-----	9956-906647-9551-6
		Construction
733,980.00	-----	9956-906647-9551-9
<u>\$16,313,580.00</u>		Administration

The funds are needed to award SC 953, Improvements to the High Level Sewershed.

Bureau of Purchases

- 3. B50005114, Liquid Sodium Bisulfide for Wastewater Treatment Plants PVS Chemical Solutions, Inc. \$200,000.00

(Dept. of Public Works - Wastewater Facilities)

MWBOO GRANTED A WAIVER.

MINUTES

Health Department - Agreements and Renewal

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

AGREEMENTS

1. **HEALTHY TEEN NETWORK, INC. (HTN)** **\$170,000.00**

Account: 4000-480618-3080-279200-603051

The HTN will collaborate with the Department to update the teen pregnancy prevention needs assessment and provide training and technical assistance for the HTN's Getting to Outcomes project curricula. The period of the agreement is July 1, 2017 through June 30, 2018.

The agreement is late because budget reviews and approvals delayed its processing.

MWBOO GRANTED A WAIVER.

2. **BALTIMORE COUNTY MARYLAND DEPARTMENT
OF AGING** **\$ 20,000.00**

Account: 4000-425518-3110-306700-603007

Under the terms of this Regional Community Resource Directory Sponsorship Agreement, the funds will allow the Department's Office of Aging & Care Services to provide potential sponsors for inclusion in the Annual Edition for 2018 of the Baltimore County Department of Aging Regional Community Resource Directory. The period of the agreement is September 1, 2017 through August 31, 2018 with 4 one-year renewal options.

The agreement is late because of delays in the signatory process.

MINUTES

Health Department - cont'd

3. **AIDS ACTION BALTIMORE, INC.** **\$ 82,000.00**

Account: 4000-499016-3023-513200-603051

Aids Action Baltimore, Inc. will use CLEAR: (Choosing Life Empowerment! Action! Results!) evidence-based, health promotion intervention for males and females 16 years of age and older living with HIV/AIDS and high-risk, HIV-negative individuals. This one-on-one intervention will provide clients with the skills necessary to live their best life and be able to make healthy choices. The goal of the intervention is to: maintain health, reduce transmission of HIV and other sexually transmitted infections, and improve the quality of life. The period of the agreement is January 1, 2017 through December 31, 2017.

The agreement is late because budget revisions delayed its processing.

MWBOO GRANTED A WAIVER.

4. **THE JOHNS HOPKINS HOSPITAL/SCHOOL OF
MEDICINE (JHU SOM)** **\$145,500.00**

Account: 4000-499016-3023-513201-603051

The JHU SOM will provide routine HIV tests at the JHU to include testing, counseling, linkages to care, and referrals for partner services and prevention services, including pre-exposure prophylaxis. The period of the agreement is January 1, 2017 through December 31, 2017.

The agreement is late because budget review and approval delayed its processing.

MWBOO GRANTED A WAIVER.

MINUTES

Health Department - cont'd

RETIRED AND SENIOR VOLUNTEER PROGRAM (RSVP) AGREEMENT

5. **ST. JAMES APARTMENTS, LP** **\$ 0.00**

The Department was awarded a grant from the Corporation of National and Community Services to develop and/or operate volunteer services programs, specifically the Retired and Senior Volunteer Program. Under the terms of the RSVP, the services are performed by persons 55 years of age and older.

The RSVP volunteers serve in a diverse range of nonprofit private organizations, public agencies, faith-based groups, or an eligible proprietary health care agency. The assignments include, but are not limited to health and other education, assisting seniors to live independently, mentoring and tutoring children, visiting nursing home residents, disaster preparedness and response, delivery of health services, food collection and distribution, and assisting organizations with capacity building through planning, organization, and grant writing. The period of the agreement is July 1, 2016 through June 30, 2019.

The agreement is late because revisions delayed its processing.

RENEWAL OF AGREEMENT

6. **BALTIMORE CITY BOARD OF SCHOOL COMMISSIONERS (BCBSC)** **\$360,000.00**

Account: 4000-480618-3080-279200-603051

On July 26, 2017, the Board ratified the agreement with the BCBSC in the amount of \$635,875.00 for the period of July

MINUTESHealth Department - cont'd

1, 2016 through June 30, 2017. The agreement contained one 1-year renewal option. This renewal will allow the BCBSC to complete U-Choose Evidence-Based Teen Pregnancy Prevention services in middle and high schools in Baltimore City. The period of the renewal is July 1, 2017 through June 30, 2018.

The agreement is late because revisions delayed its processing.

APPROVED FOR FUNDS BY FINANCE**AUDITS REVIEWED (EXCEPT ITEM NO. 5) AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing agreements and approved the renewal of agreement.

MINUTES

Health Department - Notice of Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of the Notice of Award (NOA) from the Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for HIV, Viral Hepatitis, STDS and TB Prevention. The period of the NOA is September 30, 2017 through September 29, 2018.

AMOUNT OF MONEY AND SOURCE:

\$1,842,496.00 - 4000-484718-3023-71800-404001

BACKGROUND/EXPLANATION:

The NOA funding will be used for the Project: "Baltimore: Projects to Reduce HIV Infections and Improve Engagement in HIV Medical Care Among Men Who Have Sex with (MSM) and Transgender Persons."

This NOA provides funding to support increased efforts to reduce HIV infections among MSM and Transgender populations with an emphasis on MSM and Transgender Persons. The Department will collaborate with community partners across the city to provide prevention, education, and essential support services.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Health Department - cont'd

UPON MOTION duly made and seconded, the Board approved acceptance of the foregoing Notice of Award from the Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for HIV, Viral Hepatitis, STDS, and TB Prevention.

MINUTES

Department of Planning - First Amendment to Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a First Amendment to Grant Agreement (First Amendment) with the Parks & People Foundation. The First Amendment extends the Agreement through October 4, 2018.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On May 4, 2016, the Board approved the original Grant Agreement with the Parks & People Foundation in the amount of \$22,000.00 for the period of May 4, 2016 through November 4, 2017. The funding has been utilized to provide grants to winning Baltimore City applicants of the Neighborhood Greening Grants program to implement their winning ideas for greening projects on vacant lots.

There were few applications for the 2016 grant program. The original term of the 2016 Grant Agreement lapses on November 4, 2017. The First Amendment will extend the Grant Agreement to October 4, 2018. The extension will also allow the Parks & People Foundation to re-advertise the program and recruit additional applicants to apply. The grant program and award amounts per the grantee have been modified to reflect the new timeline. In addition, Parks & People Foundation will have additional time to complete final phase payments to awardees to complete their projects, and submit the final report to the City as required by the grant agreement.

MINUTES

Department of Planning - cont'd

APPROVED FOR FUNDS BY FINANCE

AUDITS NOTED THE NO COST TIME EXTENSION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing First Amendment to Grant Agreement with the Parks & People Foundation. The Mayor **ABSTAINED.**

MINUTES

Department of Human Resources - Consultant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Consultant Agreement with Mr. Dereck Stewart. The period of the agreement is effective upon Board approval for one year, with an option to renew for one additional 1-year term.

AMOUNT OF MONEY AND SOURCE:

\$41,600.00 - 1001-000000-1601-172500-603026

BACKGROUND/EXPLANATION:

Mr. Stewart will serve as an Independent Contractor with the Department of Human Resources.

Mr. Stewart possesses extensive experience in computer and graphic design producing top-quality designs, logos, graphics, promos, ads, posters, banners, exhibit, video, and web content. He is also a strategic and creative thinker with experience working in the public and private sector.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Consultant Agreement with Mr. Dereck Stewart.

MINUTES

Bureau of the Budget and Management Research (BBMR) - Grant Award and a Memorandum of Understanding/Appropriation Adjustment Order No. 26

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of a grant award from National Recreation and Parks Association and the Walt Disney Company to Baltimore City Department of Recreation and Parks Department, Service 4731: Park Programs.

The Board is also requested to approve and authorize execution of the Memorandum of Understanding (MOU). The period of the MOU is effective upon Board of Estimates approval to May 1, 2018.

AMOUNT OF MONEY AND SOURCE:

\$15,000.00 - 6000-605318-4792-658800-406001

No appropriation adjustment action is required.

BACKGROUND/EXPLANATION:

The Memorandum of Understanding is for Meet Me at the Park Play Spaces grant program. Families are sometimes reluctant to explore a woodland trail without guidance even with signage and a clear path. Natural elements and activity stations installed along the Gwynns Falls Trail will help families feel more comfortable moving and exploring nature along a beautiful, accessible, and easy-skill hiking trail in Gwynns Falls/Leakin Park.

MBE/WBE PARTICIPATION:

N/A

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

MINUTES

BBMR - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the foregoing grant award from National Recreation and Parks Association and the Walt Disney Company to Baltimore City Department of Recreation and Parks Department, Service 4731: Park Programs. In addition, the Board approved and authorized execution of the foregoing Memorandum of Understanding and approved the Appropriation Adjustment Order No. 26.

MINUTES

Office of the City Council - Governmental/Charitable
Solicitation Application

ACTION REQUESTED OF B/E:

The Board is requested to endorse a Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City for Mr. Zeke Cohen and staff to solicit donations from local individuals, businesses, civic leaders, the foundation community, and the general population to start a fund to send student organizers from City Springs Elementary/Middle School (City Springs) to Houston, Texas. The period of the campaign will be effective upon Board approval through April 1, 2018.

AMOUNT OF MONEY AND SOURCE:

No general funds are involved in this transaction.

BACKGROUND/EXPLANATION:

Donations will be solicited from Baltimore businesses, civic leaders, the foundation community, and the general population. A potential donor list will be comprised of individuals and corporate entities that contribute to the economic, social, and cultural vitality of Baltimore City. Most of the individual and corporate entities fitting that description are not controlled donors. However, those potential donors who are controlled donors, with respect to the City or the Board of Estimates, will not be targeted or singled out in any way and will be solicited, if at all, in the same manner as all other potential donors.

After Hurricane Harvey devastated the Houston metro area, students at City Springs Elementary/Middle School mobilized to raise \$1,000.00 to support the victims. City Spring's students will be offered the opportunity to travel to Houston and connect with other young people who have been impacted by the hurricane.

MINUTES

Office of the City Council - cont'd

The fund will be used to pay for student travel and accommodations. Baltimore City Code Article 8, Section 6-26, prohibits solicitation or facilitating the solicitation of a gift. An exception was enacted in 2005 to permit certain solicitations that are for the benefit of an official governmental program or activity, or a City-endorsed charitable function or activity. Ethics Regulation 96.26B sets out the standards for approval, which includes the requirement that the program, function, or activity to be benefited and the proposed solicitation campaign must be endorsed by the Board of Estimates or its designee.

MBE/WBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, the Board endorsed the foregoing Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City for Mr. Zeke Cohen and staff to solicit donations from local individuals, businesses, civic leaders, the foundation community, and the general population to start a fund to send student organizers from City Springs Elementary/Middle School to Houston, Texas. The President **ABSTAINED**.

MINUTES

Office of the City Council - Governmental/Charitable
Solicitation Application

ACTION REQUESTED OF B/E:

The Board is requested to endorse a Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City for Mr. Zeke Cohen and staff to solicit donations from local individuals, businesses, civic leaders, the foundation community, and the general population to start a fund to adequately equip children with the tools, resources, and networks to pursue career and/or college goals upon graduation. The period of the campaign will be effective upon Board approval through October 1, 2018.

AMOUNT OF MONEY AND SOURCE:

No general funds are involved in this transaction.

BACKGROUND/EXPLANATION:

Donations will be solicited from Baltimore businesses, civic leaders, the foundation community, and the general population. A potential donor list will be comprised of individuals and corporate entities that contribute to the economic, social, and cultural vitality of Baltimore City. Most of the individual and corporate entities fitting that description are not controlled donors. However, those potential donors who are controlled donors, with respect to the City or the Board of Estimates, will not be targeted or singled out in any way and will be solicited, if at all, in the same manner as all other potential donors.

In many of the Baltimore City Public Schools, college and career exploration and planning is facilitated by counseling staff also tasked with supporting the existing academic, personal/social needs of students.

MINUTESOffice of the City Council - cont'd

The fund seeks to provide additional funding to bolster college and career preparatory services, and intentional career pathways offered in City schools. The students will have increased access to academic mentoring, college tours, career fairs, and SAT/ACT preparation. The fund will be used to pay for programming related to career and college readiness, including but not limited to additional staff positions, events, and materials.

Baltimore City Code Article 8, Section 6-26, prohibits solicitation or facilitating the solicitation of a gift. An exception was enacted in 2005 to permit certain solicitations that are for the benefit of an official governmental program or activity, or a City-endorsed charitable function or activity. Ethics Regulation 96.26B sets out the standards for approval, which includes the requirement that the program, function, or activity to be benefited and the proposed solicitation campaign must be endorsed by the Board of Estimates or its designee.

MBE/WBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, the Board endorsed the foregoing Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City for Mr. Zeke

MINUTES

Office of the City Council - cont'd

Cohen and staff to solicit donations from local individuals, businesses, civic leaders, the foundation community, and the general population to start a fund to adequately equip children with the tools, resources, and networks to pursue career and/or college goals upon graduation. The President **ABSTAINED**.

MINUTES

Bureau of the Budget and - Grant Award and Appropriation
Management Research (BBMR) Adjustment Order No. 25

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of a Grant Award to the Office of the State's Attorney for Baltimore City, Service 115 (Prosecution of Criminals), from the State of Maryland - Governor's Office of Crime Control and Prevention (GOCCP). The period of the Grant Award is July 1, 2017 through June 30, 2018.

AMOUNT OF MONEY AND SOURCE:

\$18,166.00 - The funds will come from the GOCCP. The appropriation will be placed in a State Fund, detailed fund number 506818. The account number will appear as 5000-506818-1150-123456-789123.

No appropriation adjustment action is required.

BACKGROUND/EXPLANATION:

The GOCCP awarded this grant to the Office of the State's Attorney for Baltimore City's Internet Crimes Against Children Initiative program. The program allows for prosecutors to attend training courses provided by the International Crimes Against Children Task Force.

The goal of the conference that was held September 26 - 28, 2017 in Redmond, WA was to expand the efforts and knowledge-base of law enforcement investigators, digital forensic examiners, and prosecutors by providing highly specialized lab and lecture-based training focused on investigating and prosecuting techno-

MINUTES

BBMR - cont'd

logy-facilitated crimes against children. Under the terms of the Grant Award, the funds provided registration fees, hotel accommodations, per diem, and travel costs.

The Grant Award is late because the notification of the award was recently received from the State.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the foregoing Grant Award to the Office of the State's Attorney for Baltimore City, Service 115 (Prosecution of Criminals), from the State of Maryland - Governor's Office of Crime Control and Prevention and approved the Appropriation Adjustment Order No. 25.

MINUTES

Mayor's Office on Criminal Justice (MOCJ) - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorized execution of the Agreement with Strong City Baltimore, Inc. The period of the Agreement is September 6, 2017 through September 6, 2018.

AMOUNT OF MONEY AND SOURCE:

\$59,924.00 - 2026-000000-2251-731900-601010

BACKGROUND/EXPLANATION:

MOCJ in partnership with the Baltimore Casino Local Development Council, will supervise a Baltimore Corps Fellow (Fellow) to assist with community organizing for the South Baltimore neighborhoods that comprise the Casino Impact Area, also known as the "South Baltimore Gateway" (Project). The budget source for this activity is Casino Local Impact Grant (LIG) funds appropriated through MOCJ, and the term of the Fellow's Project is one year.

The purpose of the Project is to improve community engagement and public safety in these neighborhoods. The Fellow will develop and support neighborhood-based public safety strategies and programs by working with community organizations, faith-based institutions, service providers, government agencies, and residents to promote collaboration and cooperation, and to leverage additional human capital and financial resources.

Baltimore Corps is the program by which young professionals are matched with public service opportunities such as this one. Baltimore Corps Fellows are employed by Strong City Baltimore,

MINUTES

MOCJ - cont'd

Inc., which serves as the fiscal sponsor for Baltimore Corps and is the employer of record, providing HR services and administering salary and benefits for Fellows.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Agreement with Strong City Baltimore, Inc.

MINUTES

Mayor's Office of Criminal Justice - Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve acceptance of the Grant Award from the U.S. Department of Justice. The period of the Grant Award is October 1, 2017 through September 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$549,956.00 - 4000-401418-2254-785400-600000

BACKGROUND/EXPLANATION:

The "Baltimore City's Visitation Center Continuation and Civil Legal Services Expansion Project" is intended to improve the response of all aspects of the civil and criminal justice systems to families with a history of domestic violence, dating violence, sexual assault, stalking, or cases involving allegations of child sex abuse.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved acceptance of the Grant Award from the U.S. Department of Justice.

MINUTES

Baltimore Development - Third Amendment to Land
Corporation (BDC) Disposition Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Third Amendment to the Land Disposition Agreement (LDA) with Historic Pigtown Development II, LLC for the sale of the properties located at 925 - 937 Washington Boulevard.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On August 31, 2011, the Board approved the original LDA, which included the contiguous properties from 925 - 937 Washington Boulevard. Under the terms of that LDA, the vacant properties at 929, 931, and 937 Washington Boulevard were demolished.

On May 13, 2015, the Board approved the Second Amendment to the LDA, which further permitted the demolition of the vacant properties located at 925 and 927 Washington Boulevard. The original Developer was required to resurface and fence the entire lots from 925 - 937 Washington Boulevard, and shorten the deadline for the redevelopment of the property.

This Third Amendment to the LDA will allow the original Developer to transfer the properties to Paul's Place Community Kitchen, LLC (the new Developer), specify development milestones, and place a Deed restriction on the properties to ensure they remain on the tax rolls for a specified period of time.

MINUTES

BDC - cont'd

The new Developer will redevelop the property into a three-story building with an oversized kitchen, a restaurant, training rooms, a multipurpose room for catering and community use, offices, and parking. This project will continue the commercial revitalization of the Pigtown neighborhood and support important workforce development services in Baltimore City.

MBE/WBE PARTICIPATION:

The Developer will continue to comply with the Minority and Women's Business Enterprise goals established in the original LDA.

THE PROTEST FROM THE CITIZENS OF PIGTOWN COMMUNITY WAS WITHDRAWN.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Third Amendment to the Land Disposition Agreement with Historic Pigtown Development II, LLC for the sale of the properties located at 925 - 937 Washington Boulevard.

CITIZENS TO PIGTOWN

HISTORIC PIGTOWN'S COMMUNITY ASSOCIATION

October 6, 2017

Board of Estimates
Room 204, City Hall
100 N. Holliday Street
Baltimore, MD 21201

To whom it may concern:

Citizens of Pigtown would like to withdraw their letter of protest (dated October 3, 2017) against the transfer of ownership regarding the properties located at 925 to 937 Washington Boulevard in the Pigtown/Washington Village Community.

Last night, the Citizens of Pigtown Board of Directors had an opportunity to speak to Mr. William McLennan of Paul's Place, Patrick Terranova of Baltimore Development Corporation, and the current owners of the property. We discussed the plans for development of this property, timelines, and sharing these plans more broadly with the community members in November. The Board of Directors voted unanimously to withdraw the protest.

Thank you for your time. If you have any questions or concerns, please feel free to reach out to COP Board of Directors at board@citizensofpigtown.org.

Sincerely,



Aparna Jain,
Interim President
Citizens of Pigtown
www.citizensofpigtown.org
board@citizensofpigtown.org

CITIZENS OF PIGTOWN

HISTORIC PIGTOWN'S COMMUNITY ASSOCIATION

October 3, 2017

Board of Estimates
Room 204, City Hall
100 N. Holliday Street
Baltimore, Maryland 21202

To whom it may concern:

Please accept this letter of protest against the transfer of ownership regarding the properties located at 925 to 937 Washington Bouvard in the Pigtown/Washington Village Community. The Board of Directors, on behalf of the Citizens of Pigtown Community Association (COP) is requesting that the hearing for this transfer be delayed.

COP's Board of Directors has only learned of this project in the past two months and has requested staff from Paul's Place present the proposed development to the full COP membership for community input.

The COP Board of Directors would like to ensure that our residents and businesses have a chance to comment on the proposed development plans regarding new services at the site.

Records of communications between COP Board of Directors, Baltimore Development Corp and Paul's Place are available attached. The COP Board of Directors have expressed concerns about the proposed development and would like further opportunity to work with Paul's Place prior to supporting the implementation of these new services in our community. In July of 2017, COP Board of Directors reached out to Raven Thompson of the Baltimore Development Corp, who assured the Board that no plans were concrete as of yet and would not for a few months. The Board requested that information be provided to COP upon any change of status for the property. We are surprised to hear that the property is being transferred without our notice.

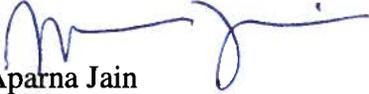
Additionally, on September 27, 2017, the COP Board of Directors submitted numerous questions to Paul's Place staff, Mr. William McLennan, requesting additional information and outlining concerns about the development. This information is also attached. Mr. McLennan has responded to some questions, but nothing has been shared with COP membership as of the writing of this letter. The COP Board of Directors requests that these details are addressed prior to the transfer of property from Mr. Neil Katz to Paul's Place.

CITIZENS OF PIGTOWN

HISTORIC PIGTOWN'S COMMUNITY ASSOCIATION

Thank you for your time and understanding. If you have additional questions or concerns, please feel free to reach out to the COP Board of Directors at board@citizensofpigtown.org.

Sincerely,



Aparna Jain
President
Citizens of Pigtown

CC: Councilman Edward.Reisinger
William McLennan, Pauls Place
Neil Katz, Property Owner
Brent Flickinger, Baltimore City Planning
Raven Thompson, Baltimore Development Corp



Sandy Davis <sandy@citizensofpigtown.org>

937 Washington Blvd - Redevelopment?

Sandy Davis <sandy@citizensofpigtown.org>

Fri, Jul 7, 2017 at 12:37 PM

To: "Thompson, Raven" <RThompson@baltimoredevelopment.com>

Yes, please do share their contact info. And do keep in touch if there are any developments.

Thank you,

Sandy Davis
Citizens of Pigtown
Board Director
(410) 627-2450 (cell)
www.CitizensOfPigtown.org

On Jul 7, 2017, at 12:02 PM, Thompson, Raven <RThompson@baltimoredevelopment.com> wrote:

Hi Sandy,

There are no concrete plans as of this time and won't be for at least a few more months. If you like I can forward your contact information to the owner and potential developer and if/when there is a proposal to share, they can reach out.

Raven

From: Sandy Davis [mailto:sandy@citizensofpigtown.org]
Sent: Friday, July 07, 2017 11:26 AM
To: Thompson, Raven
Cc: Ben Hyman; Gabrielle Glorioso
Subject: 937 Washington Blvd - Redevelopment?

Hello Raven,

Hope this email finds you well. I am writing on behalf Citizens of Pigtown (COP), the community organization for our neighborhood. Ben from Pigtown Main street suggested I reach out to you regarding the redevelopment plans for the lot located at 937 Washington Blvd (I think this is the address), at the southeast corner of Washington Blvd and Cross Street.

We understand that Mr. Neil Katz has control of the property at this time and that he has a deadline of December 31, 2019 to redevelop the property. We have been hearing "rumors" that a development is coming soon--which is very exciting!

We were hoping you -- or Mr. Katz-- could share some details about what sort of business or facility or building is being considered. The COP membership and the nearby neighbors are very interested in the redevelopment plans and we would like to be able to give them an update at our next meeting.

10/3/2017

Citizens of Pigtown Mail - 937 Washington Blvd - Redevelopment?

Thank you for your assistance.

--

Sandy Davis
Citizens of Pigtown
Board Director
(410) 627-2450 (cell)
www.CitizensOfPigtown.org

10/3/2017

Citizens of Pigtown Mail - Questions re: Paul's Place restaurant concept



Sandy Davis <sandy@citizensofpigtown.org>

Questions re: Paul's Place restaurant concept

Aparna Jain, Pres. of COP <president@citizensofpigtown.org>
To: William McLennan <bmclennan@paulsplaceoutreach.org>
Cc: "board@citizensofpigtown.org" <board@citizensofpigtown.org>

Wed, Sep 27, 2017 at 10:43 AM

Hi Bill,

As promised, I am attaching questions and concerns raised by the COP Board. We still invite you to attend the COP Board meeting on Oct 5th at 7pm. Please let us know if you will be available to attend.

Thanks,
Aparna

Aparna Jain
Interim President

Citizens of Pigtown
PO Box 6322
Baltimore, MD 21230
www.citizensofpigtown.org
Follow us on Facebook: www.facebook.com/citizensofpigtown/

 **COP Questions_Cross St-Wash Blvd Development_Pauls Place_September 2017.pdf**
78K

**COP Board Questions Regarding Paul's Place Development at Washington & Cross
September 2017**

Questions are in Black, while Board comments and concerns are in red italics.

- 1) What is the complete picture for the proposed development? Do you have any renderings, rough plans, breakdown of commercial vs office vs residential space for the planned development? Are you closing any spaces in your current facility and moving them over or are you expanding programs and expecting more foot traffic? What kind of programs other than the kitchen do you plan to put in the new building?

Up to this point, everything has been heard second-hand, or through the White Paper, but very little detail has been provided.

- 2) Have you reached out to the neighbors and businesses directly surrounding the development for input?

It would be a good idea to directly engage the residents that will be impacted by the construction and the services you are proposing go into the space. In the past, COP has heard complaints from community members about the operations at Paul's Place (PP), specifically regarding trash. It would be a good idea to be proactive rather than reactive to any potential problems.

- 3) Who is funding construction? If PP can't sustainably operate the restaurant, what will happen? Will PP be forced to repay the money and sell the building, or will you be prohibited from selling the property to a private investor?

The COP Board fears that if PP uses certain funds, and those funds say "you cannot sell this building, it has to be used for these specific services." Worst case scenario, if this model fails to be self-sustaining—does that mean PP has to use the building for other rehabilitation programs? The neighbors over there will feel duped if that happens; they were sold a Restaurant and then that ends up being a soup kitchen/meal program or a vacant space, or a drug rehabilitation program, etc. What guarantees will you have that these things will not happen?

- 4) Does PP have an operations plan? Restaurants are one of the most notorious industries for low profit margins—something like 2-6% of overall operating expenses. They also have some of the lowest wages and most unstable working (shifts cut midway through because its "slow", long shift hours when you do work). Given this, COP Board also has these follow-up questions:

- a) Does PP have a planned source of on-going operations support? If so, what are the strings attached to this money--are you obligated to operate for a certain period of time, do you have to operate this model or can you pivot to a different business if this isnt working?

- b) Have you reached out to others in this area? Such as the CUPs Cafe in Hollins Market? They had this model, but for youth. And they have been struggling for a long time trying to sustain operations. They may actually have closed or moved already.

- c) Does PP have a budget that breaks down estimated expenses vs projected income? COP Board would like to be share that with the membership along with the specifics above, to help hedge questions up front.

- d) What independent advice have you sought regarding this? Again, with limited insights to the project, it appears like many of the people you are telling you this is a good idea, stand to make money off of it, but hold no accountability once the project is on the ground. The property owner, Mr. Katz sells his stake in the property to PP--which he has admitted to actively trying to do with all his properties in Pigtown. The consultant, Catalyst Kitchens, gets a paycheck to consult with PP throughout this process, plus it is their specific mission to spread this business model. When reviewing Catalyst Kitchen's website, we saw no metrics about the success of the models they launch---just numbers on how many they were "consulting with about starting a kitchen" or "how many launched" --nothing about outcomes. Only anecdotal information examples were available. Lastly, BDC, which has an

**COP Board Questions Regarding Paul's Place Development at Washington & Cross
September 2017**

interest in also trying to move properties off their list and onto someone else's. They are notorious for not involving or collecting public comment; when the COP Board reached out to their office for information about this project 2 months ago, nothing was provided. Now there appears to be a rush to move this project along and get COP's support.

- 5) Did PP explore other spaces for this concept? *There are multiple vacant commercial spaces, albeit smaller, throughout Pigtown. Would you consider testing this concept before building a building that would have all of these additional concerns?*

- 6) How large is the restaurant space?

One of COP Board's concerns is that Paul's Place wants to build-out a large scale restaurant footprint—one that our neighborhood realistically can't support/doesn't have the demand for at this time. Most neighborhoods on the verge start out with small, attainable restaurants in storefronts and that landuse type would be a more realistic space to be able to re purpose. If this partnership fails, and Paul's Place cannot support the ongoing operations expenses of a restaurant, COP Board is concerned that one of these things will happen. What guarantees can PP provide that these situations will not happen?:

- a) *The workforce restaurant will close and the space will sit vacant because no new restaurant will want to move in since the space is so large and difficult to turn a profit in. A possible alternative could be breaking up the first ground level of the development into several store fronts, operating one as a workforce training cafe --- which most of the models across the country seem to use as their concept, would work better. Then that corner would be new retail or restaurant space for pop-ups (maybe some PP's clients even) or PP could use the spaces to generate positive rental income.*
- b) *The workforce restaurant will close and the space will sit vacant. Since PP already has a meals program, PP could opt to move the meals program to the Cross Street building (and expand it), instead of wasting the beautiful new building. However, that is disingenuous of what was promised to the neighborhood. Locating a larger soup kitchen or repurposing the space for some other use could discourage the further redevelopment on the other three corners. At this point, there is a lot of momentum at that end of Mainstreet with the Brewery, Johns Hopkins (possibly) leasing the space next to the Brewery, and the future Milk & Honey Development.*

MINUTES

Police Department - Registration Reimbursement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of reimbursement funds and to complete the Registration Reimbursement Approval Form from the Maryland Department of Public Safety and Correctional Services (DPSCS). The period of reimbursement is from July 1, 2017 and remains effective until funds are fully expended.

AMOUNT OF MONEY AND SOURCE:

\$273,800.00 - 5000-588518-2021-212900-600000

BACKGROUND/EXPLANATION:

These funds are the Department's annual reimbursement for sex offender registrants.

The Maryland Department of Public Safety and Correctional Services (DPSCS) is mandated under Criminal Procedure Article subsection 11-713(3) and (4), and under COMAR 12.06.01.17 to reimburse each local law enforcement unit annually for processing registration statements, fingerprints, photographs, and for performing community notification requirements. The rate for reimbursement is \$200.00 per sexual offender registration, with 1,369 active registrants for this reimbursement period. The DPSCS has determined the total reimbursement for FY 2017 to be \$273,800.00.

This request is late because of late receipt of the reimbursement documents.

MINUTES

Police Department - cont'd

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the foregoing reimbursement funds and completion of the Registration Reimbursement Approval Form from the Maryland Department of Public Safety and Correctional Services.

MINUTES

Police Department - Intergovernmental Agreements

The Board is requested to approve and authorize execution of the Intergovernmental Agreements between the various City Agencies.

1. **DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)** **\$160,000.00**

Account: 4000-481917-2255-793400-600000

On October 12, 2016, the Board approved and authorized a grant award for the "JAG 12" grant, Award No. 2016-DJ-BX-0963. A portion of the funds were allocated to the Department of Housing and Community Development, Code Enforcement Division. This agreement will provide funding for attorneys, paralegals, and paralegal assistants in DHCD Code Enforcement Division who will aim to reduce crime through crime prevention programs and strategic legal interventions to abate nuisances. The term of this agreements from July 1, 2017, through June 30, 2019.

2. **CIRCUIT COURT OF BALTIMORE CITY** **\$135,000.00**

Account: 4000-481917-2255-793400-600000

On October 12, 2016, the Board approved and authorized a grant award for the "Jag 12" grant, Award No. 2016-DJ-BX-0963. A portion of the funds were allocated to the Circuit Court of Baltimore City. The Circuit Court of Baltimore City will utilize the funds to support crime reduction and deterrence by offering crime prevention programs in the community, in addition to developing community services opportunities and support for offenders. The term of this agreement is from October 1, 2017 through September 30, 2018.

MINUTES

Police Department - cont'd

3. STATE'S ATTORNEY'S OFFICE **\$ 50,000.00**
OF BALTIMORE CITY

Account: 4000-481917-2255-793400-600000

On October 12, 2016, the Board approved and authorized a grant award for the "Jag 12" grant, Award No. 2016-DJ-BX-0963 in the amount of \$743,842.00. A portion of the funds were allocated to the Baltimore City State's Attorney Office. Funded by this grant, the Office of the State's Attorney will utilize the funds to continue their Smartphone Service. The term of this agreement is from July 1, 2017 through June 30, 2019.

4. UNIVERSITY OF MARYLAND MEDICAL **\$100,000.00**
SYSTEM CORPORATION, R. ADAMS CROWLEY
SHOCK TRAUMA CENTER

Account: 4000-481917-2255-793400-600000

On October 12, 2016, the Board approved and authorized a grant award for the "Jag 12" grant, Award No. 2016-DJ-BX-0963. A portion of the funds were allocated to the University of Maryland Shock Trauma Unit for its Violence Prevention Program (VPP) to prevent violent personal injury among Baltimore City's most at-risk populations through research. The VPP includes three direct service projects including the Violence Intervention Project, Promoting Healthy Alternatives for Teens Project, an after-school program and, My Future, My Career, as well as donor specific research projects. The term of this agreement is from October 1, 2017 through September 30, 2018.

MINUTES

Police Department - cont'd

The Intergovernmental Agreements are late due to late receipt of the documents.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Intergovernmental Agreements between the above-listed City Agencies.

MINUTES

Department of Human Resources - Performance Audit Report FY 14
and FY 15: Update on the
Agency's Automation
Infrastructure

ACTION REQUESTED OF B/E:

The Board is requested to **NOTE** receipt of the Department of Human Resources (DHR) Performance Audit Report FY 14 and FY 15: Update on the Agency's Automation Infrastructure.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On March 8, 2017 the Department of Audits issued a Performance Audit Report to the Department of Human Resources (DHR) for the period July 1, 2013 through June 30, 2015. Subsequently, the Board of Estimates requested that the DHR provide a report underscoring the status of DHR automation infrastructure pursuant to recommendations provided in the initial Performance Audit Report.

In accordance with the Board of Estimates request, the following is a report on the status of automation for the DHR's Classification & Compensation and Recruitment & Talent Acquisitions Divisions specifically named in the Performance Audit Report.

I. Technology Infrastructure**a. Background**

Currently, the DHR's Human Resources Information System

MINUTES

DHR - cont'd

(HRIS), namely the ADP Enterprise System), launched in 2007, is comprised of an antiquated software version (for which vendor technical support is no longer available), and more than 200 City specific customizations that do not have cross-functionality throughout all of DHR's Divisions; nor does it integrate with the City's technology resources resulting in protracted, manual processes for both DHR and other City agencies increasing the likelihood of human errors. The current HRIS hinders the City's ability to readily provide essential real-time information that can assist with current and future operational business needs including daily tasking and predictive analytics (i.e. predicting future trends and outcomes based on current and historical data analysis and validation). Moreover, the limitations of the current HRIS' functionality pose a high risk for non-compliance with Federal and State laws and regulations, increasing the City's exposure for potential litigation.

The DHR recognizes the need for and would eagerly embrace an enterprise wide systems solution to replace the existing HRIS. Consideration of a commercially available Enterprise Resources Planning (ERP) solution is in the development stages. Driven by the Mayor's Office of Information Technology (MOIT) in collaboration and will take the cooperation of Purchases, the Mayor's Office of Information Technology (MOIT) and Legal Department to be fully implemented and operational. Accordingly, the DHR's acquisition of a new HRIS is dependent, in part, on the City procurement of an enterprise solution.

MINUTES

DHR - cont'd

a. Progress Since Audit Report

To advance the attainment of a new HRIS system, the DHR initiated discussions with MOIT and the Bureau of Purchases on April 20, 2017. Discussions centered around DHR technology needs; covered the feasibility of a new HRIS system; established a timeline for pending and planned DHR technological procurements; and provided DHR with an understanding of MOIT's plan to procure a Technology Integrator which DHR learned is slated to be acquired in advance of significant technology procurements. In response to previous discussions and in advance of the April 20th meeting, DHR conducted a thorough needs analysis and provided an outline of DHR's full technology needs to MOIT and Purchases.

Following the April 20th meeting and in consultation with MOIT and Purchases, the DHR developed an interim plan to address technology needs that includes: exercising options for retraining DHR and Agency staff on the proper use and functionality of the current HRIS system; increased utilization of current available software tools like the Woofu, a web based form application that has increased DHR's ability to accept electronic requests and advances towards the goal of a paperless DHR operation; and the review and revision of policies and procedures to enhance operational efficiency.

b. Next Steps

It is estimated that the acquisition and implementation of the new ERP, inclusive of a new HRIS, may take upwards of two fiscal years. DHR is committed to continue to actively advocate, support, and participate in the acquisition of the enterprise solution. Given the ongoing adverse impact of retaining the current HRIS, DHR will be steadfast in ensuring full cooperation and partnership with the City's stakeholders engaged in the ERP acquisition process.

MINUTES

DHR - cont'd

II. Recruitment & Talent Acquisition**a. Technology Infrastructure**

An applicant tracking system (ATS) is a software application that enables the electronic handling of recruitment needs. The City currently utilizes NeoGov as its ATS. Though NeoGov is utilized widely in the public sector, it lacks the sophistication needed to fully meet the City's recruitment needs. Most of the Recruitment recommendations contained in the Audit Report, could be more seamlessly addressed with a more robust ATS.

b. New Programs and Initiatives

Absent a more robust ATS, Recruitment has established several internal procedures to more accurately report the full life-cycle of a recruitment. The revised procedures more accurately identify ownership in each step of the recruitment process. The Full Life-Cycle Recruitment Report now segregates the portions of the recruitment process according to ownership; and calculates the time-to-fill metric based on when the requisition has been fully submitted as opposed to when it is "in progress" which is an indicator that the requisition is still with an Agency awaiting approval.

The metric that tracks the Total number of Days to fill a vacancy has been recalibrated to include procedurally standard formulas that are captured on the Full Life-Cycle Report. These metrics will more accurately reflect the actual time it takes DHR to process a recruitment.

MINUTES

DHR - cont'd

c. Staffing

To address the City's need to attract highly qualified and skilled applicant pool, DHR has developed two new Senior Recruiter positions that will assist the Recruitment Division with identifying and creatively insourcing executive level and hard to fill candidates for various positions. The persons' selected for these positions will work in concert with Agencies to source and identify viable candidates for hard-to-fill Civil Service and Non-Civil Service vacancies.

d. Metrics & Key Performance Indicators

The Recruitment & Talent Acquisition Division has developed quantifiable Key Performance Indicators (KPIs) that provide accountability, responsibility, and transparency for both the Division and the Agency. The KPIs measure and provide insight on the Recruitment Division and Partner Agencies progress against standards and timelines. DHR will use the data to identify, diagnose, and remedy areas of deficiency through additional training, guidance, or support.

1. *Supplemental Questions.* Agencies that use supplemental questions as a tool to further examine the KSAs (knowledge, skills, and abilities) of an applicant during the application process significantly shorten the time to fill. The use of supplemental questions enables Agencies to filter a qualified group of applicants that may have skills beyond the minimum qualifications necessary to address the unique needs of an agency. Agencies that do not opt to use this recruitment tool, often generate longer lists and experience an elongated time-to-fill positions.

MINUTES

DHR - cont'd

2. *DHR Specialist Scorecard*. On a monthly basis, partner Agency HR practitioner is asked to complete a detailed scorecard and provide pertinent feedback that may result in the further streamlining of recruitment processes and procedures; the implementation of new and/or additional training; and will be used to inform specialist performance evaluations.

e. Next steps

The implementation of LEAN initiatives continues; by establishing Kiosk centers in agencies where there is widespread use of paper applications (DOT, DPW, DGS, and Recreation & Parks); DHR is working to transition all City applicants to online applications and is slated to eliminate paper applications by December 31, 2017.

An HR training series is scheduled to be launched spring, 2018 for new and existing HR practitioners across the City. The Recruitment Division will continue to use the data from the referenced KPIs and CitiStat to conceptualize, develop and implement initiatives that will further improve efficiency and effectiveness and streamline the recruitment process.

III. Classification & Compensation**a. Technology Infrastructure**

The Performance Audit reported an over-reliance on manual systems due to a lack of sufficient automated systems and inconsistent application of timing metrics.

Moderate advances toward automation have been made to the Classification & Compensation (C&C) Division's technology infrastructure.

MINUTES

DHR - cont'd

In partnership with HRIS, C&C completed a SWOT analysis on current practices and systems; following which recommendations were developed, approved, and implemented. These interim measures will immediately impact and enhance manual systems:

1. *Development of a test database.* Effective May 1, a test database was implemented to permit the Division to enter and assess the impact of position and employee changes in the database prior to actual processing in HRIS. This change provides an opportunity to verify that intended actions are implemented as desired. Utilization of the test database will promote a higher degree of validity and reliability.
2. *Electronic Submissions.* Currently classification and compensation project requests submissions are hand-delivered to the Division. Beginning fall 2017, partner Agencies will be required to submit project requests electronically via the web-based Woofu Submission System. The use of the Woofu submission system will provide consistent benchmarks for the calculation of processing time.

These interim measures will acquaint Agency partners with a paperless process in preparation for the eventual automation of all classification and classification processes. The need for the automation of the classification and classification processes has been included in DHR's overall technology needs assessment.

b. New Programs and Initiatives

Key Performance Indicators are focused on three performance considerations:

MINUTES

DHR - cont'd

1. *Time-based measurement.* The majority of functions and tasks require Board of Estimates (BoE) approval pending review by the Expenditure Control Committee (ECC) and the Mayor, via the Pre-BoE review process. The ECC review cycles are monthly; Board of Estimates and Pre-Board of Estimates occur weekly.
2. *Quantity-based measurement.* Over the last 24 month period, the number of classification and compensation project requests has increased by 300%, from an average of 20 projects each month to an average of 115 monthly project submissions.)
3. *Staffing levels and background experience.* The Division is challenged in staff recruitment, i.e., Compensation experienced talent is affected by low supply and high demand.

Since the Performance Audit, C&C established several internal procedures that address the previously flawed reporting of data points associated with classification and compensation timeline. The Division continues to review, refine, and clarifying criteria to assigning project levels and completion times for small, medium, and large projects.

c. Staffing

DHR has recently received preliminary approval to increase staff by five positions, from seven to 12 positions total to meet increased classification and compensation project demands. The additional staff is needed to meet the aforementioned performance measures. One of the new positions will be primarily responsible for tracking submissions from receipt through

MINUTES

DHR - cont'd

completion and approval. This position will serve as the central point-of-contact, for intra and inter-agency, project status. The four remaining positions will join the existing C&C analyst and assist in the processing of classification and compensation projects.

d. Metrics & Key Performance Indicators

In response to Audit findings, C&C reviewed the current criteria for assigning project levels and redefined the process to better clarify criteria for assigning project level/complexity to project requests and submissions. C&C has established the following project levels and metrics:

1. *Level I - Standard, small projects* -Salary exceptions to policy and certain position changes that require the approval of the Director and Chief Human Capital Officer.

This group comprises 25% of the Division's staff and time resources. The success of this KPI is quantified by 85% of small projects being completed within two weeks of submission.

2. *Level II - Standard, medium projects* -Position change requests that require the review and/or approval of the Expenditure Control Committee, Mayor's Pre-BoE, and the Board of Estimates.

This group comprises 25% of the Division's staff and time resources. The success of this KPI is quantified by 85% of medium projects being completed within one month of submission.

MINUTES

DHR - cont'd

3. *Level III - Non-standard, large projects* -Citywide, multiple-agencies, and complex compensation, salary studies. Projects that require the review and/or approval of the Expenditure Control Committee, Mayor's Pre-BoE, and the Board of Estimates.

This group comprises 50% of the Division's staff and time resources. The success of this KPI is quantified by 85% of large projects being completed within four months of submission.

e. Next Steps

The DHR will undergo a comprehensive review of the C&C Division to assess how its organizational structure, business processes, and human capital will help to achieve short- and long-term business needs. The review will assist in determining whether there are performance gaps and opportunities for improvement. Improvements may require changes in staffing, including reassignments; changes in roles and responsibilities; or elimination of positions.

MINUTES

Department of Audits - Response to the Report of the
Department of Human Resources

ACTION REQUESTED OF B/E:

The Board is requested to **NOTE** receipt of the Department of Audits' response to the report of the Department of Human Resources.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On March 29, 2017, the Quadrennial Performance Audit of the Department of Human Resources for fiscal years 2014 and 2015 was presented to the Board of Estimates. The Board requested that the Department of Human Resources provide an update in the beginning of fiscal year 2018 on the status of the automation for its Classification and Compensation, and Recruitment and Talent Acquisitions Divisions specifically named in the Audit Report.

The Department of Human Resources, by memorandum dated August 21, 2017, provided an update on automation.

**Department of Audits' Response to the August 21, 2017 Report of
the Department of Human Resources to the Board of Estimates**

The Department of Audits previously conducted a performance audit of the internal controls and related policies, processes, and procedures for selected performance measures within the Department of Human Resources (DHR). The purpose of our audit was to determine whether DHR met its targets for selected performance measures and to assess whether the internal controls and the related policies and procedures to monitor, control, and

MINUTES

Department of Audits - cont'd

report activities related to those performance measures produced valid and reliable information. Our Audit Report was presented to the Board of Estimates (Board) on March 29, 2017.

As a result of our audit, we made several recommendations to improve the effectiveness of DHR's control procedures. In accordance with the City Charter and the Biennial Audit Oversight Commission (BAOC) policies, we are scheduled to conduct another Performance Audit of DHR, including a follow-up of all previous audit findings and recommendations, during calendar year 2018. However, at the March 29, 2017 meeting, the Board recognized the need to automate various tasks performed by DHR. Also, Comptroller Joan M. Pratt requested that DHR report back to the Board at the beginning of fiscal year 2018 on the status of automation for DHR's Classification & Compensation and Recruitment & Talent Acquisitions Divisions specifically named in the Performance Audit Report.

The following items relating to automation needs were discussed at the March 29, 2017 Board meeting:

- The need to put a process in place for online testing and grading for filling Civil Service positions, including the development of a timeline and cost for putting the process in place.
- An update of DHR's assessment of its software, and its estimated completion.
- An estimate of when the pilot plan will be initiated and completed for electronic classification and compensation requests, submissions and reporting.

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Department of Audits - cont'd

**DHR's August 21, 2017 Memo to the Board of Estimates on the
Update of the Agency's Automation Infrastructure**

DHR's August 21, 2017 memo to the Board on the update of its automation infrastructure mainly addressed our recommendations to automate DHR's processes. The memo also addressed some, but not all, of our other recommendations. According to the memo, consideration of a commercially available Enterprise Resources Planning (ERP) solution is in the development stages and will require the cooperation of the Bureau of Purchases, the Mayor's Office of Information Technology (MOIT), and the Law Department to be fully implemented and operational. Also according to DHR's memo, it has initiated discussions with MOIT and the Bureau of Purchases, and the discussions centered on DHR's technology needs, the feasibility of a new HRIS system, and the establishment of a timeline for pending and planned DHR technological procurements, etc. Also according to the memo, DHR has consulted with MOIT and the Bureau of Purchases and developed an interim plan to address technology needs and the retraining of DHR and Agency staff. DHR estimates that the acquisition and implementation of the new ERP, inclusive of a new HRIS, may take upwards of two fiscal years.

The Recruitment Division has established several internal procedures to more accurately report the full life-cycle of recruitment. According to DHR, the revised procedures more accurately identify and segregate agency responsibilities for each step of the recruitment process, and calculate the time-to-fill metric based on when the requisition has been fully submitted.

DHR is working to transition all City applicants to online applications and is slated to eliminate paper applications by December 31, 2017.

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DHR - cont'd

Moderate advances toward automation have been made to the Classification & Compensation (C&C) Division's technology infrastructure. In partnership with HRIS, C&C completed an analysis on current practices and systems, following which recommendations were developed, approved, and implemented.

Interim measures will acquaint Agency partners with a paperless process in preparation for the eventual automation of all C&C processes.

Key Performance Indicators are focused as follows: (1) Time-based measurement; (2) Quantity based-measurement; and, (3) Staffing levels and background experience.

C&C continues to review, refine, and clarify criteria to assign project levels and completion times for small, medium, and large projects. Also, C&C has recently received preliminary approval to increase staff by five positions to meet increased project demands.

In response to audit findings, C&C reviewed the current criteria for assigning project levels and redefined the process to better clarify criteria for assigning project level/complexity to project requests and submissions.

DHR plans to undergo a comprehensive review of the C&C Division to assess how its organizational structure, business processes, and human capital will help to achieve short and long-term business needs.

MINUTES

DHR - cont'd

Further Audit Review

As part of our calendar year 2018 Performance Audit and Follow-up of DHR, we plan to verify the corrective actions included in DHR's August 21, 2017 memo to the Board, any subsequent updates, and follow-up on any audit recommendations not included in DHR's August 21, 2017 memo. The audit recommendations not addressed in DHR's memo include the following:

- In accordance with the City's Administrative Manual (Section AM-502-1), DHR should continue to establish and improve its policies and procedures to adequately maintain records.
- DHR should continue to establish written policies and procedures to document the methodology for developing the performance measure targets and reporting actual results.
- DHR should periodically review the Life Cycle Report for completeness and accuracy.
- DHR should meet with the Department of Finance to discuss possibly modifying the performance measures to address only the DHR's responsibilities, rather than incorporating requesting agencies' responsibilities over which DHR has no control.

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DHR - Performance Audit Report FY 14 and FY 15:
Department of Audits - Response to the Report

President: "The first two items on the non-routine agenda can be found on pages 58-67, Department of Human Resources Performance Audit Report FY 14 and FY 15, Update on the Agency's Automation Infrastructure, and pages 68-71, Department of Audits' Response to the Report of the Department of Human Resources. Will the parties please come forward? Okay."

Ms. Mary Talley, Director and Chief Human Capital Officer, Department of Human Resources: "Good morning President Young, Madam Mayor, and Madam Comptroller, and members of the Board. Thank you for the opportunity to provide you with information about uh -- DHR's Automation Infrastructure. By way of background --"

President: "You have to uh -- give us your name. You have to say your name."

Ms. Talley: "Oh, Mary Talley. By way of background, the City's Department of Auditing performed a audit of the Department of Human Resources' operations in early March and released that

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report of its findings and recommendations. As a result of that report and subsequent to that, the Board has asked us to provide an update and that's what I'm here to do this morning. So, currently, DHR's existing technology infrastructure is uh -- insufficient. Our Human Resources Information System is an ADP Enterprise System which, in fact, is antiquated. The reason being that, we have an outdated version of software that has not been updated in many years. In addition to that, we are no longer able to receive technical support from ADP because they don't have any uh -- subject-matter experts or anybody that is skilled in that version of our software. In addition to that, we have over 200 customizations, City-specific customizations that even if ADP could provide us with technical support, they don't understand the customizations and it has made our system more complex and cumbersome. In addition to that, this has um -- provided the Human Resources Department with an inability to render real-time information for itself as well as agencies across the City. Moreover, our current system does not interface

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DHR - Performance Audit Report FY 14 and FY 15:
Department of Audits - Response to the Report

with any other systems in the City. As a result, we are forced to have protracted processes -- manual processes that take an inordinate amount of time to complete based on the volume of information and product -- projects that we are required to um -
- complete. This not only impacts the Department of Human Resources, but it also impacts agencies across the City. So, where we are now? Currently, we are working with the Mayor's Office of Information Technology, Purchasing, Finance -- and Finance to try to um -- identify an enterprise-wide system. Something that not only DHR can use, but that will interface with other systems um -- and be on the same platform um -- with all of the City agencies and all of the City's operations. So, currently we're considering um -- a commercially available enterprise resource planning solution, and that is in the development stages. So, what's been our progress since the Audit? So, we've implemented several stop-gaps um -- to -- to compensate for our lack of technology and those include -- we've conducted a uh -- thorough needs analysis within our own agency

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of our technological needs and back in April, we initiated discussions during which we shared that information with the Mayor's Office of Information Technology. In the meantime, we have implemented several -- several precautionary measures to help us move forward as quickly as possible, and that includes providing additional uh -- training and retraining for our own internal staff as well as agency personnel so that they know the proper use and application of our -- our existing infrastructure. In addition to that, we have rec -- increased our reliance on Woofu, which is a web-based application that has enabled us to accept electronic submissions as opposed to manual submissions. Additionally, it's going to help us towards our goal of eventually and hopefully being a paperless operation. We're also currently revising our policies and procedures to help um -- us identify efficiencies. So, we had some areas of concern in our Recruitment and Talent Acquisition Division. So right now, if we had a more robust applicant tracking system,

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one that was actually integrated with other infrastructure technology infrastructures in the City, we would be much more streamlined and efficient. But, in the meantime, we have concentrated on our staffing needs. One of the things that we're doing is -- we're actively recru -- we have recruited design -- and are actively recruiting for two Senior Recruiters. This will build our bench-strength within the Department of Human Resources. So, we'll have our own internal uh -- recruitment operation, if you will, that's going to focus on reducing the time to sit -- to fill and underscore professional, managerial, and executive-level positions. Further, as it relates to recruitment and talent acquisition, we are doing other things to try to reduce the time to fill and identify additional methods to streamline the full-life cycle recruitment process. Those items include implementing supplemental questions. Now supplemental questions have been in effect for quite some time. However, they're not widely used. We are placing increased

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emphasis on training the agencies to use supplemental questions because this will give them an opportunity to more specifically and readily identify candidates that have the specific skills that are unique to their agencies' operations. I also want to mention that when we implement the revised Civil Service rules, agencies will be able to develop specific announcements that are catered toward their agencies' needs, and they'll be able to identify people with the desired skill-sets more quickly. Paper applications, we're trying to um -- do away with those once and forever. Um -- our goal is to implement a fully electronic applicant -- application process by December 31st of this year. In addition to that, we are going to be conducting a series of trainings for new and existing HR staff to familiarize them with the recruitment and talent acquisition process and procedures. Surrounding our Classification and Compensation Division, the audit identified that we have numerous areas of concern and deficiencies. Class and Comp conducted a SWOT analysis and identified the strengths, weak-

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nesses, opportunities, and threats surrounding that division and we came up with several resolutions as a stop-gap. Our enhancements include the development of a test database, which we implemented as of May of this year that enables us to input data and find out the -- the results before we actually implement it and it goes live. In addition to that, we're going to begin accepting electronic rather than manual submissions from the agencies. Furthermore, we are working on identifying other um -- streamlining efficiencies for Classification and Compensation. All of the pro -- processes in Class and Comp are manual and that leads to human error. So, we are going to be over the next month identifying how we can better um -- reduce the rate of errors and process the enormous amount of submissions that we receive on an ongoing basis. Our submission rate has increased by 50% within the last year. Staffing, that Division is grossly understaffed. Currently, we have several -- seven Classification and Compensation Specialists. We are requesting that that be increased to twelve in order to handle

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the volume more quickly and more efficiently. Thank you. I'd be pleased to answer any questions that you have."

President: "The only question I have is uh -- if I'm correct -- you said you're looking at reducing the amount of time it takes for a hire to be hired?"

Ms. Talley: "Correct."

President: "Okay. Alright, so with the uh -- software that you have now, would that be possible -- that you can do that."

Ms. Talley: "It's not possible right now. We have an app -- applicant tracking system called um -- Neogov that does not meet our current or future business needs. It does not permit us to um -- use certain applications that we need in order to be more efficient."

Mayor: "So, Mr. President uh -- Comptroller, and members of the Board, we know this is a problem across the City, period. Whether it's the Police Department -- Human Resources. Human Resources feeds all of our agencies. So, it's a real problem for us and that's why -- one of the reasons we hired our new

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technology person -- IT person because uh -- we brought somebody in from the private sector because we realize we got to change our platforms and our platforms don't communicate across agencies and that is a high priority for this administration. So, I know that he's here -- Frank is working uh -- with this agency, as well. Uh -- improving technology in this City is -- is ultimately, I mean it is of the utmost importance and when we think about, for example, just the Police Department, how long it took them to hire uh -- individuals. In fact, up until twenty -- up until this year, we weren't able to hire police officers faster than we were losing them. Uh -- we were losing more police officers and not able, through our own technology base, able to hire the police officers that were applying. So, it wasn't that people weren't applying to be police officers. The fact of the matter is that our system is so antiquated -- but you'll find this in almost every agency in the City and so we expect to transform these agencies uh -- over the next uh --

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year or so -- or less because we realize that this has been a -- a real problem for the City, in general. But, I wanted to also take a moment to say to Mary uh -- to congratulate her uh -- for Work Baltimore --"

Ms. Talley: "Thank you."

Mayor: "Because you did an outstanding job. I don't know how you got it done with the technology platform that you're currently using. But, she had over 2,000 people registered before we opened the doors at the Convention Center and I know probably between three to 5,000 folks walked through those doors and what was interesting was, you know, it was of all levels. Uh -- one of my uh -- Kendra Pollack, who runs our uh -- our data center upstairs uh -- said that she found her Data Scientist uh -- who walked through those doors at the Convention Center uh -- CitiStat Smart. And so, we know that there were folks at every level coming through that door and I could barely step through and had to leave. But, you know, not to uh -- nothing to do with you at all. But um -- I wanted -- I didn't want people to be

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distracted, people kept stopping me wanting to take pictures and photographs and as I go apply for those jobs and I heard uh -- employers say, 'you know, if -- when we hire you today -- you know -- here's where you are today and here's where you can be.' So, again uh -- thank you for all the work that went in to doing that particular effort. I challenge all the Department Heads to think outside of the box. And Mary did an extremely fantastic job with your agency and yourself uh -- leading that effort and collaborating with the other agencies. Thank you."

Ms. Talley: "Thank you. I also want to take a moment to -- to thank my extraordinary staff in the Department of Human Resources. Without their support and help um -- Work Baltimore would not have become um -- have come to fruition and they were um -- extremely exceptional in going above and beyond anything that I could have asked for to make that project -- that initiative successful. So, thank you team."

Mayor: "And I -- and I also have to add, it didn't cost the City a dime uh -- they were able to do it with uh -- their ability to

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reach out and her branding of the uh -- event, Work Baltimore. All the bus posters, everything you saw was through the efforts of this particular agency. So, thank you again."

Ms. Talley: "Thank you."

Mr. Robert McCarty: "Good morning. Bob McCarty, City Auditor. Um -- I'd like to point out that Ms. Talley and DHR is making significant progress on our findings and recommendations. Uh -- we will follow-up on them when we do our next audit in calendar year 18. That will cover fiscal years 16 and 17?"

Ms. Talley: "We'll be ready, hopefully."

Mr. McCarty: "Thank you. Thank you."

Mayor: "Thank you."

Ms. Talley: "Thank you."

President: "Okay. Thank you. The Reports have been **NOTED**."

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MINUTES

Department of Recreation and Parks - Donation Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Donation Agreement with the Cal Ripken, Sr. Foundation, Inc. (Foundation). The period of the Donation Agreement is effective upon Board approval and will end on final acceptance of the project by the City.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The construction cost is approximately \$2,600,000.00 and the Cal Ripken Sr. Foundation, Inc. agrees to donate the entire cost of the project. The City will not participate in the funding of this project and the Foundation is solely responsible for any unanticipated extra costs during the construction.

The Foundation is collaborating with the Baltimore City Department of Recreation and Parks to design and facilitate the construction of a combination football/soccer athletic field with a synthetic playing surface at Baybrook Park. This multi-purpose, low-maintenance facility is designed to provide a cohesive recreational and educational experience for athletic teams.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Donation Agreement with the Cal Ripken, Sr. Foundation, Inc.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Mayor's Office</u>			
1. Catherine Pugh	National Energy Marketers Association tion Western Area Policy Summit Las Vegas, NV Oct. 22 - 24, 2017 (Reg. Fee \$695.00)	General Funds	\$ 835.00

As Ms. Pugh is a keynote speaker at the National Energy Marketers Association Western Area Policy Summit, the airfare cost and hotel cost were paid by the National Energy Marketers Association (NEM). The registration cost of \$695.00 was prepaid on a City-issued procurement card assigned to Renee Newton.

The Department is requesting additional subsistence of \$80.00 meals and incidentals and \$60.00 for ground transportation. Therefore, the disbursement to Ms. Pugh is \$140.00.

2. Karen Stokes	National Energy Marketers Association Las Vegas, NV Oct. 22 - 24, 2017 (Reg. Fee \$0.00)	General Funds	\$ 967.23
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The subsistence rate for this location is \$166.00 per night. The hotel cost is \$179.00 per night, plus hotel taxes of \$23.95 per night, resort fee of \$35.00 per night, resort tax fee of \$4.68 per night, and processing fee of \$17.01 and

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Mayor's Office</u> - cont'd			
airfare cost of \$324.96 was prepaid using a City-issued procurement card assigned to Renee Newton.			
The Department is requesting additional subsistence of \$80.00 for meals and incidentals. Therefore, the disbursement to Ms. Stokes is \$140.00.			
3. James T. Smith	Baltimore Metropolitan Council Chesapeake Connect 2017 Cleveland, OH Nov. 5 - 7, 2017 (Reg. Fee \$1,500.00)	General Funds	\$1,500.00

The registration fee of \$1,500.00 was paid using a City-issued procurement card assigned to Renee Newton. The registration fee includes airfare, hotel, and meals. Therefore there is no disbursement to Mr. Smith.

Baltimore City Council

4. Sharon Middleton	2017 Large Urban County Caucus Symposium Salt Lake City, UT Oct. 24 - 28, 2017 (Reg. Fee \$0.00)	Elected Officials Expense Account	\$1,312.84
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The subsistence rate for this location is \$174.00 per night. The cost of the hotel is \$144.00 per night, plus

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore City Council - cont'd</u>			
hotel taxes of \$17.86 per night, and a resort fee of \$10.00 per night.			
The Department is requesting additional subsistence in the amount of \$10.00 per day for meals and incidentals. Ms. Middleton will be disbursed \$1,312.84.			
<u>Department of Public Works</u>			
5. Rudolph S. Chow	Association of Metropolitan Water Agencies 2017 Executive Management Conference St. Simons Island, GA Oct. 15 - 18, 2017 (Reg. Fee \$835.00)	Water Utility	\$1,837.13
The registration fee in the amount of \$835.00 was prepaid by City-issued credit card assigned to Ms. Tianna Hines. The airfare cost of \$310.96 includes \$30.00 for reserved seating, which is requested to be approved. The amount to be disbursed to Mr. Chow is \$1,002.13.			
<u>Office of the State's Attorney</u>			
6. Petra Aaron	Forensic Evidence Training Phoenix, AZ Dec. 10 - 14, 2017 (Reg. Fee \$675.00)	Federal Grant Funds	\$1,944.85

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Office of the State's Attorney - cont'd</u>			

The transportation costs of \$439.50 and hotel costs of \$558.35 were prepaid using a City-issued procurement card assigned to Robin Haskins. The registration costs of \$675.00 were paid using EA000215073. Therefore, the disbursement to Ms. Aaron is \$272.00.

Department of Recreation and Parks

7. Asia Scott	2017 Computer Science for All Summit: Celebration St. Louis, MO Oct. 16 - 18, 2017 (Reg. Fee \$20.00)	General Funds	\$ 852.59
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The subsistence rate for this location is \$179.00 per night. The cost of the hotel for October 16, 2017 is \$140.00 and \$145.00 for October 17, 2017, plus total hotel taxes of \$46.63.

The airfare in the amount of \$420.96 and the registration fee in the amount of \$20.00 were prepaid on a City-issued credit card assigned to Mr. Kenn King. The Department is requesting additional subsistence in the amount of \$1.00 for October 16, 2017 and \$6.00 for October 17, 2017 for meals and incidentals. Ms. Scott will be disbursed \$411.63.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Fire & Police Employees' Retirement System (F&P)</u>			
8. N. Anthony Calhoun	63 rd Annual Employee Benefits Conference Las Vegas, NV Oct. 21 - 28, 2017 (Reg. Fee \$1,550.00)	Special Funds - Fire & Police	\$3,617.65

The subsistence rate for this location is \$166.00 per night. The cost of the hotel for October 21, 2017 is \$279.00, and \$229.00 per night for October 22 - 24, 2017. The total hotel tax is \$129.25, plus a resort fee of \$15.00 per night.

The registration fee in the amount of \$1,950.00, which included a \$400.00 deposit for the hotel, was prepaid on a City-issued credit card assigned to Mr. N. Anthony Calhoun. The F&P is requesting additional subsistence in the amount of \$113.00 for October 21, 2017 and \$63.00 per day for October 22 - 24, 2017 to cover the cost of the hotel and \$40.00 per day for meals and incidentals. Mr. Calhoun will stay in Las Vegas on October 26 - 28, 2017 at his own expense. Mr. Calhoun will be disbursed \$1,267.65.

RETROACTIVE TRAVEL APPROVALMayor's Office

9. Catherine E. Pugh	Black Corporate Directors Conf. Laguna Beach, CA Sept. 8 - 10, 2017 (Reg. Fee \$0.00)	General Funds	\$40.00
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MINUTES

RETROACTIVE TRAVEL APPROVAL AND REIMBURSEMENT

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Mayor's Office</u> - cont'd			

The Black Corporate Directors paid the cost of registration, airfare, ground transportation, hotel accommodations, and meals during the conference. The Office of the Mayor is requesting subsistence of \$40.00 to cover the cost of a return flight upgrade.

This request is late because the invitation from the sponsor and the decision to accept the invitation did not allow enough time to present the travel to the Board beforehand. The Department requests retroactive travel approval. The requested travel reimbursement is as follows:

TRAVEL REIMBURSEMENT

\$40.00 - Subsistence

10. Karen Stokes	Black Corporate Directors Conf. Laguna Beach, CA Sept. 8 - 10, 2017 (Reg. Fee \$0.00)	General Funds	\$ 40.00
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The Black Corporate Directors paid the cost of registration, airfare, ground transportation, hotel accommodations, and meals during the conference. The Office of the Mayor is requesting subsistence of \$40.00 to cover the cost of a flight upgrade.

This request is late because the invitation from the sponsor and the decision to accept the invitation did not allow enough time to present to the travel the Board beforehand. The Department requests retroactive travel approval. The requested travel reimbursement is as follows:

MINUTES**TRAVEL REIMBURSEMENT**Mayor's Office - cont'd**\$40.00** - Subsistence

11. Shonte Eldridge	Smart City in Focus Invitation to Summit Yinchaun, China Sept. 18 - 22, 2017	General Funds	\$ 140.00
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On September 13, 2017, the Board approved the travel request in the amount of \$220.00. The costs of travel and hotel accommodations were paid by the event sponsor; however, the cost of the VISA in the amount of \$140.00 was not covered. Subsistence is requested for the cost of the VISA, which was not previously requested. Therefore, the Office of the Mayor is requesting Ms. Eldridge be reimbursed as follows:

REIMBURSEMENT**\$140.00** - Subsistence

UPON MOTION duly made and seconded, the Board approved the foregoing Travel Requests and the Retroactive Travel Approvals and Travel Reimbursements. The Mayor **ABSTAINED** on item nos. 1, 2, 3, 9, 10, and 11. The President **ABSTAINED** on item no. 4. The Comptroller **ABSTAINED** on item no. 8. The Director of the Department of Public Works **ABSTAINED** on item no. 5.

MINUTES**PROPOSALS AND SPECIFICATIONS**

1. Department of Public Works/Office of Engineering and Construction - SC 963, Improvements to the Sanitary Sewers in the South West Area of Baltimore City and Maidens Choice Pressure Sewer Assessment and Uplands Sewer Replacement
BIDS TO BE RECV'D: 11/08/2017
BIDS TO BE OPENED: 11/08/2017

2. Department of General Services - GS 16816, Mitchell Courthouse Elevator Upgrade
BIDS TO BE RECV'D: 11/22/2017
BIDS TO BE OPENED: 11/22/2017

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

MINUTES

President: "There being no more business before this Board, we will recess until bid opening at twelve noon. Thank you."

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MINUTES

Clerk: "Good afternoon, the Board of Estimates is now in session for the receiving and opening of bids."

BIDS, PROPOSALS, AND CONTRACT AWARDS

Prior to the reading of bids received today and the opening of bids scheduled for today, the Clerk announced that **THERE WERE NO ADDENDA RECEIVED** extending the dates for receipt and opening of bids. There were no objections.

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

Department of General Services - GS 16826, Western District
Police Department Partial Roof
Replacement & HVAC Upgrade

Chilmar Corporation
Denver-Elek, Inc.*

*UPON FURTHER MOTION, the Board found the bid of Denver-Elek, Inc. **NON-RESPONSIVE** because of the company's failure to submit an entire original bid book and a complete duplicate bid as required in the bid instructions.

MINUTES

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There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, October 18, 2017.



JOAN M. PRATT
Secretary